

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and / or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: olwethu.desi@dedea.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours:(08:00-16:30 Mon-Thurs and 08:00-16:00 Fri).Application: Applications must be submitted using only the e-recruitment system available at: <https://ecprov.gov.za> and/or at: <https://erecruitment.ecotp.gov.za> and/or www.ecprov.gov.za (under careers). The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment system, send an email with your ID Number, your profile e-Mail Address and details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivery / No faxed / No Posted applications will be allowed.
- CLOSING DATE** : 13 September 2024. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Recruiting Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This The pre-entry certificate should be submitted prior to appointment. Successful candidates will be appointed on a probation period of 12 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

<u>POST 31/17</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/06</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree NQF Level 7 in Public Administration and Political science. 3-5 years relevant supervisory experience. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative services to the office of the MEC Manage financial support services Develop, implement and maintain administrative systems and procedures in the office of the MEC Manage the registry of the office of the executive authority Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909, For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: Coloured, Indian, White Females
<u>POST 31/18</u>	:	<u>REGISTRY CLERK: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/14</u>
<u>SALARY</u>	:	R216 417- R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/ NQF L4 and / or relevant qualification Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Maintenance of departmental records in HR registry Control and monitor movement of files Assist in archiving and disposal process Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909. For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target Coloured, Indian, White Males
<u>POST 31/19</u>	:	<u>DRIVER/MESSENGER: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/15</u>
<u>SALARY</u>	:	R183 279 - R215 892 per annum (Level 04)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate / Gr 12 / NQF level 4. 1-2 years relevant experience. A valid driver's license.
<u>DUTIES</u>	:	Provide effective and efficient driver services. Provide effective and efficient driver services. Ensure routine Maintenance of Vehicles. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909.For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: Coloured, Indian, White Males
<u>POST 31/20</u>	:	<u>FOOD SERVICE AID: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/16</u>
<u>SALARY</u>	:	R155 148- R182 757 per annum (Level 03)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Abet level 2 certificate or equivalent).
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provision of catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintenance of quality control measures of all food provided
<u>ENQUIRIES</u>	:	Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 078 801 5909. For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: Coloured, Indian, White Females

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<u>APPLICATIONS</u>	:	Must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za . The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za ; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered / No Faxed / No Posted applications will be accepted.
<u>CLOSING DATE</u>	:	13 September 2024. no late applications will be accepted
<u>NOTE</u>	:	Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the

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

INTERNSHIP PROGRAMES 2024/25 – 2025/26 – UNEMPLOYED GRADUATES (24 MONTHS)

NOTE : The Eastern Cape Department of Education provides an opportunity for unemployed graduates to gain the necessary application skills, as well as “hands on work” experience in their respective disciplines or fields/ areas of specialization for Two (2) years/ twenty-four (24) Internship (Targeting unemployed youth who possess a full qualification). The Interns will be placed in schools, all 12 district offices, circuit offices and at the head office. The department invites individuals who have successfully completed a tertiary qualification in the following disciplines or fields to apply. Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability. In your application letter, please indicate the source of media from which you have heard or seen the post on. When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful. The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification. The incumbent will be required to sign an internship contract, and performance/ work plan agreement. Participants who have previously benefitted from the Programme will be disqualified.

OTHER POSTS

POST 31/21 : **ADMIN ASSISTANT/FINANCE CLERK/ IT CLERK REF NO: DOE-IP01/08/2024 (X12 POSTS)**

STIPEND CENTRE : R7 450.62 per month
 : Alfred Nzo West (X1 Post)
 : Alfred Nzo East (X1 Post)

		OR Tambo Coastal (X1 Post)
		OR Tambo Coastal (X1 Post)
		OR Tambo Inland (X1 Post)
		Chris Hani East (X1 Post)
		Chris Hani West (X1 Post)
		Amatole East (X1 Post)
		Amatole West (X1 Post)
		Joe Gqabi (X1 Post)
		Sarah Baartman (X1 Post)
		Nelson Mandela Bay (X1 Post)
		Buffalo City Metro (X1 Post)
<u>REQUIREMENTS</u>	:	Degree/Diploma: Public Management/ Administration, Financial Management, IT
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/22</u>	:	<u>ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP02/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/23</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP03/08/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	Human Resource Management/Management of Training/ Industrial Psychology/ Occupational Health & Safety
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/24</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP04/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	Human Resource Management/ Management of Training/ Industrial Psychology
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/25</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP05/08/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/26</u>	:	<u>DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP06/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	ND: Financial Management, BCom Accounting / Economics Cost & Management Accounting
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/27</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP07/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Alfred Nzo East
<u>REQUIREMENTS</u>	:	Supply Chain Management/ Logistics & Transport Economics/ Demand Management
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200

POST 31/28 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP08/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/29 : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATORS: CMC REF NO: DOE-IP09/08/2024 (X14 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/30 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP11/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/31 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP12/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/32 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP13/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/33 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP14/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Human Resource Management/ Management of Training/Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/34 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP15/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/35 : **DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP16/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/36 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANTS: IT REF NO: DOE-IP17/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/37 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP18/08/2024 (X27 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/38 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP19/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/39 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP20/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Human Resource Management/ Management of Training Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/40 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP21/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/41 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP22/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/42 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP23/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/43 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP24/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/44 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP25/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/45 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP26/08/2024 (X25 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole East
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/46 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP27/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/47 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP28/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/48 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP29/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: 040 608 4200

POST 31/49 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP30/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/50 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP31/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/51 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP32/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/52 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP33/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/53 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP34/08/2024 (X19 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Amathole West
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/54 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP35/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/55 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP36/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/56 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP37/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/57 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP38/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/58 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP39/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : ND: Financial Management, BCom Accounting/ Economics Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/59 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE IP40/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/60 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP41/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/61 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP42/08/2024 (X34 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/Diploma: Public Management/ Administration/ Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/62 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP43/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/63 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP44/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/64 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP45/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/65 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP46/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/66 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP47/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/67 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP48/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/68 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP49/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/69 : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATOR: CMC REF NO: DOE-IP50/08/2024 (X12 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani East
REQUIREMENTS : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration, Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/70 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP51/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/71 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP52/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/72 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP53/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/73 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP45/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/74 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP55/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/75 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP56/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/76 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP57/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/77 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE IP58/08/2024 (X20 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Chris Hani West
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/78 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP59/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Bachelor's degree in Human Resources Management / Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/79 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP60/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/80 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP61/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/81 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP62/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/82 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP63/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : ND: Financial Management/ BCom Accounting/ Economics/ Cost and Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/83 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP64/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/84 : **ADMIN ASSISTANTS/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP65/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/85 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP66/08/2024 (X26 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Joe Gqabi
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting/Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/86 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP67/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Bachelor's degree in Human Resources Management/Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/87 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP68/08/2024 (X6 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/88 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP69/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/89 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP69/08/2024 (X6 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/90 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP70/08/2024 (X6 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/91 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP71/08/2024 (X5 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/92 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP72/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/93 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP73/08/2024 (X30 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Nelson Mandela Bay
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/ Degree/ Diploma: Public: Management/ Administration/ Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/94 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP74/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/95 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP75/08/2024 (X5 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/96 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP76/08/2024 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/97 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP77/08/2024 (X6 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/98 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP78/08/2024 (X5 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : ND: Financial Management/ BCom Accounting / Economics/ Cost and Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/99 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP79/08/2024 (X5 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRI : Mr. N Matika Tel No: (040) 608 4200

POST 31/100 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP80/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/101 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP81/08/2024 (X40 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Coastal
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/Degree/ Diploma: Public Management/ Administration/Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/102 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP82/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/103 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP83/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/104 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP84/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/105 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP85/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/106 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP86/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/107 : **DATA CAPTURE/ ADMIN ASSISTANTS: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP87/08/2024 (X4 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/108 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP88/08/2024 (X2 POSTS)**

STIPEND : R 7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/109 : **CIRCUIT ASSISTANT/ AUDIT CHAMPS/ ADMINISTRATORS: CMC REF NO: DOE-IP89/08/2024 (X35 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : OR Tambo Inland
REQUIREMENTS : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/ Degree/ Diploma: Public Management/ Administration/Financial Management/ IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/110 : **ADMIN ASSISTANT: EMPLOYEE RELATIONS & LABOUR REF NO: DOE-IP90/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Bachelor's degree in Human Resources management/ Labour Relations Management/ Labour Law or equivalent qualification
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/111 : **DATA CAPTURE/ ADMIN ASSISTANT: HUMAN RESOURCE DEVELOPMENT REF NO: DOE-IP91/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/112 : **DATA CAPTURE/ ADMIN ASSISTANT: PERFORMANCE MANAGEMENT REF NO: DOE-IP92/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/113 : **DATA CAPTURE/ ADMIN ASSISTANT: HRA & P REF NO: DOE-IP93/08/2024 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/114 : **DATA CAPTURE/ ASSISTANT FINANCE CLERK: FINANCIAL MANAGEMENT REF NO: DOE-IP94/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : ND: Financial Management, BCom Accounting / Economics/ Cost and Management Accounting
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/115 : **DATA CAPTURE/ ADMIN ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOE-IP95/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Supply Chain Management/ Logistics & Transport Economics/ Demand Management
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/116 : **ADMIN ASSISTANT/ IT SPECIALIST ASSISTANT: IT REF NO: DOE-IP96/08/2024 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : Software Development/ Support System/ Communication Networks
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/117 : **CIRCUIT ASSISTANT/ AUDIT CHAMP/ ADMINISTRATOR: CMC REF NO: DOE-IP97/08/2024 (X16 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Sarah Baartman
REQUIREMENTS : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management, IT
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

WORK INTEGRATED LEARNING PROGRAMME 2024/25 – 2025/26

NOTE : The Eastern Cape Department of Education provides an opportunity for students to enter a Work Integrated Learning (WIL) Programme. This programme will enable them to gain the necessary application skills and “hands-on work” experience in their respective disciplines or fields/areas of specialisation for a period ranging from a minimum of 3 months to a maximum of 18 months, to complete their qualifications from a registered Public Institution. The students will be placed in the 12 district offices and at the Head Office. The department invites students who must undergo workplace-based experience to qualify for a degree or diploma in the following disciplines or fields to apply (X120 posts). Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability. In your application letter, please indicate the source of media from which you have heard or seen the post on. When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful. The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification. The incumbent will be required to sign an internship contract, and performance/ work plan agreement. Participants who have previously benefitted from the Programme will be disqualified.

OTHER POSTS

POST 31/118 : **DATA CAPTURE/ ADMIN ASSISTANT: EMIS REF NO: (X12 POSTS)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo West (X1 Post)
Alfred Nzo East (X1 Post)
OR Tambo Coastal (X1 Post)
OR Tambo Coastal (X1 Post)
OR Tambo Inland (X1 Post)
Chris Hani East (X1 Post)
Chris Hani West (X1 Post)
Amatole East (X1 Post)
Amatole West (X1 Post)
Joe Gqabi (X1 Post)
Sarah Baartman (X1 Post)
Nelson Mandela Bay (X1 Post)
Buffalo City Metro (X1 Post)
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/119 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL99/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/120 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL100/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/121 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL101/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/122 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL102/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/123 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL103/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/124 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL104/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/125 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL105/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/126 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL106/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/127 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL107/08/2024 (X4 POSTS)**

STIPEND : R5 004.00 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/128 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL108/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Alfred Nzo West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/129 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL109/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/130 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL110/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/131 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL111/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Amathole East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/132 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL112/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Amathole East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/133 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL113/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/134 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL114/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/135 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL115/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/136 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL116/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Amathole West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/137 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL117/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Amathole West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/138 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL118/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Amathole West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/139 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL119/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/140 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL120/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/141 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL121/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/142 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL122/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/143 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL123/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Buffalo City Metro
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/144 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL124/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/145 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL125/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/146 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL126/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Chris Hani East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/147 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL127/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Chris Hani East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/148 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL128/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani East
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/149 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NUO: DOE-WIL129/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/150 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL130/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/151 : **DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL131/08/2024 (X2 POSTS)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/152 : **REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL132/08/2024 (X4 POSTS)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/153 : **DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL133/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Chris Hani West
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/154 : **DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL134/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

POST 31/155 : **DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL135/08/2024 (X1 POST)**

STIPEND : R5 004 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Grade 12 Certificate. a computer short course will be an added advantage.
ENQUIRIES : Mr. N Matika Tel No: (040) 608 4200

<u>POST 31/156</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL136/08/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Joe Gqabi
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/157</u>	:	<u>REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL137/08/2024 (X4 POSTS)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Joe Gqabi
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/158</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL138/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Joe Gqabi
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/159</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: CURRICULUM SERVICES REF NO: DOE-WIL139/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/160</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: ESSS REF NO: DOE-WIL140/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/161</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: EXAMS REF NO: DOE-WIL141/08/2024 (X2 POSTS)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/162</u>	:	<u>REGISTRY ASSISTANT: REGISTRY REF NO: DOE-WIL142/08/2024 (X4 POSTS)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200
<u>POST 31/163</u>	:	<u>DATA CAPTURE/ ADMIN ASSISTANT: IDS&G REF NO: DOE-WIL143/08/2024 (X1 POST)</u>
<u>STIPEND</u>	:	R5 004 per month
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. a computer short course will be an added advantage.
<u>ENQUIRIES</u>	:	Mr. N Matika Tel No: (040) 608 4200

OFFICE OF THE PREMIER

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> OR To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: e-recruitment-bhisho@safetyec.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue.

Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

CLOSING DATE

: 13 September 2024

NOTE

: Applications must be submitted on a duly completed 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 certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. 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 system generated Z83, instead will be requested to sign on the 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. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This pre-entry certificate should be submitted prior to appointment. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 31/164

: **DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 01/08/2024**

SALARY

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

CENTRE

: Bhishe

REQUIREMENTS

: Matric with an NQF level 7 degree (B/Tech/ Degree/ Advanced Diploma) as recognised by SAQA in Public Administration, Public Management, Social Sciences. Minimum 5 years' experience at a middle management level in Intergovernmental Relations/Coordination of Government Programmes & Stakeholders. Experience in supporting Executive Leadership will be an added advantage. Knowledge of relevant legislation, policies, and prescripts that govern the public sector, constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act and White Paper on Local Government. Key Competencies: Applied Strategic Thinking, Administration, Problem Solving, Communication, Client Orientation, Project Management, Financial Management, Team Leadership, Coordination and Facilitation of Intergovernmental Relations, planning cycles of all spheres of government, political dynamics, and awareness. A valid driver's license, Senior Management (SMS) Pre – Entry certificate is compulsory.

DUTIES

: Develop and drive capacitation and alignment programmes in local government in conjunction with the COGTA that promote co-operative governance. Provide strategic support to enhance co-operative governance through IGR tools and processes. Provide support to the DG and Premier on PIF and, National and Provincial clusters and FOSAD. Facilitate inter-departmental cooperation through Provincial Management and the combined technical cluster. Facilitate inter-governmental cooperation through combined technical fora. Facilitate and coordinate inter-sphere government programmes. Coordinate the Premiers Intergovernmental Forum (PIF) on quarterly basis in compliance with the IGR Framework Act of 2005. Direct the development, implementation and review of the Intergovernmental Relations Strategy, policies and programmes. Manage

agenda setting of the provincial intergovernmental fora. Manage IGR systematic coordination. Coordinate structural linkages and relations between IGR structures and other systems. Coordinate the implementation of provincial outreach and District Development Programme. Provide intergovernmental support in the implementation of the provincial prioritized programmes. Coordinate rapid response through relevant provincial intergovernmental fora. Coordinate support to intergovernmental planning and budgeting through IGR platforms. Coordinate intergovernmental support to implementation, monitoring, reporting and evaluation of government programmes. Participate in the departmental multi-disciplinary project teams. Manage area of responsibility: Coordinate development and reviews of the Directorate's annual performance planning, budgeting, cash flows and demand plans. Ensure development of performance agreements and performance appraisals. Manage development of Directorate's risk management plan, implementation, and reviews. Develop procurement plans and ensure compliance with Supply Chain Management Prescripts. Ensure management of assets in line with departmental regulations, Timeous responses to audit and legislature enquiries. Ensure that vacancies are filled in line with HR policies. Ensure all personnel in the Directorate have tools of trade.

ENQUIRIES : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 31/165 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: OTP 02/08/2024**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive package
CENTRE : Bhisho

REQUIREMENTS : Matric with an NQF Level 7 recognised by SAQA, Social Science / Public Administration or any relevant qualifications. Minimum 5 years' experience at Deputy Director Level in the Coordination/Development Planning/ Policy Development/ Research Environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Experience in supporting Executive Leadership will be an added advantage. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Manage the provision of administrative and secretariat support services to the Economic, Social and Governance and Administration Clusters and the provincial management forum: Provide secretarial support services to the Clusters. Convene the monthly and special meetings of the Clusters. Oversee the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC's. Oversee the recording of minutes and resolutions of the clusters. Oversee the compilation of a decision matrix for each of the meetings and distribution to the Heads of Institutions. Manage the provision of administrative and secretariat support services to EXCO and Cabinet Committees: Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner. Monitor the implementation of Executive Council resolutions. Ensure the secure storage of Executive Council memoranda and resolutions. Ensure compliance with the Cabinet Handbook requirements. Analyse and contextualise decisions of the Executive Council, its structures and Technical Clusters, including Lekgotla. Prepare periodic reports on the implementation of Executive Council decisions. Coordinate the provision of secretariat services to Cabinet strategic retreats. Develop and maintain the Cabinet Planning Framework. Ensure coordination parliamentary work and support the leader of government business: Provide support to the Leader of Government Business. Ensure development of annual integrated Government Programme. Oversee the management of parliamentary questions and responses thereto. Coordinate OTP submissions to the Portfolio Committee and other oversight bodies. Monitor implementation of recommendations by the Legislature Committees. Coordinate Parliament and Legislature programmes pertaining to the Provincial Departments. Manage area of responsibility: Review Executive Support (EXCO and Cabinet) performance and make recommendations to improve the efficiency and effectiveness. Report on Executive Support information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Executive Support. Facilitate the flow of information between Cabinet committees and EXCO. Facilitate the flow of information between clusters to Cabinet Committees. Ensure that performance agreements and development plans are developed and implemented for

subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 31/166 : **DIRECTOR: INFRASTRUCTURE AND BUDGET SUPPORT REF NO: OTP 03/08/2024**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive package
CENTRE : Bhisho

REQUIREMENTS : Matric with an NQF level 7 (B-Degree) in Public Administration /Management or Development Studies or any relevant degree Sciences, (Social or Natural), / Humanities/ Built Environment/Economics. Minimum 5 years' experience in Middle Management Services in Coordination. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). A qualification and / or experience in monitoring, experience in infrastructure sector and /or project management will be added advantages. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Manage and Monitor the Implementation of the Provincial Strategic Projects. Collection of Project Information and Project plans for the targeted strategic projects and ensure that the Strategic Project Profiles are standardized. Formalisation of project partnerships and Resource mobilisation. Strengthening and validation of project governance structures. Assess the effectiveness of governance structures to ensure that the relevant role players from OTP are included, for project monitoring and support. Driving pipeline for the next MTEF period, to ensure business continuity of Strategic Infrastructure Projects (SIPs). Facilitate profiling and pronouncement of these SIPs projects, such that they are project ready for funding through (BFI/ national Treasury/ ISA/ DBSA/ Debt Instruments). Facilitation and monitoring of interventions to unblock bottlenecks identified in strategic infrastructure projects, through various government interventions and social facilitation initiatives. Coordinate and support Provincial Infrastructure Governance and Oversight Structures. Monitor expenditure on priority projects. Conduct a situational analysis on spending trends of conditional grants on economic infrastructure projects. Assess the investment made for the term to date on economic infrastructure. Develop quarterly reports on the analysis trends of economic infrastructure. Share the report on decision making platforms. Manage and coordinates reports on Economic Infrastructure Delivery Trends. Conduct a situational analysis of the state of economic infrastructure in the province. Develop monitoring and reporting plan for economic infrastructure delivery across all sectors of the province. Develop quarterly reports of infrastructure delivery trends. Conduct verifications on infrastructure projects. Share the quarterly analysis report at different platforms of decision making including the infrastructure forum. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. N. Mafu at 082 562 2347, For eRecruitment enquiries email: recruitment@ecotp.gov.za

OTHER POSTS

POST 31/167 : **DEPUTY DIRECTOR: PERFORMANCE MONITORING & EVALUATION REF NO: OTP 04/08/2024 (X3 POSTS)**
 (ED Cluster, Social Transformation Cluster & G&A Cluster)

SALARY : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
CENTRE : Bhisho

REQUIREMENTS : Matric with an NQF Level 6/7 qualification as recognised by SAQA (National Diploma/ BTech or Degree) in Public Management / Public Administration/ Business Management / Development Studies/ Economics / Developmental Economics. Membership to SAMEA and/or an additional qualification in Monitoring and Evaluation will be an added advantage. Minimum of three (3)

		years' experience at Assistant Director level in Monitoring and Evaluation. Report writing skills, experience in monitoring and evaluation research methodologies and strategic planning. Excellent communication, analytical and report writing skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office. A valid driver's licence.
<u>DUTIES</u>	:	Provide support in the review of Provincial wide M&E Framework and Implementation Plan. Facilitate M&E Framework workshops and provide support to government institutions. Monitor and analyse progress on the implementation of Government Programmes. Monitor the implementation of the Framework to ensure the attainment of the service delivery objectives. Coordinate performance monitoring and reporting on POA and Quarterly Performance Reporting of the departments. Provide regular reports through the cluster system. Provide feedback to provincial departments on their performance. Efficiently communicate with internal and external stakeholders and advise on technical and procedural matters regarding performance monitoring and reporting guidelines for clusters to ensure compliance. Manage the effective use of performance information monitoring tools and processes to guide and advise management in respect of utilisation. 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>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>POST 31/168</u>	:	<u>DEPUTY DIRECTOR: E-GOVERNANCE REF NO: OTP 05/08/2024</u>
<u>SALARY</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6/7 as recognised by SAQA (National Diploma/BTech or Degree) in Computer Science, Information Systems, Software Development, ICT, Business Process Reengineering or any related qualification. A Minimum of three (3) years' appropriate experience as an Assistant Director in the area on Business Analysis, Systems Support and Software Development in ICT environment. Competencies/ skills: Knowledge of C#, Microsoft SQL, Microsoft Visio, Microsoft Azure, Microsoft SharePoint Online, Advance knowledge of Microsoft Excel, Project Management principles, SDLC Methodologies, Data Analysis, Communication Skills, Excellent Logical and Analytical Skills, Quality Assurance. Certificate in COBIT, ITIL, Business Processes or ICT Governance. Understanding of SDLC, DevOps, Business Process Mapping. Knowledge of Public Financial Management Systems. A valid driver's license.
<u>DUTIES</u>	:	Plan, Design and implement technology solutions that meet business requirements through creating value and optimize resource utilization. Ensure that proper feasibility studies and identifying of changing trends are conducted prior the procurement of new technology or upgrade to assess the best cost-effective solution; Develop Business Case that defines the scope, cost and time and documents the benefits and the o related financial value that the project will deliver; Analyze and map business processes applying Government Wide Enterprise Architecture principles to maximize technology investments. Assess and verifies data integrity and security requirements of new and existing technology and recommend corrective action if required; Conduct change management to ensure smooth transition and adaptation to new technology; Manage and coordinate projects and activities to ensure that output is delivered within time, budget and set quality standards. 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>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>POST 31/169</u>	:	<u>DEPUTY DIRECTOR: ICT GOVERNANCE REF NO: OTP 06/08/2024</u>
<u>SALARY</u>	:	R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF level 6/7 qualification (National Diploma /BTech/Degree) in ICT (Informatics or Computer Science) or related field as recognized by SAQA with a minimum of three (3) years' experience as an Assistant Director in ICT Governance. Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, 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 established frameworks, directives, guidelines, 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.

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

POST 31/170 : **DEPUTY DIRECTOR: ICT OPERATIONS /USER SUPPORT REF NO: OTP 07/08/2024**
Component: Departmental ICT

SALARY CENTRE REQUIREMENTS : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
Bhisho
Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA in ICT-related field. Minimum of three (3) years' experience as Assistant Director in the field ICT Service Desk Management. Industry certifications: Microsoft Certified: Microsoft 365 Fundamentals, Azure Fundamentals, and Security, Compliance, and Identity Fundamentals certifications will be an added advantage. A valid driver's licence. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Skills: Public Service Budgeting and Financial Management; Communication and Information Management; Client Focus and Responsiveness; Managing Interpersonal Relations and Resolving Problems; Planning and Organising; ICT Service Management and/or ICT Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Expert digital literacy skills in the Microsoft 365 Fundamentals, Azure Fundamentals, and Microsoft Security, Compliance, and Identity Fundamentals. Ability to work long hours. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

DUTIES : Implement and maintain ICT service agreements – align it-enabled services and service levels with departmental needs and expectations: Analyse business requirements and the way in which IT-enabled services and service levels support business processes. Collaborative with business on potential services and service levels comparing them with the current service portfolio to identify new or changed services or service level options. Define and maintain one or more service catalogues for relevant target groups. Publish and maintain live IT-enabled services in the service catalogues. Define and prepare service agreements based on the options in the service catalogues. Include internal operational agreements. Monitor service levels, report on achievements and identify trends. Provide the appropriate management information to aid performance management. Conduct periodic reviews of the service agreements and revise when needed. Implement and maintain ICT suppliers – manage it-related services provided by all types of suppliers: Expertly utilise the SITA Transversal and non-transversal contracts and their applications in different procurement scenarios. Optimise requirements with input from SITA accredited suppliers. Formalise and manage the supplier relationship for each supplier. Manage, maintain and monitor contracts and service delivery. Ensure that new or changed contracts conform to government standards and legal and regulatory requirements. Collaborate with the Contracts and Legal units on contractual disputes. Identify and manage risk relating to suppliers' ability to continually provide secure, efficient and effective service delivery. Periodically review the overall performance of suppliers, compliance to contract requirements, and value for money, and address identified issues. Implement

and maintain an ICT quality management system: Establish a quality management system (QMS). Focus quality management on customers – Manage the business needs and expectations for each business process, IT operational service and new solutions. Communicate customer requirements and expectations throughout the business and IT organization. Survey customer views on business process and service provisioning and IT solution delivery. Determine the impact on ICT standards and practices and ensure that customer expectations are met and actioned. Maintain their quality acceptance criteria. Capture quality acceptance criteria for inclusion in SLAs. Manage quality standards, practices and procedures and integrate quality management into key processes and solutions. Regularly review the continued relevance, efficiency and effectiveness of specific quality management processes. Monitor the achievement of quality objectives. Perform quality monitoring, control and reviews. Maintain continuous improvement. Implement and maintain ICT availability and capacity – balance current and future needs for availability, performance and capacity with cost-effective service provision: Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies. Ensure that the impact of unavailable resources is fully agreed on and accepted by the customer. Ensure that, for vital business functions, the SLA availability requirements can be satisfied. Plan and prioritise availability, performance and capacity implications of changing business needs and service requirements. Monitor, measure, analyse, report and review availability, performance and capacity. Identify deviations from established baselines. Review trend analysis reports identifying any significant issues and variances, initiating actions where necessary, and ensuring that all outstanding issues are followed up. Address deviations by investigating and resolving identified availability, performance and capacity issues. Implement and maintain ICT operational process controls: Continually assess and monitor the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that the processing controls are aligned with departmental service delivery needs. Operate the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that information processing is valid, complete, accurate, timely, and secure (i.e., reflects legitimate and authorised business use). Manage the ICT operational roles, responsibilities, levels of authority and segregation of duties needed to support the ICT operational process objectives. Authorise access to any information assets related to ICT operational information processes, including those under the custody of the business, IT and third parties. Manage ICT operational process exceptions and errors and facilitate their correction. Include escalation of ICT operational process errors and exceptions and the execution of defined corrective actions. Secure information assets accessible by the business through approved methods, including information in electronic form (such as methods that create new assets in any form, portable media devices, user applications and storage devices), information in physical form (such as source documents or output reports) and information during transit. Manage the allocated resources of the directorate in line with Legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

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

POST 31/171 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION: ADMINISTRATION SERVICES REF NO: OTP 08/08/2024**

SALARY : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF level 6/7 qualification (National Diploma/BTech/Degree) in Project Management / Business Studies /Public Management/Public Administration/ Developmental studies as recognized by SAQA with three (3) years' relevant experience at Assistant Director Level in relevant field. A valid driver's license with exception of persons with disabilities. Knowledge and Skills: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures Information management. Performance management. Research. Report writing. Negotiation. Interpersonal relations. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving Good verbal and written

communication skills. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Ensure that administrative support is rendered to the Executive Authority in respect of the public entities. Ensure that the required administrative functions relating to public entities are performed. Assist the Executive Authority with matters emanating from the portfolio of public entities and official matters emanating from these entities. e.g. participation in national and international forums and structures. Coordinate the portfolio of public entities. Provide analysis of the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Manage the allocated resources.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 31/172 : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 09/08/2024 (X2 POSTS)**

SALARY : R444 036 – R532 602 (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF Level 6/7 qualification (National Diploma or Degree) as recognised by SAQA in Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. Three (3) years' experience in the Strategy and Development Planning/ Monitoring/ Evaluation/ Policy Development environment at supervisory level (Level7/8). 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.

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. 5year 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. Manage the allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

POST 31/173 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG REF NO: OTP 10/08/2024**
Executive Support and Stakeholder

SALARY : R444 036 – R532 602 (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6 / 7 qualification as recognised by SAQA (National Diploma /Degree) in Office Management / Public

Administration/Management. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8. A valid driver's license. Competencies and capabilities: 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.

DUTIES : Support the Office of the DDG: Executive Support Stakeholder Management: 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 Executive Support Stakeholder Management 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: Co-ordinate 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 : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 31/174 : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND ADVISORY SERVICES**
REF NO: OTP 11/08/2024

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Bhishe
REQUIREMENTS : Matric, an NQF Level 6/7 qualification (National Diploma/ Bachelor's degree) as recognised by SAQA in Human Resource Management or equivalent field. Three (3) years' experience in the related area/ field at a supervisory level (SL7/8). In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Innovation and Knowledge Management, 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. A valid driver's licence.

DUTIES : Provide support in the compilation of HRM status reports for consolidated reporting to provincial and other relevant structures: Assist in the coordination of all HRM status reports are received timeously. Support the consolidation and review of the Provincial HRM status reports to ensure the reports meets stipulated requirements e.g. alignment with MPAT. Support the monitoring of provincial departments to ensure compliance with MPAT. Assist in the preparation of presentations of the HRM status reports for tabling in provincial structures for noting and decision making. Assist in the provision of written technical feedback to individual departments on their HRM status reports with recommendations on corrective measures to be taken. Support the monitoring and implementation of the technical feedback recommendations. Support in ensuring that all provincial status report are consolidated and provided on requirement to national bodies e.g. DPSA. Support the development and implementation of training initiatives to promote HRM compliance monitoring amongst relevant stakeholders. Support the implementation of the HRM compliance and accountability framework: Support the development of customized reporting standards that support accountability on HRM standards. Ensure that the Compliance and Accountability Framework is aligned to the

DPSA HRM Compliance Framework. Ensure integrity of departmental reports through validation of portfolio of evidence as submitted by departments. Assist in the preparation of feedback to departments on their quarterly and annual performance. Support and validate the development and review of HRM delegations: Assist in the development of the Provincial Delegations Framework aligned to the National Delegations Framework. Assist in the development of HRM&D delegations in the provincial departments, review delegations to ensure alignment with Provincial Delegations Framework. Support the monitoring and implementation of HRM&D delegations and report on compliance. Assist in the provision of feedback to departments and follow up on implementation of corrective measures Manage the allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

POST 31/175 : **ASSISTANT DIRECTOR: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 12/08/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : Matric, NQF Level 6/7 qualification National Diploma/Degree as recognised by SAQA in Human Resource Development /Developmental Studies/Training and Development. Project Management certificate will be an added advantage. Three (3) years' functional experience in project co-ordination and management at supervisory experience at (Level 7/8). In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Innovation and Knowledge Management, 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. Project management principles and methodologies e.g. Ms projects etc. Strong analytical skills. Project monitoring and evaluation. Communication skills (verbal and written). Conflict Management. Decision Making. Budgeting and Financial Management. Diversity Management. Planning and organizing. Risk Management. Change Management. Understanding of Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Youth development strategy & HRD Legislative Framework A valid driver's licence.

DUTIES : To support the facilitation and the development of the provincial skills development strategy and mobilise funding: Support the monitoring and the implementation of special skills development projects in provincial departments and provide feedback to provincial structures and other stakeholders. Assist in coordination of stakeholder engagements to monitor the implementation of the strategy and to share best practices e.g. Provincial Skills Development Forum (PSDF). Support the development of business case/proposal to source funding from potential funders including SETAS, National Skills Fund, and Sector Education and Training Authorities etc. informed by priority areas such as ocean economy, infrastructure in spatial planning. Support the implementation of the provincial skills development strategy: Support the contracting process with workplaces and institutions of learning for the placement of learners, interns, apprentices. Support the coordination and the implementation of learnerships, internships, apprenticeships, career exhibitions and other skills programme relating to youth public service employees. Support the monitoring and reporting on the implementation of learnerships, internships and apprenticeships. Assist in the facilitation and implementation of the provincial bursary interventions including Premiers scholarships, academic institutions and departmental based bursaries and overseas studies in identified priority skills development areas. Provide guidance, advice and support to the provincial youth, placement institutions, training institutions etc. Implement awareness and advocacy interventions that support the implementation of learnerships, internships and apprenticeships. Support the coordination and monitoring the placement of youth in workplaces to enable them to gain experiential learning: Support in the identification of workplaces for learner placements. Support facilitation of placements, workplaces and learner agreements in line with the contractual arrangements and the manage associated risks. Assist in the compilation of progress reports with regards to projects completion rate to funding agencies. Assist in the development and maintenance of a credible database of bursary beneficiaries, internship, learnership and apprenticeships in the province. Track and monitor progress of bursary beneficiaries, internship, learnership and apprenticeships. Manage the

allocated resources allocated in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implement in all projects/programmes. Manage resources in the sub-directorate.

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

POST 31/176 : **HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 13/08/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07)
: Bhisho
: National Senior Certificate, NQF 6/7 Level (National Diploma) qualification certificate as recognized by SAQA in Human Resources Management/Public Administration/ Public Management and any Human resource related qualification. Successful completion of PERSAL Introduction Certificate (proof of certificate is compulsory and must be attached). 1-2 years relevant experience in Human Resource Management environment. Knowledge, understanding, interpretation, and application of legislation that governs the Public Service. Knowledge and understanding of the Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Public Finance Management Act, 1999 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury, and Departmental prescripts, policies, and circulars applicable to Human Resources Management Knowledge of Human Resources Information Systems such as PERSAL (Personnel and Salary), E-Leave, and PMDS systems. Computer literacy, Interpersonal Relationships, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

DUTIES : Administer Conditions of Service including Leave Management, PILIR, Government Employees Housing Scheme (GEHS) and Housing Allowance. Administer Government Employees' Medical Scheme and Assistance, Long service recognitions and awards, and Injury on duty. Administer the Exit Management for employees of the department including pension benefits and leave gratuity payments; Administer garnishee orders, resettlements, subsistence, travel and overtime claims. Administer any other employee-related service benefits, privileges, and allowances. Assist in the development, review, and implementation of the departmental HR policies in the Department.

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

POST 31/177 : **ICT NETWORK CONTROLLER REF NO: OTP 14/08/2024**
Component: Departmental ICT
Re-advertisement (those who applied before may need to re-apply)

SALARY CENTRE REQUIREMENTS : R308 154 - R362 994 per annum (Level 07)
: Bhisho
: National Senior Certificate, an NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, 1-2 years of experience in maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

<u>DUTIES</u>	:	Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, tftpdnld, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>POST 31/178</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: OTP 15/08/2024</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring of compliance with auditor Generals check list and Verification of indexing and files.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>POST 31/179</u>	:	<u>MESSENGER / DRIVER: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP 16/08/2024</u>
<u>SALARY</u>	:	R183 279 – R215 892 per annum (Level 04)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy. A Valid driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load. Appropriate experience in transportation of employees, and goods. Inherent requirements of the job.

DUTIES : Render messenger services to the executive support to the premier: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering of documents and parcels. Provide Transportation Duties to The Executive Support to The Premier: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried within and without approved trip. Ensure vehicles are in good operating condition at all times. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

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

POST 31/180 : **REGISTRY CLERK: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP 17/08/2024)**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Bhishe
: National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.

DUTIES : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of the amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, erification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring of compliance with auditor Generals check list and Verification of indexing and files.

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

PROVINCIAL TREASURY

APPLICATIONS : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <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 with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.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/ CV to: erecruitmentenquiries@ectreasury.gov.za and not as specified, your

FOR ATTENTION
CLOSING DATE
NOTE

application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

: Ms T. Nkonyile
: 13 September 2024
: 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This pre-entry certificate should be submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

ENQUIRIES

: Theliswa Nkonyile at 083 8755 707/ Ms. O Mjali at 060 5808 917. E-Recruitment Enquiries: erecruitmentenquiries@ectreasury.gov.za.

MANAGEMENT ECHELON

POST 31/181

: **DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT 01/08/2024**
(12 Months Contract)

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 per annum (Level 13), (all-inclusive)
: OR Tambo
: Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential and understanding of Municipal Financial Recovery Services in terms of Chapter 13 of the MFMA. Skills And Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Municipal Financial Recovery Services, Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk

Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management. Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

DUTIES

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at OR Tambo District Municipality with effective hands on support to the municipality in the following areas: Financial Recovery Plan (FRP) Implementation, budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure, FRP report writing and submission of the reports to Mayoral Committee and both Provincial Treasury and Provincial CoGTA. Assess the municipality's overall performance in implementing the FRP and ensure Portfolio of Evidence is submitted on time and determine the time for the municipality to graduate from one phase to the next phase of the FRP. Expend networks and collaborative effort with other role players in the district and provincially toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in the municipality. Provide project management support to a team, including human resource management, planning, risk management and reporting. Knowledge and experience in the intergovernmental fiscal framework, coordinating of financial disputes, the implementation of the financial recovery framework and developing resolutions in the implementation of the Financial Recovery Plan in the municipality. Assess the performance of municipalities implementing Financial Recovery Plans to determine the progress being made. Conduct early warning preventative measures to avoid municipality from regressing after implementation of the Financial Recovery Plan. Apply the legislatives frameworks and guidelines in the execution of interventions to legislatively support local government Application of Institutional Reforms: Initiate the implementation of cross cutting measures and practices aimed at improving the performance of the municipality. Align holistic reforms and transformation measures to sustain a feasible financial recovery plan. Analyse and Evaluate Financial Outcomes: Evaluate reviews of financial information, service delivery information and performance Analyse and evaluate financial outcomes and present to relevant stakeholders. Develop/implement control measures, governance systems, processes and procedures, strategies and plans to give effect to the FRP implementation. Oversee the timeous implementation of consequence management. Assist the AO in building HR capacity to a level where the municipality is able to perform its functions and exercise its functions in an economic, transparent, effective, efficient, and accountable way. Support the OR Tambo District Municipality with the Implementation of the Financial Recovery Plan across all three phases of Rescue Phase, Stabilisation Phase and Sustainability phase. Implement the Financial Recovery Plan working and guided by the Terms of Reference to be agreed with the appointed ECPT.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male

OTHER POSTS

POST 31/182

: **DEPUTY DIRECTORS: DATA ANALYSTS REF NO: PT 02/08/2024 (X3 POSTS)**
3-year contract, renewable for further 2 years based on performance

SALARY
CENTRE
REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive)
: Bhisho
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management

(Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage. Skills And Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of the legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

DUTIES : Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to recruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No Cvs).

NOTE : EE Target: African Male

POST 31/183 : **ADMINISTRATIVE SUPPORT & COORDINATOR REF NO: PT 03/08/2024**
Purpose: To manage the administrative and coordination activities within the office of the executive authority.

SALARY : R849 702 per annum (Level 11), (all-inclusive)
CENTRE : Bhishe

REQUIREMENTS : A Three-year Degree (NQF level 7 as recognised by SAQA) in Public Administration / Political Science coupled with Minimum of 5 years' work experience in Administration of which 3 years should be middle management (Assistant Director) level. Skills And Competencies: Knowledge Ministry operations. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. In-depth understanding of interpretation and application of Public Service Legislation, Regulations and Policies that govern the Public Service. Knowledge and understanding of the Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies an DPSA Circulars. Computer Literate, Good Communication Skills (verbal & written), Analytical thinking, Interpersonal Relations, Knowledge Management, Good Planning & Organising, Good Research Skills, Problem Solving, and Facilitation. Consultation Skills. Influencing.

DUTIES : manage the administrative and coordination activities within the office of the executive authority; Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority; Brief the Head of Office on matters with regard to the executive authority's portfolio on the agenda of executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. render

executive council support service to the executive authority; Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert the Head of Office and executive authority of actions to be taken and due dates. study the relevant public service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Remain abreast with the procedures and processes applicable to the MEC.

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

NOTE : EE Target: African Male

POST 31/184 : **DEPUTY DIRECTOR: MUNICIPAL BUDGET REF NO: PT 4/08/2024**
Purpose: To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

SALARY : R849 702 per annum (Level 11), (all-inclusive)
CENTRE : Amathole
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting / Local Government Finance, Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation. 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.

DUTIES : monitor and provide specialist support on budget planning and implementation; Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a tabled budget assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. monitor and support municipalities on governance and institutional management, in line with MFMA requirements: Assess MFMA implementation, compile reports and submit to the Supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office. Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Prepare Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. monitor compliance with financial assets and liabilities and revenue management.

Monitor financial asset management compliance and compile a report. Monitor liability management compliance and compile a report. Monitor revenue management compliance and compile a report. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. manage area of responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. 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.

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

NOTE : EE Target: African Male

POST 31/185 : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING & REPORTING, FINANCIAL ASSET, SCM & ASSET MANAGEMENT REF NO: PT 5/08/2024**
Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

SALARY : R849 702 per annum (Level 11), (all-inclusive)
CENTRE : Alfred Nzo
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential. Skills And Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

DUTIES : Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM). Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities. Assess AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies as input on the training plan to be rolled out to municipalities to improve compliance. Manage the analysis and review of Financial Management Capability Maturity Model (FMCM) reports to determine weaknesses in financial management. Provision of

		technical support and guidance in the functioning of Internal Audit, Audit Committee and Disciplinary Board. Provide project management support to a team, including human resource management, planning, risk management and reporting.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Male
<u>POST 31/186</u>	:	<u>ASSISTANT DIRECTOR: BUDGET PLANNING, M & R REF NO: PT 06/08/2024</u> Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years finance experience in a budget management environment at a level of an Officer (Level 7 or higher). skills and competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines (MCS & AMD), National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<u>DUTIES</u>	:	maintain departmental budget process; Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. prepare report required for monitoring of the departmental budget; Analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za . (NB: For Technical Glitches Only – No CVs)
<u>NOTE</u>	:	EE Target: African Male
<u>POST 31/187</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT, PLANNING, MON & PUBLIC FINANCE REF NO: PT 07/08/2024</u> Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bisho Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics coupled with Minimum of 3 years' work experience Budget Management environment at an officer (Level 7 or higher). Skills And Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines (MCS & AMD), National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<u>DUTIES</u>	:	Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes; Assist with the reviewing and improving on the previous year's internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that

departments have protected the policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for preened main MTECs. Assist In the preparation of reports and presentations for pre- and main MTEC hearings to Inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with visit to department and in ensure that the Main budget Is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous years financial and non-financial performance. assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels; Assist with the preparation of a report on recommendations of the departmental roil over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that The Adjustment Budget Is Loaded on BAS And Verify Accuracy of Loaded Budget. Provide Assistance in Ensuring Compliance of Departmental Strategic Plans (SP) And Annual Performance Plans (App) And Its Alignment to National and Provincial Policy Priorities; Assist departments with the crafting of Strategic plans. APP's, Operational / Business Plans. Assist with the analysis of departmental SP, APPS and Ops plans and budgets as well as their alignment with mandated policy priorities and compliance with NT framework. Assist with the monthly IYM Analysis on Revenue and Expenditure and with providing feedback to department. Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will Inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the of provincial budgets by assessing department & revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end dose out report on both financial and non-financial performance. assist with the analysis of quarterly performance reports (qpr) and in the provision of feedback to departments; Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist will the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and tletters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical Glitches Send An Email To: Recruitmentenquiries@Ectreasury.Gov.Za. (NB: For technical glitches only – NO CVs).
- NOTE** : EE Target: African Male
- POST 31/188** : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE SCM REF NO: PT 08/08/2024**
 Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting frameworks, Supply Chain Management and Asset Management issues in municipalities.
- SALARY** : R444 036 per annum (Level 09)
CENTRE : Amathole
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in Finance at a level of an Officer (Level 7 or higher). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management. Budget and Financial Management. Change Management. Knowledge Management. Information Management. Service

Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Team work.

DUTIES

: Assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the municipal finance management Act; Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director. Conduct a high-level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA.- Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on SCOA implementation within timelines and its financial impact to assist on compliance with SCOA Regulations. Provide Practical Assistance and Control Mechanism on Issues Of Compliance To Supply Chain Management (SCM) Asset Management (AM). Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report. Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework. Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director. Conduct an assessment of AGSA reports to determine common. issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance. Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data. Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. 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. ensure the management of assets in the area of responsibility; Ensures that assets are managed, maintained and kept safely.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No Cvs).

NOTE

: EE Target: Coulored Male

<u>POST 31/189</u>	:	<p><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 09/08/2024</u> 3-year contract, renewable for further 2 years based on performance Re- advertisement Purpose: To assist in measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R444 036 per annum (Level 09) Bhisho A Degree (NQF level 7 as recognised by SAQA) In Financial Management coupled with Minimum 3 years' work experience at an Officer level (Level 7 or higher) in financial management and with at least 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills And Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.</p>
<u>DUTIES</u>	:	<p>Assist in the review of Financial Management controls systems for developing Intervention Plans; Assist in the review of financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Assist in the engagements with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Support the strengthening of communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.</p>
<u>ENQUIRIES</u>	:	<p>Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs)</p>
<u>NOTE</u>	:	<p>EE Target: African Male</p>
<u>POST 31/190</u>	:	<p><u>ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: PT 10/08/2024</u> Re- advertisement Purpose: To provide Information Communication Technology (ICT) security services.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R444 036 per annum (Level 09) Bhisho A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 3 years relevant work experience in ICT of which 2 year experience must ICT security related at an officer level (Level 7 or higher). CISSP or CISM or CASP+ certificates will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Information Security Incident Management; Coordinate day to day activities and operations of the Information Security function, troubleshoot and document incidents. Liaise with other relevant stakeholders Provide support to the Disaster Recovery processes and IT continuity plans. Provide support to the maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services. Manage Information Security Training and Development; Facilitate the information security training and awareness program. Develop, implement and deliver training and awareness program as required by the department. Continuously plan and develop mechanisms to institutionalise information security such that culture of information security exist in the department. provide support in the management of user identity and it physical access in accordance to business requirements; Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related</p>

events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. provide support in effective management and monitoring of an information security function; Implement, monitor, and review the Information Security management program. Provide support in the design of relevant security solutions. Provide support in implementation of technical controls defined within the Information Security Management Framework or program. Identification and mitigation of the IT security risks, Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Perform the relevant audit log management processes. Provide input in the development and review of relevant Information Security documentation including policies, standard operating procedures, manuals etc. Implementation of ICT operational plan. Plan. Skills and Competencies: ICT Information Security Systems and Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No Cvs).

NOTE : EE Target: African Male

POST 31/191 : **ADMINISTRATION OFFICER: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT 11/08/2024**

Purpose: To render administrative services within the Municipal Budget Directorate and provide support services on the implementation of budget frameworks, institutional governance in line with the MFMA requirements. This post is earmarked for a person with disability

SALARY : R308 154 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : Degree (NQF Level 6 or NQF Level 7 as recognised by SAQA) in Office Administration / Office Management & Technology coupled with a Minimum 2 years in administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental polices. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Financial Management. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Numeracy, Ability to perform routine tasks, Computer literate, Financial Management, Report Writing, Planning & Organising, Good People Skills, Problem Solving, Communication (written and verbal)

DUTIES : Render Administrative Support Services to The Directorate; Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing information in ensuring efficient flow of information in the directorate. Scrutinise routine submissions / reports and make notes. Ensure safe keeping of all documentation in the directorate and is in line with relevant legislation and policies. Develop, maintain and manage the record management system / filing system of the Directorate. Consolidate monthly, quarterly, annual reports and annual Performance Plan for the Directorate. Make follow-ups on outstanding reports. Liaise and communicate with various levels of government and stakeholders. Disseminate information to all stakeholders as and when required. Respond to enquiries received internal and from external stakeholders and make referrals to relevant person/s. Draft documents / reports as and when required for the Directorate. Handle travel and accommodation arrangements for the directorate and process T&S claims. Organise Directorate's meetings. Administer attendance register, leave register, payroll

slips and telephone accounts for the Directorate. Handle procurement of standard items (stationery & refreshments) for the Directorate. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinate the submission of Annual Performance Agreements and Performance Assessments for the Directorate and ensure adherence to PMDS norms and standards. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Operate and ensure that the Directorate's office equipment is in good working condition. Coordinate the submission of Annual Performance Agreements and Performance Assessments for the Directorate and ensure adherence to PMDS norms and standards. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Operate and ensure that the Directorate's office equipment is in good working condition. Provide support services to municipalities on governance and institutional management in line with the MFMA requirements; Administer budget workshops. Assist in the coordination of IYM Assessments – section 71 and Mid-year Assessment section 54 (d). Collect information for the budget roll over process and cash withdrawal reports from Municipalities. Assist in the collection of outstanding government debt from municipalities and prepare submission to National Treasury. provide support in the debt steering committee; Develop and distribute agendas for the committee-initiated meetings and timeously issue invitations and reminders. Collect and compile necessary documentation for the committee meetings. Secure boardrooms for committee meetings. Record minutes, resolutions of the meetings and communicate decision to relevant stakeholders and monitor progress on behalf of the Chairperson thereof. Coordinate and track the implementation of decision taken on all internal meetings. Safe keep all documentation related to the committee during and after the sitting. render support and administer directorate's budget; Assist in the budget plan of the Directorate. Compile EC 4.1 and EC 5.1 forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projection. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorate of possible over – and under spending. Compile the Directorate's monthly In-Year Monitoring Reports. Present the spending of budget to the Directorate on monthly meetings. Identifies the need to move funds between items, consult with the head of the Directorate and compile draft memo for this purpose. Coordinate logistical arrangements for meetings as and when required. Make follow-ups on progress of supplier payments to avoid accruals.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi 060 573 5574 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Applications can be forwarded, via the following option: All applicants must utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>. No hand-delivered applications will be accepted. The e-recruitment system 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: Qhamisa.Blayi@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: Qhamisa.Blayi@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered.

CLOSING DATE
NOTE

: 13 September 2024
: Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with the reference. Certified copies of qualifications will be requested from shortlisted candidates. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to the outcome of these checks including security clearance, security vetting, qualification verification, and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and

the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test 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.

OTHER POSTS

POST 31/192 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (MEC'S OFFICE) REF NO: DSD 01/08/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree/ (NQF level 7) as recognized by SAQA in Public Administration/Administration/Office Management and Technology. 2-3 years of relevant experience preferably in a core Staff environment. A valid driver's license is a prerequisite. Competencies: Knowledge of Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

DUTIES : Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the head office. Obtain inputs, collates and compiles reports, e.g.: progress and management reports. Scrutinizes routine submissions/ reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. 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 the supervisor. Delegate functions to staff based on individual potential to provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

POST 31/193 : **REGISTRY CLERK (MEC'S OFFICE) REF NO: DSD 02/08/2024**

SALARY : R216 417 – R254 928 per annum (Level 05)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : National Senior Certificate. No previous experience is required, however, exposure to the Registry, Internal Audit and a core staff environment/political office will be an advantage. A valid driver's license is a prerequisite. Competencies: Knowledge of registry duties, and practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide registry services, attend to clients, handle telephonic and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail, Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system, Filing/storage, tracing (electronically/manually)

and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function and open and maintain the Franking Register. Frank posts, record money, and update the register daily. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record the reference number in the register. Filling and tracking internal audit resolutions and that of all oversight structures. Keep a daily record of the number of letters franked. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

POST 31/194 : **DRIVER/MESSENGER (MEC'S OFFICE) REF NO: DSD 03/08/2024**

SALARY : R155 148 – R182 757 per annum (Level 03)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : NQF level 3 (Grade 11 certificate or equivalent). A valid driver's license. Driving experience in a core staff environment/political office will be an added advantage. Competencies: Communication skills. Ability to read and write. Good eyesight. Teamwork.

DUTIES : Sort and arrange correspondences in the OMEC, Collect, distribute and circulate correspondences (mail, parcels, documents, and files), Record and control correspondence register, Sort mail, files, documents and parcels, Ensure that items to collect are sealed and addressed, Collect mail, files, documents and parcels from address or Deliver mail, files, documents and parcels to addressees, Ensure that the recipients sign on the delivery book/register, Record contents and physical addresses in the delivery book/register.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5101/5110.e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

POST 31/195 : **FOOD SERVICE AID (MEC'S OFFICE) REF NO: DSD 04/08/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Provincial Office, Bisho
REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required, Food service experience in a core Staff environment/political office will be an added advantage. Competencies: Good communication and interpersonal skills. Motivated and willing to work under pressure and work shifts, including weekends, night shifts and public holidays. Able to work in a team, must be willing to learn different types of diets and cooking methods.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, Maintain quality control measures of all food provided □ Removal of garbage disposal, Prepare food, snacks and beverages (water, tea, coffee, milk, sugar, and cold drinks), Setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, responsible for food supplies and report waste and losses.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5101/5110. e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATION : Applications must be submitted using only the e-recruitment system available at: <https://ecprov.gov.za> and/or at: <https://erecruitment.ecotp.gov.za> and/or www.ecprov.gov.za (under careers). The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment system, send an email with your ID Number, your profile e-Mail Address and details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivery / No faxed / No Posted applications will be allowed.

CLOSING DATE : 13 September 2024

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is

currently un-signable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit his/her Permanent Residence Permit on or before interview date. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained Pre-entry Certificate (Nyukela) as offered by National School of Government (NSG) for entry into the SMS posts and the full details can be sources by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. This The pre-entry certificate should be submitted prior to appointment.

MANAGEMENT ECHELON

<u>POST 31/196</u>	:	<u>CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: DOT 01/08/2024</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Transport Economics / Transport Management / Public Administration / Project Management / Public Management. 5 years' experience in the environment at Director Level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts / service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public

transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost-effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the chief directorate: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za .

NOTE : In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.

POST 31/197 : **CHIEF DIRECTOR: TRANSPORT PLANNING & DESIGN REF NO: DOT 02/08/2024**

SALARY : R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive annual salary range)

CENTRE : KWT

REQUIREMENTS : National Senior Certificate. B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering (Transport Engineering) / Transport Planning / Transport Studies. Registration with the Engineering Council of South Africa (ECSA) as a registered Professional Engineer / Technologist. 5 years' experience at senior management level. 8-10 years' proven experience in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license minimum code B. Knowledge: strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem analysis and solving, financial management, programmes and project management. Generic competencies: results / quality management, decision making, knowledge management, change management. technical competencies: programme and project management, engineering, legal and operational compliance, engineering operational communication process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, systems skills, engineering design and analysis knowledge, research and development computer-aided engineering applications, creating high performance culture technical consulting, engineering and professional judgment accountability.

DUTIES : Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public transport and freight planning. Coordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the design and implementation of programs and projects to empower vulnerable groups. Oversee the development and empowerment of impoverished communities using transportation related projects. Ensure development of statutory transport plans and supporting strategies to enhance the effective functioning of the transport system in the province. Ensure the coordination between Municipalities to support effective and efficient execution of land transport in the province. Development, monitoring and updating of provincial transport policy. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description

		and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTES</u>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/198</u>	:	<u>DIRECTOR: PROJECT MANAGEMENT & PROFESSIONAL SERVICES REF NO: DOT 03/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. Bachelor's degree (NQF level 7 as recognized by SAQA) in (Civil Engineering or Project Management or Built Environment). Project management certification i.e. PMP or PRINCE2 practitioner or Agile will be an added advantage. Master's degree in project management will be an added advantage 5 years' relevant experience at Middle Management level in the environment. Compulsory registration with the SACPCMP as a Professional Engineer/Technologist with minimum of 5 years post registration experience. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic capability and leadership; communication; client orientation and customer focus; people management and empowerment; problem solving and analysis; financial management; and programme and project management. Generic competencies: Results/quality management; decision making; knowledge management; change management; professionally liaise with Senior Managers and Executives as an ambassador of the PMO function; work effectively and efficiently to achieve objectives; as required from time to time, various formal and informal meetings will have to be attended and participated in; good written and verbal communication skills; strong attention to details and technicalities; excellent organizational and technical skills; good interpersonal and multi-tasking skills; and ability to work under pressure.
<u>DUTIES</u>	:	Establish, Implement Embed and Continuously Improve Project Methodologies and Governance Frameworks; Establish, maintain and review a program baseline or the "road map" for implementation of a project; Responsible to ensure the methodologies of the Project Management Office are adopted and engrained within SBV in order to effectively improve and maintain the Project Management Office maturity within the company; Lead the implementation and management of portfolio, programme and project governance frameworks and development of appropriate reporting tools which deliver value; Responsible to maintain and reiterate the administration for project submissions and approvals through the agreed portfolio prioritisation and approval process, maintaining a pipeline of approved projects; To provide full governance & control over projects utilising an agreed methodology and consistent standard – i.e. PMBOK and Agile; Verify that project communication strategy is agreed upon, shared with and adhered to by all project stakeholders (internal and external); Confirm that an applicable change methodology has been applied to projects in order to support the implementation; Guarantee a clear and consistent approach is in place to manage risk with alignment to the applicable Risk and Project Registers. Oversee the management of the overall Portfolio: Oversee the execution of Portfolio management and provide approval of reports that are to be presented at Executive Level and Project meetings; Provide an analysis of the full portfolio and future pipeline for the next financial year – annual and quarterly planning; Prioritisation with the branch and Project Managers; Provide the optimal structuring of portfolio into programs and projects; Manage the end to end portfolio critical path across the full portfolio; Oversee and manage the alignment of delivery resources to portfolio demand; Provide feedback and manage expectations with executive stakeholders regarding any portfolio delivery constraints; Conduct skills matching and differentiation for the portfolio structure; Ensure sound governance and control of project expenditure across the portfolio; Ensure escalation of portfolio level risks to the appropriate Risk and Audit Committees. Manage Project Delivery and Governance Accountability: Own the development, introduction, and on-going iteration of the organisation's Project Delivery Approach, gaining the required approvals where need be; Be an advocate of the organisation's Project Delivery Approach; Scope and shape the requirements of the Project Delivery Approach across the

organisation working closely with the Department; Devise, produce and implement new systems and processes to optimise more effective project management as required and within the framework of the organisations Project Delivery Approach; Conduct due diligence on any future business proposals in terms of risk, timing, and outcome; Oversee that Project managers are managing their day to day projects in accordance with SOPs and best practice guidelines; Accountable for verifying that detailed project, implementation, or actions plans are created for the duration of each project as appropriate; Accountable for verifying that projects have requirements documented and agreed to ensure that project activity meets agreed project objectives; Monitor the progress of all projects to determine that they are timely and accurate and enable sponsors and stakeholders have visibility and sufficient information to make the required decisions; Accountable for mitigating, resolving, and identifying risks, issues and dependencies are being recorded, monitored and proactively managed to minimise disruption to successful delivery. Participate in project reviews, approvals, and gating processes: Accountable for verifying that the appropriate and relevant level of testing is in place for all projects e.g. sign-off as part of the gating process; Produce agreed levels of Portfolio reporting on all projects being delivered or within the oversight of the Project Management Office; Deliver an effective and timely schedule of project communications liaising with the relevant stakeholders including the Communications Team; Drive organisational culture of compliance to project governance; Take responsibility for reliable, accurate and timeous Project Tracking; Responsible to critically audit or track ongoing projects at regular intervals to ensure projects are on course and follow the approved methodology; To critically review project planning and analysis - including detailed budgeting, project plans, documenting scope and business requirements, etc.; To identify, track, manage and mitigate risks within the programme of work; including opportunity identification; To manage and monitor the programme of work; assigning responsibilities and ensuring that all projects are adequately resourced; To manage and monitor the budget to ensure that the programme of work, along with specific projects are delivered within agreed costing. Liaise closely with applicable stakeholders to ensure accurate & robust budget monitoring against project plans Certify that a robust process of notification or escalation is in place to report on both underspend and potential overspend with the appropriate approvals sought for either situation. Prepare, or support the team, to tender specifications for the external commissioning of work packages as delivery components of projects where appropriate. Track and monitor benefits realisation against planned targets taking correct actions where required. Verify that post project reviews are in place and include lessons learnt exercises which identify both positive and negative outcomes to be actioned. Enforce effective Project Support and Administration Oversight: Responsible to confirm that the Project Management Office provides a centralized customer focused office that not only plans, negotiates and analyse projects, but also redress the project related concerns of the client, sponsor, and employee. Own the Project Management Office central repository of documentation and processes including the PM Toolkit. Create standardised and relevant document templates are available from a central repository for both the Project Management Office and business project team members. Establish organisation wide project reporting with a focus on value added advice and early identification and resolution of risk and issues. The Project Management Office provides training in project management and the applied project tools to team members: Drive the ethos that the Project Management Office provides in-house consultancy services to the project team on project related issues. Review and in some cases prepare materials as required for submission to the Board etc. Present and report on programme and specific project progress in line with agreed project governance; escalating issues as necessary. Effectively manage Stakeholder Relationship Management and provide Subject Matter Expertise: Establish and maintain close working relationships with internal and external contacts. Influence internal stakeholders to achieve the desired outcomes, including process improvement, of the Project Management Office. Coach and mentor project sponsors and managers. Provide input into the design and creation of new product/ service developments and manage the implementation these. Continually develop and maintain productive working relations with all project stakeholders (internal and external). Provide advice and support to project partners on how project evidence and information must be presented and reported. Manage the budgeting process for the directorate or sub-programme. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the sub-programme. Manage the financial reporting for the sub-programme. The rendering of technical support in respect of tender documentation (b) contract administration. Manage the rendering of

		records management services. Manage the development and submission of statutory reports for the Branch. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the sub-programme. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. 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 management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/199</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND PRE-AUDIT SERVICES REF NO: DOT 04/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. Relevant B. Degree (NQF level 7) as recognized by SAQA in Internal Audit/ Financial Accounting as a major. 5 years' relevant experience at Middle Management level in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment.
<u>DUTIES</u>	:	Establish an integrated internal control system. Oversee Departmental governance and delegation's frameworks. Facilitate and manage assurance services. Manage the effectiveness of systems of Internal Controls. Develop and maintain a loss control system. Manage compliance monitoring in relation to policies-processes and procedures (Pre-Audit Services). Monitor implementation of the Audit Intervention Plan. Manage the allocated resources of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. 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 management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/120</u>	:	<u>DIRECTOR: EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 05/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), all-inclusive package KWT National Senior Certificate. A relevant B Degree (NQF level 7) as recognized by SAQA in Internal Audit/ Financial Accounting as a major. 5 years' relevant experience at Middle Management level in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License minimum code B. Knowledge: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

- DUTIES** : Render Financial Management Reporting: To co-ordinate and consolidate monthly financial management reports required by Treasury. Prepare a set of interim and annual financial statements that are compliant with Modified Cash Standards. Render salary control and management. Render effective expenditure management service: develop and maintain a system of internal control and ensure compliance with the applicable regulations. Manage the Allocated Resources of the Directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager
- ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za .
- NOTE** : In terms of Departmental EE targets, preference will be given to Indian males, Coloured and White females are all encouraged to apply, including People with Disabilities.

OTHER POSTS

- POST 31/121** : **CHIEF ENGINEER: TRAFFIC ENGINEERING AND LAND TRANSPORT PLANNING SERVICES REF NO: DOT 06/08/2024**
Re-advertisement

- SALARY CENTRE REQUIREMENTS** : Grade A: R1 200 426 – R1 371 489 per annum (OSD), all-inclusive package
KWT
National Senior Certificate, bachelor's degree i.e. BSc. / BEng. / BTech (NQF Level 7 as recognized by SAQA) in Civil Engineering. Minimum of 10 years in the Civil Engineering field, six (6) of which should be in the Traffic Engineering sub-field. Registration with the Engineering Council of SA (ECSA) as a Professional Engineer/Technologist or eligible to be registered. A post-graduate degree in Civil Engineering (with specialization in Transport Planning or Traffic Engineering) will be an added advantage. A valid driver's license minimum code B knowledge: Knowledge of traffic engineering principles, protocols and standards. Proven experience, extensive and proven working knowledge of the following: Abnormal load permits, applications and processes Land-use management applications Performance-Based System (PBS) Transoft application/software Wind farm processes and procedures and Exposure or relations to traffic engineering forums and professional bodies. The following will be an added advantage: Departmental service delivery principles /Transport Policies and Procedure Government Programmes National Land Transport Strategic Framework (NLTSF) Provincial Land Transport Framework (PLTF) Provincial Freight Strategy National Transport Master Plan (NATMAP2050) Knowledge of the Eastern Cape Roads Act Understanding of Roads and Ribbon Development Act.

- DUTIES** : Traffic Engineering: Administer the Eastern Cape Roads Act. Administer the Roads and Ribbon Development Act. Analyse and approve requests for abnormal loads permits. Analyse and provide comments on land-use change applications. Conduct and oversee traffic plus transportation investigations. Conducts traffic counts for roadways and intersections to determine the volume of traffic, where the traffic is going to and from, and the type of traffic on the roadway. Direct and monitor continuously entire traffic engineering, signal plus signs operations. Ensure compliance to all standards. Head responsibility for traffic engineering as well as sub-program needs of division. Instruct and train subordinate engineers, technologists as well as engineering technicians. Participate in meetings as well as provide reports to all Departmental sessions. Participate to plan long and short-term goals, budget, and operations. Plan, design and supervise construction of varied types and aspects of traffic engineering projects. Recommend and provide reports to entire Department on pertinent engineering issues. Recommend traffic safety enhancement projects on basis of respective studies. Record data as well as findings as per standards established by national Department of Transport or various transportation organizations. Represent the Department as liaison with national and state agencies plus public. Reviews plans as well as highway permits as needed by Department. Signal design. Transport/traffic modelling. Freight planning and analysis: Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Update a Provincial Freight Plan. Update existing policies on overload control. Traffic Engineering and Freight planning implementation: Implement policies and regulations for control and elimination of overloading. Oversee

progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; allocate, control and monitor expenditure according to budget to ensure efficient cash-flow management of the sub-directorate. People Management: Empowering employees to make purposeful contributions, allocating relevant resources and solving problems in an effective way by taking accountability for their time and duty served. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Enquiries can be directed to Ms. H. Magengele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 31/122 : **DEPUTY DIRECTOR: TECHNICAL-MAINTENANCE SERVICES REF NO: DOT 07/08/2024**

SALARY CENTRE REQUIREMENTS : R1 003 890 - R1 182 534 per annum (Level 12)
 : Chris Hani
 : National Senior Certificate, National Diploma in Civil Engineering (NQF Level6)/ B. Degree (NQF level 7 as recognized by SAQA). 3-5 years relevant experience in the environment at Assistant level. A Valid Driver's License minimum code B. Knowledge: of Project Management principles and methodologies. Sound knowledge of government protocols, Strategic Capability and Leadership, procurement processes and regulations. Excellent communication skills both written and verbal. Financial management, problem solving and analytic skills. Computer literacy. Customer focus and responsiveness. Must be able to work independently, be self-motivated, responsible, and reliable. Knowledge of Treasury Regulations, Public Finance Management Act (PFMA). Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

DUTIES : Manage the provision of normal road maintenance services. Manage the provision of blading services. Manage the provision of re gravelling services. Develop a blading and re-gravelling road maintenance plan. Review engineering designs and specifications. Execute local surveys and compile plans. Maintain and monitor engineering operational effectiveness according to departmental goals and objectives. Supervise and manage in-house and outsourced works. Manage projects in terms of time, cost and quality. Monitor roads and report to management on regular basis. Manage the provision of special maintenance services. Manage implementation of occupational health and safety standards. Ensure OGS awareness on sites. Implement risk management system in line with occupational health and safety legislation and other relevant requirements. Co-ordinate standard approach to maintain accident records and legally required incident/accident investigating and reporting. Compile project specific Health and Safety risk assessments/specifications for inclusion in the tender document. Approve health and safety plans submitted by contractors' utilization of the human

resources in terms of governmental regulations. 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 provide the necessary guidance and support and afford staff adequate training and development of job description and implementation of Work Plans and personal Development Plans (PDPs for all employees in the Chief Directorate. Management daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given to Coloured and Indian females are encouraged to apply.

POST 31/123 : **DEPUTY DIRECTOR: DISTRICT TRANSPORT SAFETY REF NO: DOT 08/08/2024**

SALARY CENTRE REQUIREMENTS : R1 003 890 - R1 182 534 per annum (Level 12)
: Joe Gqabi
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education/ Communication / Project Management / Social Science / Public Relations / Development Studies/ Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director Level. Short-term project management certificate would be an added advantage. A valid driver's license minimum code B. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programmes and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

DUTIES : Manage and monitor implementation of all road safety projects and programs in the district. Manage and oversee implementation of road safety education in schools around the district. Manage and oversee implementation of road safety community outreach projects/programs around the district. Manage and oversee implementation of interventions at identified hazardous areas within the district in line with the National Road Safety Strategy (NRSS). Develop innovative and results driven road safety initiatives to promote road safety and intervene to road safety challenges within the district. Conduct evaluation and impact assessment of road safety interventions in the district. Develop a road safety district Annual Performance Plan and Operational Plan in line with departmental strategic objectives and national road safety strategy. Participate in development of district and departmental road safety strategic goals. Develop and maintain relevant partnerships and stakeholder relations. Maintain high standards to ensure optimal performance and achievement of targets/goals within set timelines. Delegate operational and administrative functions to staff based on individual potential and provide necessary guidance and support. Manage distribution of traffic safety education material and equipment. Manage all resources allocated to the directorate in line with relevant legislative framework and departmental policy directives. Manage road safety personnel in the district. Manage and monitor budget allocated to the directorate. Ensure management, responsible usage, maintenance, and safekeeping of all assets allocated to the directorate.

ENQUIRIES : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given to Coloured and white females, Coloured and white males. People with Disabilities are all encouraged to apply.

POST 31/124 : **DEPUTY DIRECTOR: ROAD SAFETY EDUCATION REF NO: DOT 09/08/2024**

SALARY CENTRE REQUIREMENTS : R1 003 890- R1 182 534 per annum (Level 12), all-inclusive package
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education/ Communication / Project Management / Social Science / Public Relations / Development Studies / Public Management / Public Administration. 3-5 years' relevant experience in the environment at Assistant Director level. A valid driver's license minimum code B. Knowledge: National Road Safety Strategy. Road Safety Key Priorities.

<u>DUTIES</u>	:	Road Safety Programmes and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act. Coordinate implementation of road safety education in schools: Develop an operational plan to guide districts on the implementation of the national road safety strategy. Monitor implementation of signed protocol/ memorandum of understanding with the department of education and other interested parties. Manage the development of road safety learner material. Monitor and evaluate district implementation plans and reports. Develop a provincial road safety education plan. Identify creative ways of promoting road safety education in provincial schools. Coordinate implementation and evaluation of scholar patrols. Manage the distribution of traffic safety education material and equipment. Engage relevant partnerships and stakeholders and develop plans for promotion of road safety education in schools. Facilitate district training and development needs. Develop and monitor implementation of road safety standards. Coordinate construction and management of school-based road safety education infrastructure: Manage and recommend approval of road safety projects. Liaise with municipality and other relevant stakeholders for road safety education initiatives. Manage and monitor budget allocated to the road safety education projects: Coordinate costed plans, procurement plans, budget allocation and expenditure. Prepare In -Year Monitoring reports for the directorate. 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 15%. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/125</u>	:	<u>ADJUDICATOR (PRE): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES SERVICES REF NO: DOT 10/08/2024 (X3 POSTS)</u> (12 months contract).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R 1 000 908 per annum (Level 11) KWT National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Transport Management/Transport Economics/ Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director level. 2 years' experience as a Board member will serve as added advantage. A valid driver's license minimum code B. Knowledge: SOP. NLTA. NLTR. Code of conduct.
<u>DUTIES</u>	:	Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of 243 applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaise with key public transport stakeholders such as SANTACO, metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaise with municipalities in respect of directions on operating license applications. Liaise with municipalities regarding the restructuring and transformation of public transport. Liaise with Eastern Cape Education Department in respect of scholar services, representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of

section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancel operating licenses issued in error. Cancel operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancel operating licenses in the case of non-adherence to the code of conduct. Cancel operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaise with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PREs record of decision in respect of such cases, representing the PRE at appeals hearings. Articulate PREs position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspect maintenance facilities / office space / vehicle fleet. Critically analyse business plans and other supporting documentation relating to operating license applications. Investigate matters relating to land transport and make recommendations to the MEC. Understand and interpret of transport legislation and policy validating personal information specified in operating licenses for correctness. Validate route / service information for correctness. Ensure that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certify fitness, registration and licensing of vehicle. Ensure that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keep staff abreast of changes to the legislation and business processes. Provide training on standard operating procedures

ENQUIRIES : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 31/126 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOT 11/08/2024**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R849 702 – R 1 000 908 per annum (Level 11)
: Sarah Baartman
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Bcom Finance / Bcom Accounting / Bcompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Financial Information Systems / Bcom Business Management. 3-5 years' relevant experience in the environment at Assistant Director Level. A valid driver's license minimum code B knowledge: Public Finance Management Act. Treasury Regulations, Financial Management Principles. Promotion of Access to Information Act. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.

DUTIES : Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and Items. Ensure submission to for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g., overtime, fuel allowance, subsistence and travelling claims, resettlement, etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly, and annual monitoring of budget to avoid over and under expenditure and to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department

e.g., municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury are met. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : Enquiries can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Indian females, and African, Indian males are encouraged to apply.
- POST 31/127** : **DEPUTY DIRECTOR: ADMIN SUPPORT COORDINATION: ADMINISTRATION SERVICES REF NO: DOT 12/08/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary range)
- CENTRE REQUIREMENTS** : KWT
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Public Administration/Administration/Public Management/Political Science/Development Studies. 3-5 years' relevant experience in the environment at Assistant Director Level. A valid driver's license minimum code Knowledge: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999 Treasury regulations.
- DUTIES** : Coordinate the planning process for the MEC Office: Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans Ensure that Office of MEC plans is guided by statistical evidence from research conducted by various organs of the state. Develop and implement records management Policies, File Plans, Strategies and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Coordinate the units and monitor compliance effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Provides a secretarial/receptionist support services to the Manager: Manage telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Head. Obtain inputs, collates and compiles reports, e.g. Progress reports Monthly Reports Management reports. Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting. Facilitate identification of Head of office priorities for the MTEF. Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Monitor Office spending pattern to curb under and overspending. Manage the allocated resources of the office of the Chief Director 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 supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/128</u>	:	<u>DEPUTY DIRECTOR (TECHNICAL ADMIN): TRANSPORT INFRASTRUCTURE – PROJECT MANAGEMNT & PROFESSIONAL SERVICES REF NO: DOT 13/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary range)
<u>CENTRE REQUIREMENTS</u>	:	KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration / Public Management. 3-5 years' relevant experience in the environment at Assistant Director Level. Short-term project management certificate would be an added advantage. A valid driver's license minimum code B. Knowledge: Knowledge: An understanding of the complete project life cycle from initial planning stages through to completion and records keeping. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. High-level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem-solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible and reliable.
<u>DUTIES</u>	:	Rendering of technical support in respect of: (a) tender documentation (b) contract administration: Manage the quarterly performance reporting process, assist in preparing reports to the Government Structures. Manage the rendering of records management services. Manage the development of tender specifications. Coordinate the management of roads related contracts. Manage the development and submission of statutory reports for the Branch. Manage the audit process for the branch. Monitor the overall roads budget: Consolidate in year monitoring financial report. Monitor the expenditure of the programme and consolidate expenditure report. Manage the budgeting process for the branch. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the branch. Manage the financial and performance reporting for the branch. Coordinate Regional roads maintenance services Manage the allocated resource of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. 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 management, maintenance and safekeeping of assets. Maintain project files containing project progress, reports and submit reports on the progress of the Transport Infrastructure programme to monitoring evaluation directorate and other departmental directorates. Coordinate transport Infrastructure audit responses (internal and external audits)
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

<u>POST 31/129</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPMENT AND MAINTENANCE REF NO: DOT 14/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R 1 000 908 per annum (Level 11), all-inclusive annual salary range KWT National Senior Certificate, National Diploma (NQF Level6 as recognized by SAQA) in Information Technology (Systems Development)/ B. Degree (NQF level 7 as recognized by SAQA) in Computer Science or, recognized international certification or equivalent will be an added advantage. 3-5 years' relevant experience in the environment at Assistant Director Level. Proficiency in a variety of programming languages, including SharePoint, ASP.Net, Visual Basic, and Microsoft SQL. Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with MS SQL. Thorough understanding of platforms such as Microsoft SharePoint, Microsoft DevOps, ASP.Net, MS Dynamic 365, and PowerApps. Solid working knowledge of current Internet technologies. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. A Valid Driver's License minimum code B. Knowledge: Knowledge of applicable data privacy practices and laws. Proficiency in a variety of programming languages, including SharePoint, ASP.Net, Visual Basic, Microsoft SQL. Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with MS SQL. Thorough understanding of platforms such as Microsoft SharePoint, Microsoft DevOps, ASP.Net, MS Dynamic 365, PowerApps. Solid working knowledge of current Internet technologies. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. Knowledge of applicable data privacy practices and laws. Departmental Strategic Plan. ISS Policies. MISS.
<u>DUTIES</u>	:	Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation. Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts. Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues. Recommend, schedule, and perform software improvements and upgrades. Consistently write, translate, and code software programs and applications according to specifications. Write programming scripts to enhance functionality and/or performance of department's applications, as necessary. Design run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging. Administer critical analysis of test results and deliver solutions to problem areas. Generate statistics and write reports for management and/or team members on the status of the programming process. Develop and maintain user manuals and guidelines. Train end users to operate new or modified programs
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/130</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 – R 650 322 per annum (Level 10), (annual salary range) Sarah Baartman (Struandale) Ref No: DOT 15/08/2024 Alfred Nzo (District Office) Ref No: DOT 16/08/2024 National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement

		Field. 3 -5 years supervisory experience (SL7/8) in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (including goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, White males and African females are all encouraged to apply, although EE targets will differ from District to District as each District will use its District targets.
<u>POST 31/131</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: DISTRICT TRAFFIC LAW ENFORCEMENT SERVICES REF NO: DOT 17/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 – R650 322 per annum (Level 10), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 -5 years of supervisory experience (SL7/8) in the environment. A valid driver's license minimum (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	:	Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard

accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured and White males, Coloured and White Females. People with Disabilities are all encouraged to apply.
- POST 31/132** : **CONTROL ENGINEERING TECHNICIAN GRADE A/B: IN-HOUSE CONSTRUCTION UNIT – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 18/08/2024**
- SALARY** : Grade A: R522 741 - R598 158 per annum, (OSD)
Grade B: R884 736 – R1 254 282 per annum, (OSD)
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
- CENTRE REQUIREMENTS** : In House Construction (Makhanda)
National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Civil Engineering. Valid Registration with ECSA as a Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
- DUTIES** : Render technical services: Assist Engineers, Technologists and associates in field, technical site activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured males are all encouraged to apply.
<u>POST 31/133</u>	:	<u>CHIEF ARTISAN: TRANSPORT INFRASTRUCTURE FLEET SERVICES</u>
<u>SALARY</u>	:	R455 223 – R519 084 per annum, (annual salary range), (OSD) R523 917 – R691 812 per annum (annual salary range), (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Artisans and related occupations.
<u>CENTRE</u>	:	Amathole Ref No: DOT 19/08/2024 OR Tambo Ref No: DOT 20/08/2024
<u>REQUIREMENTS</u>	:	Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan/ Artisan Foreman. A valid driver's license minimum code B. Knowledge: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings, and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases; and Manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE target, preference will be given to Coloured and Indian females are all encouraged to apply, although EE targets will differ from District to District as each District will use its District targets.
<u>POST 31/134</u>	:	<u>ASSISTANT DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DOT 21/08/2024</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Law (LLB/ Commercial Law), Forensic Investigation, Forensic Auditing, Internal Audit, Security Risk Management; BCom with Accounting and Auditing as a major. A CFE or CFP(SA) is an added advantage. Must be a registered member with the ACFE/ICFP. 3-5 years' supervisory experience in the environment (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Public Finance Management Act (PFMA). - All other Applicable legislation and prescripts. Government programmes, DPSA Circulars and Treasury Instruction notes. Information management. All DPWI Policies and Procedures.
<u>DUTIES</u>	:	Assist to develop, manage and implement of the Anti-Corruption, Fraud and Ethics Management Strategies Policies and Plan in the Department: Perform the monitoring of operational and annual performance plans of the unit in line with the Ethics and Anti-Corruption Implementation Plan, Perform the review and development of Ethics Anti-Corruption and Fraud policies, strategy and plan in line with best practice, Draft reports on Ethics and Anti-Corruption to internal and external stakeholders and submit them to the Deputy Director for review. Assist in the promotion of ethics, and prevention of unethical conduct, fraud, corruption, maladministration and in the Department: Develop, Coordinate, and conduct a comprehensive Anti-Corruption, Fraud and Ethics

awareness programme for the Department, Perform research on best practices and new amendments and update on legislation in the Ethics Anti-Corruption and Fraud sphere, Coordinate and implement the Financial Disclosure process, Coordinate the RWOPS process, Manage, monitor, advise and report on conflict of interest matters encountered by, Manage and monitor all registers under this function, Provide consistent and expert fraud prevention advice to all employees of the department, Draft and prepare ethics and fraud prevention reports to the Deputy Director for review and escalation. Supervise the investigation of reported allegations of unethical conduct, fraud and corruption and monitor the implementation of the recommended actions: Assist in the drafting of the investigation policy and plans for each investigation enquiry, Develop and review investigation templates and procedures for continuous improvement in line with best practice, Independently coordinate and conduct forensic investigations in all reported cases of alleged fraud, unethical conduct, corruption and mal administration, Independently conduct lifestyle reviews and refer any red flags identified for lifestyle investigation and audits accordingly, Draft, prepare and review all forensic investigation reports conducted and submit to the Deputy Director for review, Provide support on all cases referred for prosecutions and disciplinary actions by being an expert witness on cases investigated by the Department, Analyse and apply legislation and policies to ensure compliance with legal framework for cases under investigation, Safeguard of investigation working papers and reports in line with relevant legislation and policy, Update and monitor all the cases recorded on a Case Management system, Liaise with all Law Enforcement Agencies on Corruption and Fraud referred for criminal prosecution, Liaise with Employee Relations on investigation reports and disciplinary processes, Assist in the management of investigation projects for insourced and outsourced cases, Assist in drafting of Terms of References for all outsourced investigation projects. Coordinate the ethics and fraud detection mechanisms as part of an overall Anti-Corruption and Fraud Strategy: Coordinate and facilitate fraud risk assessments on an annual basis at and Regions, Coordinate, analyse and monitor ethics risks as part of the department's system of risk management, Perform the monitoring of all fraud risks identified in terms of the Public Sector Risk Management Framework, Develop, prepare, and update monitoring templates to be used for tracking of the action plans to reduce fraud risks exposure, Coordinate the whistleblowing and reporting mechanisms in the Department, Implement Proactive and reactive fraud risk monitoring mechanisms for continuous improvement of the control environment, Participate and implement fraud incident and ad-hoc assignments emanating from emerging fraud risks detected in the monitoring process, Analyse management reports, internal audit, external audit reports and other reports from key stakeholders such as Provincial Treasury, PSC, DPSA, OTP and SCOPA for detection of key fraud matters that require attention, Draft and prepare fraud detection reports to the Deputy Director for reporting emerging fraud risks, fraud incidents and other matters. Supervise staff and resources within delegated function: Independently resolve problems, motivate and control staff under your custodianship, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for Investigation Practitioners, Provide mentorship services to all the trainees allocated under the Anti-Corruption and Fraud function, Supervise daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure the safekeeping of assets within your custody, Maintain high standards by ensuring that the team produces excellent work in terms of quality/quantity and timeliness, Supervise the leave, discipline, assets and report any matters that require attention to the Deputy Director.

- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 31/135** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOT 22/08/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09), (annual salary range)
CENTRE : KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/ B. Degree (NQF level 7) as recognized by SAQA in Public Administration / Business Management / Business Administration/ Strategic Management/ Monitoring & Evaluation/ Management. 3 years' supervisory experience in the environment at supervisory (Level 7/8). Postgraduate Diploma in M&E will be an added

<u>DUTIES</u>	: advantage. A valid driver's license minimum code B. Knowledge: Monitoring and Evaluation Processes. Facilitation and Commissioning of Evaluations. Research methodologies and processes. Reporting frameworks and procedures. Strategic Planning Process. Budgeting Process. Framework for Management of Performance Information. Framework for Strategic and Annual Performance Plans. Public Service Act, 1994. Public Service Regulations. Public Finance Management Act, 1999. Treasury regulations. GWM&E Framework. Data and Report analysis. Upright. Mature and professional conduct. Tactful and diplomatic in Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy. : Provide evaluation services. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Develop impact indicator for the project success. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards Provide monitoring services. Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Test of controls analysis. Provide reporting services: Produce monthly, quarterly and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies, and policies. 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 subordinates based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	: can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/136</u>	: <u>ASSISTANT DIRECTOR (OHS): TECHNICAL AND COMPLIANCE SUPPORT SERVICES REF NO: DOT 23/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	: R444 036 – R532 602 per annum (Level 09), (annual salary range) : Sarah Baartman : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Safety Management. SAMTRAC, ASHEPP, HIRA will be an added advantage. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). Registration with SACPCMP as a Professional Construction Health and Safety Officer. A Valid Driver's License minimum code B. Knowledge: Occupational Health and Safety including Basic Principles in Occupational Hygiene. Policies and Procedures relating to Construction Health & Safety. Knowledge of Risk Assessment and Road Safety Auditing.
<u>DUTIES</u>	: Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety

audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinate employees. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of personal assets.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African, Indian females and African, Indian males are all encouraged to apply.

POST 31/137 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING: REVENUE & DEBTORS REF.DOT 24/08/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09), (annual salary range)
: Joe Gqabi
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Financial Management/Accounting/BCom majoring in Accounting/Economics. 3-5 years' experience in the environment at a supervisory level (SL7/8). A Valid Driver's License minimum code B. Knowledge: PFMA. Budgeting. Financial Accounting. Performance management. Report writing. Interpersonal relations. Communication. Computer literacy. Analysing. Conflict management. Presentation skills. Working in a team. Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle. Performance Management development system, Basic accounting system and PERSAL. Public Service Act of 1994, Basic Conditions of Employment Act, 75 of 1997.

DUTIES : Rendering district financial planning - Coordinate review, analyse and quality assure the financial supporting information for planning purposes. Coordinate review of the necessary financial supporting documents required for the strategic and annual performance planning processes. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans for submission. Check and verify the supporting information for various financial planning processes. Coordinate and consolidate budget for the district – Review, analyse and quality assure the budget preparation process. Coordinate the preparation and consulting for MTEF Budget process, analyse, interpret, and implement the treasury guidelines for the estimates of expenditure. Develop consolidated district template for the collection of budget information from line functionaries. Monitor and avoid misallocations and ensure that journals are done where necessary. Ensure budget alignment with the annual performance plan, strategic plan, national and provincial spending priorities, analyse and implement the requirements for the monthly cash flow as prescribed by Treasury and recommend corrective action where required. Execute supervision during preparation and consultation in the implementation of the budget adjustments estimates process. Assess if shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Monitor that all shifting is included in the adjustments budget. Ensure timeous reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Request reports on BAS monthly, complete consolidated and submit district In Year Monitoring for reporting. Timeous submission of relevant finance reports and documents to

finance manager and. Render revenue and debtors' collection management services. Implement departmental/district revenue collection plan. Ensure and monitor the collection of revenue in all revenue collection points. Coordinate and ensure payment of collected revenue to the departmental account by departmental revenue collection agents are done. Reconcile revenue collection from motor vehicle licences (PA 28 against BAS and NATIS). Supervise and ensure the reconciliation of revenue records. Prepare appointment letters for cashiers. Prepare appointment letters for cashiers. Maintain proper accounts and records of all municipal debts and prepare revenue cashflow for the year. Prepare reconciliation on debtors and ensure that all debtor's related matters are attended to. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure). Monitor that all shifts/virements are included in the In Year Monitoring Reports. Provide advice and guidance to role players on the use of forecasting methods and tools. 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 standard by ensuring that the team/section produces excellent work in terms of quality/quantity and timelessness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Management of PMDS.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured Male and White males, Coloured and White females. People with Disabilities are all encouraged to apply.

POST 31/138 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING: BUDGET & FINANCIAL PLANNING REF NO: DOT 25/08/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09), (annual salary range)
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Financial Management/ Accounting/B.Com. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: PFMA. Budgeting. Financial Accounting. Performance management. Report writing. Interpersonal relations. Communication. Computer literacy. Analysing. Conflict management. Presentation. Working in a team.

DUTIES : Planning - Coordinate, review, analyse and quality assure the financial supporting information for planning purposes Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting - Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting - Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. 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 the manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/139</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 26/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development/Social Science/Public Administration or Public Management/ Project Management/Public Sector Monitoring and Evaluation/Civil Engineering. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Identification of projects to be implemented. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivery services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms and standards. Assess the impact of EPWP projects. Manage implementation of EPWP projects. Manage Creation work opportunities. Monitoring of targets monthly. Co-Ordination of EPWP Role Players and Monitoring of EPWP: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Development of communities using infrastructure related projects: Management of quality and ensure compliance with standards and specifications. Promote and support affirmable business equity in the civil construction sector and sustainable business development. Ensure that project expenditure is controlled against the approved budget. Manage The Allocated Resources of The Department in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to People with Disabilities are all encouraged to apply.

<u>POST 31/140</u>	:	<u>ASSISTANT DIRECTOR: ASSET, LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: DOT 27/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Chris Hani National Senior Certificate, National Diploma in Internal Auditing or Finance (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Supply Chain Management/ Asset Management services. 3-5 years' relevant experience in the environment at a supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Asset management framework Asset management policy Asset administration Preferential Procurement Policy Framework Act Public Finance Management Act, 1999 Budget procedure Annual Performance Plan Strategic Planning Public Service Act, 1994 Basic Conditions of Employment Act, 75 of 1997
<u>DUTIES</u>	:	Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description Management of disposal: Championing of disposal of assets NGOs for H/O & districts Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for all districts and H/O Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of sock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured and Indian female are encouraged to apply.
<u>POST 31/141</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Sarah Baartman Ref No: DOT 28/08/2024 Joe Gqabi Ref No: DOT 29/08/2024 National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Human Resources/Organisational Development/ Public Management/Public Administration/ Industrial Psychology/ Labour Relations/Human Resource Development/ Social Work/Social Science. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Public Service Code of Conduct. Grievance procedure. Planning and organizing. Report writing. Excellent interpersonal skills. Wellness policies and the effective execution thereon. Knowledge of therapeutic approaches appropriate to employee counselling. In-depth knowledge of EAP matters such as trauma debriefing, employee assessment and referral procedures. Conflict Management, Presentation, working in a team.
<u>DUTIES</u>	:	Provide Technical Support in the Management of Misconduct Cases: Investigate departmental misconducts. Formulate charges. Arrange for disciplinary hearings. Arrange for presiding official. Obtain report hearing. Submit findings of hearing for sanctioning of actions. Inform employee and implement final resolution. Provide Technical Support in the Management of Dispute Resolution and Grievance Process: Receive complaints before they become grievances and investigate complaints and mediate between the two parties. Receive, record grievances, and provide administrative support to the grievance procedure. Provide technical advice to both the employer and

employee for conciliation in dispute resolution. Facilitate and administer the process of arbitration between an employer and an employee. Resolve grievances through interviews, discussions, and explanations. Submit outcome for final approval and implementation. Educate employees on the grievance procedure and administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings and prepare documentation for arbitration and conciliation cases. Implementation of EAP policy and related programmes: Manage and coordinate implementation of employee assistance programme. Establish partnerships with professional bodies. Manage referrals to professional bodies. Ensure that EAP services are known throughout the department. Implementation of SHE programme: Manage establishment of SHE committees at the district. Ensure that the department is compliant with the OHS Act. Attend to issues of non-compliance raised by the Department of Labour. Ensure that all necessary occupational health and safety equipment is available and in working order. Ensure that issues raised by the SHE committee are attended to. Provide performance management and development services. Implementation of HIV and AIDS programme: Develop and coordinate implementation of a departmental HIV and Aids programme. Ensure that HIV and Aids awareness is strengthened in the department. Liaise with relevant stakeholders regarding HIV and Aids initiatives and interventions. 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 and provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, African males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/142 : **ASSISTANT DIRECTOR (HIV & AIDS): EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 30/08/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09), (annual salary range)
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences majoring in Social Work/ Psychology/Industrial Psychology 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Employee health and wellness programmes. Counselling skills. Life skills. Communication skills. Presentation skills. Report writing skills. Meeting Procedures. Self-organization. Resource Management. Conflict Resolutions.

DUTIES : Assist in the implementation of EAP policy and related programmes: Manage and coordinate implementation of employee assistance programme. Establish partnerships with professional bodies. Manage referrals to professional bodies. Ensure that EAP services are known throughout the department. Implementation of HIV And AIDS programme. Develop and coordinate implementation of a departmental HIV and Aids programme. Ensure that HIV and Aids awareness is strengthened in the department. Liaise with relevant stakeholders regarding HIV and Aids. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of

	:	all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/143</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DOT 31/08/2024</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate. National diploma (NQF level 6), B. Degree (NQF level 7) as recognised by SAQA in Security Management/ Policing /Public Administration/ Public Management. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: Security Policies. National Intelligent Agency (NIA) procedures. Security vetting processes. Risk Management and Control. Security Investigations and Report writing. Statistics pertaining to security matters. Security Information Systems. Emergency Planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Performance Management Principles.
<u>DUTIES</u>	:	Provide security management services. Monitor adherence to implementation of Minimum information and Security Standards (MISS) and Minimum Physical and Security Standards (MPSS). E.g. Documents, personal, computer, personnel security and other assets. Administer and monitor the implementation of security operating measures e.g. access control, key control etc. Conduct investigations on security breaches. Conduct awareness sessions on security management imperatives and facilitate safety aspects during special events. Facilitate vetting and pre-employment screening. Manage the allocated resources of the department in line with the legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information including IYM as expected from internal and external stakeholders. 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 employment performance and ensure timely Performance Assessments for all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/144</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES AND PERMITS</u> Re-advertisement
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman Ref No: DOT 32/08/2024 Amathole Ref No: DOT 33/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF level 6), B-Degree (NQF level 7). Transport Management/ Transport Economics/ Public Administration/Public Management / Communication. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. National Land Transport Act. National Public Transport Regulations. National.

<u>DUTIES</u>	:	Manage the walk-in centre: Monitor the operations of the walk-in centre. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in centre is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. Manage the revenue generated through operator licenses and permits: Manage the handling of cash in line with treasury regulations. Encourage clients to explore the use of bank card payment systems to minimize risk of handling huge amounts of cash. Facilitate the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards by cashiers and cash handling office. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Indian, Coloured males and Indian, African, Coloured, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/145</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES AND PERMITS REF NO: DOT 34/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range) Joe Gqabi National Senior Certificate. National Diploma (NQF level 6), B-Degree (NQF level 7). Transport Management/ Transport Economics/ Public Administration / Public Management / Communication. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's licence minimum code B. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. National Land Transport Act. National Public Transport Regulations. National.
<u>DUTIES</u>	:	Manage the walk-in centre: Monitor the operations of the walk-in centre. Ensure compliance with standard operating procedure and service standards. Attend to customer complaints. Identify gaps and come up with possible solutions. Ensure that the Walk-in centre is accessible to all its clients. Manage the processing of applications and registrations: Manage the receiving and safe keeping of operator license applications. Arrange the sitting of the PRE to adjudicate on received applications. Facilitate provision of secretariat services to the PRE. Notify applicants on the outcome of their application. Coordinate the appeals process. Monitor transactions made on the system for registration of public transport. Attend to and resolve queries on the system. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and

		ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured males and Coloured, White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/146</u>	:	<u>ASSISTANT DIRECTOR: ABNORMAL PERMITS- PUBLIC TRANSPORT REGISTRATION OPERATING LICENCE AND PERMIT REF NO: DOT 35/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
	:	KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Department service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Provincial Public Transport Master Plan.
<u>DUTIES</u>	:	Facilitate the provision of road based public transport registration services. Coordinate the management of the walk-in centre. Coordinate the processing of applications for operating licences. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Receive and process PRE appeals coming from unsuccessful applicants. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Coordinate the collection of revenue from public transport operator's walk-in centres. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance 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 problem of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance, support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/147</u>	:	<u>SAFETY MANAGER: CIVIL AVIATION SERVICES REF NO: DOT 36/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
	:	Mthatha Airport
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Disaster/ Business Management and Safety Management. 3-5 years' supervisory experience in the environment at (Level 7/8). A valid driver's license minimum code B. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.
<u>DUTIES</u>	:	Implement airport safety Standards as per CAA requirements: Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety

objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 31/148 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO: DOT 37/08/2024**
Re-advertisement

SALARY : R444 036 – R532 602 per annum (Level 09), (annual salary range)
CENTRE : Traffic Infringements Management Services – KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / bachelor's degree (NQF Level 7) as recognized by SAQA in Information Systems/ Information Technology/B.Sc. Computer Science with Information Systems/ as a major subject. Certifications in Security, understanding traffic management systems will be an added advantage. 3-5 years' supervisory experience in the environment at Salary level 7/8 and data analysis. A valid driver's license minimum code B. Knowledge: Porting and extraction of data from the software systems, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.

DUTIES : Produce and develop analysis reports with recommendations for interventions, research and propose technology systems and equipment for management of traffic information and law enforcement. Implement, maintain, and oversee enforcement of policies, procedures, and associated plans for systems, security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems and databases. Assess need for any security reconfigurations (minor or significant) and execute them if required. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Manage and monitor SLA's or contracts with service providers and / or entities regarding the outsourced and or transversal systems. Manage budget, human resources, assets and all other general administration in the office.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

<u>POST 31/149</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL TRAFFIC INFORMATION SYSTEMS (NATIS) REF NO: DOT 38/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / bachelor's degree (NQF Level 7) as recognized by SAQA in Information Systems/ Information Technology/ B.Sc. Computer Science with Information Systems as a major subject. Certifications in Security +, Server Security will be added advantage. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Broad hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems, including e-Natis. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.
<u>DUTIES</u>	:	Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems, databases, networks, servers, and software applications. Assess need for any security reconfigurations (minor or significant) and execute them if required. Keep current with emerging security alerts and issues. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Deploy, manage, and maintain all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software. Administer and maintain end user accounts, permissions, and access rights. Manage connection security for local area networks, the company web site, the company intranet, and e-mail communications. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Recommend, schedule (where appropriate), and apply fixes, security patches, disaster recovery procedures, and any other measures required in the event of a security breach. Download and test new security software and/or technologies. Perform system backups. Provide on-call security support to end-users. Manage and/or provide guidance to junior members of the team.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/150</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL FACILITATION REF NO: DOT 39/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Community Development/ Social Science. 3-5 years' relevant experience in the environment at supervisory (Level 7/8). A Valid Driver's License minimum code B. Knowledge: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project/Management. Strategic Management. Motivational. Conflict Resolution/Problem Solving.
<u>DUTIES</u>	:	Coordination Social Facilitation Services: Assist in the development of Social Facilitation framework. Facilitate the introduction of Departmental projects to all the relevant stake holders. Facilitate the establishment of Project Steering Committee (PSC) structures. Facilitate the process of appointment of

Community Liaison Officer (CLO) and record keeping. Facilitate the introduction of PSC members and CLOs to the relevant stake holders. Attend monthly meetings and perform secretarial duties. Assist in the development of local skills database and updating thereof. Facilitate the process of training of all PSC Members in skills of conducting meetings. Monitor formation of a labour desk. Coordinate Stakeholder Management Services: Manage and encourage maintenance of stakeholder management relations. Manage adherence and compliance to Government Policies. Monitor the implementation of community-based programmes, such as: Training, EPWP, Emerging contractor development. Manage the monitoring and evaluation services including progress measurement. Conduct planning around stakeholder relations. Manage process of communication amongst stakeholders. Facilitate acquisition of land for project development. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 31/151 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 40/08/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09), (annual salary range)
: Alfred Nzo
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development/Social Science/Public Administration or Public Management/Management/Project Management / Public Sector Monitoring and Evaluation/Civil Engineering. 3-5 years' relevant experience in environment at supervisory (Level 7/8). A valid driver's license minimum code B. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Assess the impact of all EPWP projects. Manage implementation of EPWP projects. Consultation with communities and Municipalities. Community mobilization. Social Facilitation. Project Management Creating Education, Training and Development Opportunities: Drive projects that focus in provision of opportunities to tertiary students doing transportation related studies. Coordinate training workshops. Ensure that training programs are aligned with labour intensive methods. Liaise with contractors, consultants and stakeholders on training related issues. Ensure that training and learnership programmes are implemented in transportation infrastructural projects. Setting of training centres. Ensure the involvement of Provincial FETs in the in-service training of students and technical personnel in labour intensive training. Co-Ordination of EPWP Role Players and Monitoring of EPWP: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Assist districts in planning, implementation, monitoring and evaluation of projects. Assess impact of programmes and projects implemented by the department and give advice where necessary. Development Of Communities Using Transportation Related

Projects: Management of quality and ensure compliance with standards and specifications. Promote and support affirmable business equity in the civil construction sector and sustainable business development. Ensure that developed training programmes for emerging contractors are implemented. Ensure that project expenditure is controlled against the approved budget. Manage The Allocated Resources of The Department in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to White males and African females are all encouraged to apply.

POST 31/152 : **ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION AND COMPLIANCE SUPPORT SERVICES REF NO: DOT 41/08/2024**
Re-advertisement

SALARY : R444 036 – R532 602 per annum (Level 09), (annual salary range)
CENTRE : Sarah Baartman
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management/Management. 3-5 years' relevant experience in the environment at supervisory level (Level 7/8). A valid driver's license minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.

DUTIES : Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Ensure compliance to PFMA, OHS and other applicable Acts/Regulations. Coordinate and compile Transport Infrastructure performance reports. Manage admin staff on Transport Infrastructure programme. Provide financial and procurement support services: Render technical support in provision of effective contract management. Provide effective client services: Maintain public complaints database. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Office of the DRE. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African males and African females are all encouraged to apply, including People with Disabilities.

POST 31/153 : **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: DOT 42/08/2024**

SALARY : R444 036 – R532 602 per annum (Level 09), (annual salary range)
CENTRE : KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognized by SAQA) in Information Technology/Information Management/Financial Information Systems or B. Degree (NQF Level 7 as recognized by SAQA) in BSc (Computer Science)/ B Com. (Informatics/Information

Management/Business Science). 3-5 years' experience in business analysis and/or business process management and business process engineering/reengineering, of which 2 years of work experience in managing ICT related projects at supervisory level (Level 7/8). Certification in TOGAF, PMP will be an added advantage. A valid driver's license minimum code B. Knowledge: Business Analysis Methodologies (BABOK). Business Process analysis, design, modelling. Process modelling tools such as MS Visio (BPMN), ARIS, etc. System Modelling/Use-Case Modelling (UML). System User Interface and Conceptual Database Design. Systems Development Life Cycle (SDLC) methodologies. Project Management Principles and Methodologies (PMBOK). Software Testing (Test script and test report development). Customer service orientation, result orientation, conflict resolution and negotiation skills. Time management, communication (written, verbal/presenting and listening). Creativeness, innovation, stress management, assertiveness. Business writing skills, presentation and facilitation skills.

DUTIES : Produce Business Case that defines the scope, cost and time and documents the benefits and the related financial value that the project/work request will deliver. Define and design business solutions that meet customer requirements. Document as-is and to-be business processes. Perform efficient and effective Joint Application Development (JAD) facilitation with relevant project stakeholders including vendors. Analyse and define Business requirements. Develop Functional Specification Documents. Develop system change request documents. Defines and creates test plans, test scripts, and test procedures based on requirements. Conduct testing, and analyses test results recommending corrective action if required. Perform system training. Management and coordination of projects and activities to ensure that output is delivered within time, budget and set quality standards. Develop and maintenance of strong customer relationship management with external and internal stake holders.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 31/154 : **SENIOR STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 45/08/2024**

SALARY : R376 413 - R443 403 per annum (Level 08), (annual salary range)
CENTRE : Amathole
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3 / Public Management / Public Administration. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting.

DUTIES : Conduct debt recovery services: Obtain details of all outstanding salary related debts, investigation non-deductions in PERSAL and take corrective action. Follow up and trace all debtors that do not pay and resolve in terms of Debtors Policy. Institute claims against pension and leave gratuity benefits. Compile submission for write-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors: Take-on of all debts and capture them in BAS. Draw PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters i.t.o. monthly and year end requirements. Ensure all monies received from debtors and leave gratuities are allocated correctly. Monitor the following accounts: Debt account, Debt suspense account, Debt receipt control, Pension recoverable. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian males are all encouraged to apply, including People with Disabilities.
<u>POST 31/155</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 46/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the environment at supervisory level. At least a certificate in General principles of BAS, A certificate for Introduction to PERSAL. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies. Provincial Treasury Directives, Basic Accounting Systems (BAS)/Principle. Performance Management development system, Basic accounting system and PERSAL. Public Service Act of 1994, Basic Conditions of Employment Act, 75 of 1997. PERSAL System. Good communication skills (verbal and written). Computer literate. Conflict Resolution. Customer and quality Management. Problem Solving and interpersonal relations. Resource Management. Be able to work in a team.
<u>DUTIES</u>	:	Coordinate the reconciliation of accounts. Ensure a proof of payment is sent every month to suppliers to be reconciled monthly. Ensure that statements are received to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoices are paid up timely. Oversee claims of the district and financial losses of the district. Consolidate report for fruitless expenditure. Consolidate register for all outstanding payments. Scrutinize payments, ensure they are signed by all relevant signatories and banking details are corresponding to service providers. Ensure that claims are correct. Coordinate payment of creditors. Receive invoices with orders from Supply Chain/Logistics, compile, check and verify the vouchers and submit for approval. Capture, pre-authorize and final authorize payments on logis considering the segregation of duties. Update invoice tracking register after every run. Produce BAS/Logis reports and analyses payment information. Print payment stubs from BAS. Monitor the scanning and submission of payment vouchers to and ensuring proper safe keeping of the payment records thereof. Verify correctness of supporting document before approving any payments. Also assist with Budget related matters as well as IYM requirements and compilation of the Perform ad hoc duties as assigned from time to time. Coordinate the payment of Salaries related claims. Capture, approve and authorize all employee related claims, on Persal considering the segregation of duties. Perform reconciliation of salary accounts, follow up on outstanding transaction and those on suspense file. Reporting on employee related accruals and payables quarterly. Provide responses/information on employee debts of the department and on salary overpayment when required. Supervision of the allocated resources of the Sub-directorate 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 assistant manager. Delegate functions to subordinates based on individual potential, provide the necessary guidance, support, afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees under your supervision. Manage daily employee performance and ensure timely Performance Assessments of all subordinates under your supervision. Ensure supervision, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, White males and Coloured, White females, including People with Disabilities are all encouraged to apply.
<u>POST 31/156</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Sarah Baartman Ref No: DOT 47/08/2024 Alfred Nzo Ref No: DOT 48/08/2024

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation/ Bcom Business Management/ Financial Management with Accounting 3 / Financial Information Systems. 1-2 years' relevant experience in the environment at supervisory level. BAS certificate compulsory. A valid driver's license minimum code B. Knowledge: Internal Audit Manual and Methodology. Public Finance Management Act (PFMA), Basic Accounting System (BAS). Public Finance Management Act. Treasury Regulations. An in-depth understanding of the budget process. Skills: Computer literacy (Office and BAS,). Minutes and Report writing. Ability to meet deadlines. Good verbal and written communication skills. Analytical and problem-solving skills. Ability to work as a team and under pressure. Problem solving skills.
<u>DUTIES</u>	:	Supervise Collation and consolidation of budget inputs from programmes during the budgeting process. Supervise and assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from programmes. Supervise the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Supervise monitoring of expenditure and advise on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Supervise assistance in the compiling of IYM. Supervise performance and management of administrative related functions, which include the following: Contribute to compilations of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Indian, Coloured males and African, Indian, White & Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/157</u>	:	<u>SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 49/08/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) Amathole
<u>DUTIES</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Project management principles. PFMA. Meeting procedures. Report writing. Stakeholder and customer relationship management. EPWP principles and guideline. Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.

POST 31/158 : **SENIOR SOCIAL FACILITATOR: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 50/08/2024**

SALARY : R376 413 - R443 403 per annum (Level 08), (annual salary range)
CENTRE : Sarah Baartman

REQUIREMENTS : National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Community Development / Social Science. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving. Computer literate (Word, Excel, PowerPoint, Outlook).

DUTIES : Render social facilitation services: Assist in the implementation of Social Facilitation programme. Introduction of Departmental projects to all the relevant stakeholders. Establish Project Steering Committee (PSC) structures. Facilitate appointment of Community Liaison Officer (CLO). Introduce PSC members and CLOs to the relevant stakeholders. Attend monthly meetings and perform secretarial duties. Develop local skills database and maintain it. Organise training of all PSC Members in skills of conducting meetings. Facilitate establishment of a labour desk. Provide Stakeholder Management Services: Maintain stakeholder management relations. Ensure adherence and compliance to Government Policies. Monitor the implementation of community-based programmes, such as: Training, EPWP, Emerging contractor development. Monitor and evaluate. services including progress measurement. Conduct planning around stakeholder relations. Facilitate acquisition of land for project development. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

POST 31/159 : **PRINCIPAL ROAD SAFETY OFFICER: TRANSPORT SAFETY REF NO: DOT 51/08/2024**

SALARY : R376 413 - R443 403 per annum (Level 08), (annual salary range)
CENTRE : KWT

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Development Studies / Communication / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. preference will be given to. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

DUTIES : Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key

<u>ENQUIRIES</u>	:	performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/160</u>	:	<u>SENIOR OD PRACTITIONER: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: DOT 52/08/2024</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Organisational Development / Industrial Psychology/ Management Services/Work Study. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Service Delivery Improvement Plan Template. Public Service Regulations. Public Service Act, 1994. Treasury Regulations. Public Finance Management Act, 1999. Strategic planning. Report writing. Batho Pele principles.
<u>DUTIES</u>	:	Facilitate implementation of change management initiative: Participate in the development of the change management framework, facilitate introduction of change management projects to senior managers, Provide support to program and sub-program managers in the implementation of change management programs. Implement business process improvement initiatives: Coordinate identification of business processes to be improved, Develop a list of business processes to be improved on annual basis, Liaise with process owners to secure dates for business process maps development sessions, Facilitate sitting of business process mapping sessions, Conduct business process mapping exercise, Facilitate approval of draft business process maps, Keep record of approved business process maps, Implement identified projects towards Batho Pele revitalization strategy, Distribute and collect customer satisfaction survey, Assist in the implementation of innovation and knowledge management projects. Provide service standards and service charter services: Facilitate development of service standards by business units, Facilitate consultation of draft service standards with external stakeholders, Facilitate approval of service standards, Monitor implementation of service standards, Participate in the development of service standards implementation report, Develop service delivery charter, Facilitate approval of the service delivery charter, Organise publication of departmental service charter, Participate in the development of the service delivery improvement plan. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the supervise produces excellent work in terms of quality/quantity and timelines, Resolve problems of motivation and control with minimum guidance from supervisor, Delegate functions to supervise based on individual potential and provide the necessary guidance and support and afford adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervise, Manage daily employee performance and ensure timely Performance Assessments of subordinate, Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/161</u>	:	<u>SENIOR HRD PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DOT 53/08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Management of Training / Industrial Psychology / Public Management / Public Administration. 1-2 years' relevant experience in the environment at supervisory level. A valid driver's license minimum code B. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of

		HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
<u>DUTIES</u>	:	Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub-directorates. Consolidate training needs and compile a training Plan for the implementation of the Workplace Skills Plan. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for identified training. Coordinate Annual Training reports, Coordinate training report on utilization of the 1%skills development levies, Facilitate filling in of pre-course and post-course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the district office and produce training report. Monitor and evaluate the impact of training implemented. Coordinate the implementation of PMDS: Ensure that all staff have workplan agreements by the beginning of each financial year. Conduct validation of all submitted workplan agreements. Provide feedback to directorates around the quality of their workplan agreements. Assist directorates with development of quality workplan agreements. Capture all submitted work plan agreements in PERSAL on receipt. Facilitate submission of performance reviews per each semester. Facilitate submission of assessment documents Coordinate sitting of the PMDS committee to finalise assessment cases. Coordinate payment of finalised cases. Produce all PMDS statutory reports Coordinate sitting of an appeals committee. Ensure that outcomes of an appeals committee are implemented. Provide support and participate in the recruitment of Artisans, Learners, Traineeship, and Interns. Coordinate placement of Learners. Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports as far as Learnership, Traineeships and Internship programme is concerned. Manage student's files. Manage and Process Payment of Student Fees to Universities. Attend to Career Exhibitions and Marketing of the Department of Transport Career fields to the schools and the community. Liaise with Universities and students to attend to day-to-day student queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of the Bursary Programme. Compile and submit necessary reports.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/162</u>	:	<u>ROADS SUPERINTENDENT: CONSTRUCTION SITE MANAGEMENT – CONSTRUCTION UNIT REF NO: DOT 54/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08), (annual salary range) In House Construction (Makhanda) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering/ Construction Management qualification. At least three years' experience in road construction (Upgrade, Heavy/ Light Rehabilitation and new constructions. Registration as a candidate Engineering with the Engineering Council of South Africa (ECSA) will be an added advantage. 1-2 years' relevant experience in the environment at supervisory level. A Valid Driving license minimum code B. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Overall supervision of road construction site activities: scheduling of work - accountable for following project plans and schedules and ensuring the construction team's daily and weekly activities meet production goals related to road construction. Coordination of resources: plant, people, materials, equipment; facilitate a safe work culture and is accountable for the safety of the construction team and must understand the legal liability of the role. Ensuring the construction team applies the standards for safe working conditions and is fit for work each day: accountable for ensuring that the completed work meets standards and for recommending work processes that will improve productivity and product quality. Administration: accountable for the preparation of reports as required by the seniors.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/163</u>	:	<u>SURVEY TECHNICIAN GRADE A/B&C: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 43/08/2024</u>
<u>SALARY</u>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Grade B: R419 325 – R449 079 per annum, (OSD) Grade C: R472 812 – R556 080 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In House Construction (Makhanda) National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Surveying. Valid Registration with PLATO/SAGC as a Survey Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgment.
<u>DUTIES</u>	:	Surveyed land before construction took place. Recording results or surveys. Measuring distances between boundary lines. Render Survey services. Surveying of In-House Construction Roads. Assist in drawing up Survey Plans for Directorate. Provision of Cadastral Services. Assist Engineers, Technologists and associates in field, technical site activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/164</u>	:	<u>ENGINEERING TECHNICIAN (MECHANICAL) GRADE A/B&C: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 44/08/2024</u>
<u>SALARY</u>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Grade B: R419 325 – R449 079 per annum, (OSD) Grade C: R472 812 – R556 080 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In House Construction (Makhanda) National Senior Certificate, National Diploma in Mechanical (NQF 6) / B. Degree (NQF 7 as recognized by SAQA) in Mechanical. Valid Registration with ECSA as a Professional Technician is Compulsory. A Valid Driver's License minimum code B. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<u>DUTIES</u>	:	Consistently apply Safety & Health principles in all team interactions and take personal responsibility for safety of self and others to ensure zero harm and elimination of fatalities. Identify specific risks within working area and adhere to discipline-specific plans/systems to avoid these risks. To ensure the equipment/machinery is tested for functionality and safety before being returned to production. Build, manage and maintain healthy relations with stakeholders to Technical Standards. Contribute to the development of the Department budget. Identify any opportunities for improved cost management and either address these or raise them with your supervisor, as appropriate. To

		ensure that the allocated area is always clean & good housekeeping practices are applied to ensure a hazard-free environment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/165</u>	:	<u>ENGINEERING TECHNICIAN (CIVIL): TRANSPORT INFRASTRUCTURE MAINTENANCE</u>
<u>SALARY CENTRE</u>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Sarah Baartman Ref No: DOT 55/08/2024 Alfred Nzo Ref No: DOT 56/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Professional Civil Engineering Technician is compulsory. 3 years post qualification technical experience in construction or maintenance of roads. A valid driver's license minimum code B. Knowledge: Departmental service delivery principles. PSR, PFMA, PS. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	:	Render civil/structural engineering services: Assist the Engineer with technical activities, Promote safety in line with a statutory and regulatory requirement, Evaluate existing maintenance technical manuals, standards drawings, and procedures, Produce technical designs with specification, Assist in managing the execution of the maintenance strategy, Assist to set the engineering maintenance standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability, Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives, Collect and analyse data on use of utilities by health facilities, Undertake research and engineering designs. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Indians, Coloured males and African, Indians, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/166</u>	:	<u>ENGINEERING TECHNICIAN: IN-HOUSE TRANSPORT INFRASTRUCTURE MAINTENANCE SERVICES SPECIAL MANTAINANCE REF NO: DOT 57/08/2024</u>
<u>SALARY CENTRE</u>	:	Grade A: R371 253 – R396 522 per annum, (OSD) Chris Hani
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma (NQF level 6 or 7 as recognised by SAQA) in Civil Engineering, must be registered with ECSA as a professional Engineering Technician, must have 3 years of experience in Construction and Road Maintenance. A Valid driver's license minimum code B. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental strategic planning, Departmental annual performance plan, Policies and procedures, Government programmes, Occupational health and safety, National land transport strategic framework, provincial land transport strategic framework and Knowledge of collective bargaining procurement directives. Skills: Applied technological basics, applied strategic thinking, Diversity

management, Report writing, Computer literacy, Communication and information management, Presentation, Analytical, Budget, and financial management, Project management, Strategic management and Conflict resolution/problem-solving. Values/attributes: Lateral thinking to find appropriate solutions, Good interpersonal relations, Tact, and diplomacy, Self-motivated, Team orientated, Professionalism, Trustworthy, Honesty and integrity. Communication/stakeholders: Departmental management, Departmental staff, Local government, Local municipalities. Enabling legislation: Public Service Act 1994, Public Service Regulations 2016, Public Financial Management Act (PFMA) 1999, Basic Conditions of Employment Act 75 of 1997, Skills Development Act 97 of 1998, Promotion of Access to Information Act, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995, Preferential Procurement Policy Framework Act 5 of 2000, National Land Transport Transitional Act 22 of 2000, National Land Transport Strategic Framework, National Road Traffic Act 93 of 1996, Provincial Growth and Development Plan for the Eastern Cape, Employee Wellness Act.

- DUTIES** : Render civil/structural engineering services: Assist the engineer with technical activities, promote safety in line with statutory and regulatory requirements, evaluate existing maintenance technical manuals, standards drawing and procedures, produce technical designs with specifications, assist to manage the execution of the maintenance strategy, assist to set the engineering maintenance standards, specification and service levels according to organisational objectives to ensure optimum operational availability, Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives, Collect and analyse data on use of utilities by health facilities, undertake research and undertake engineering designs. 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 timelessness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of work plans and personal development plans (PDPs) for all employees in the Chief Directorate, Manage daily employee performance and ensure timely performance assessments of all subordinates and ensure management, maintenance and safe keeping of assets
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, White, Indian female and White males are encouraged to apply.
- POST 31/167** : **ARTISAN FOREMAN (MECHANICS): TRANSPORT INFRASTRUCTURE FLEET SERVICES**
- SALARY CENTRE** : R362 130 - R410 592 per annum, (OSD)
OR Tambo Ref No: DOT 58/08/2024
Sarah Baartman Ref No: DOT 59/08/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Valid driver's licence minimum code B. Knowledge: Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test.
- DUTIES** : Fault finding and troubleshooting on diesel engines, pumps, pipe system/pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Comply with the OHS Act. Personnel supervision. Render technical support Mechanical.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Indians, Coloured males and African, Indians, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

<u>POST 31/168</u>	:	<u>ARTISAN FOREMAN GRADE A/B: MAINTENANCE SERVICES REF NO: DOT 60/08/2024</u>
<u>SALARY</u>	:	Grade A: R362 130 - R410 592 per annum, (OSD) Grade B: R429 960 – R541 317 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	Amathole Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Valid driver's licence minimum code B. Knowledge: Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. Supervisory, planning and organising skills. Technical report writing skills. Conflict management.
<u>DUTIES</u>	:	Co-ordination of resources – (plant, people, materials, equipment). Overall supervision of working teams Requisition of Material and construction plant on dedicated Site. Adherence to OHS Act. Scheduling of work -accountable for adhering to project plans and schedules and ensuring the construction team's daily and weekly activities meet production targets. Render Technical Support in Civil/Maintenance Services. Preparation of Reports as required by Seniors.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.
<u>POST 31/169</u>	:	<u>ARTISAN FOREMAN (CIVIL) GRADE A/B: IN HOUSE CONSTRUCTION – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 61/08/2024</u>
<u>SALARY</u>	:	Grade A: R362 130 - R410 592 per annum, (OSD) Grade B: R429 960 – R541 317 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In House Construction (Makhanda) Appropriate Trade Certificate. Five (5) years post qualification experience as an Artisan (Civil / Structures field). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. A valid driver's licence and willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. Valid driver's licence minimum code B. Knowledge of OHS Act and PMDS. Computer Literacy. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<u>DUTIES</u>	:	Effective supervision of day-to-day activities of the respective section activities, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding concrete structures activities onsite, supervise the construction of all structures on site s, safeguard and oversee the maintenance of workshop equipment and vehicles, and attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, Coloured, Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/170</u>	:	<u>STATE ACCOUNTANT: REVENUE COLLECTION AND RECOVERY REF NO: DOT 62/08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance/ BCom Accounting/ BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial

		Management with Accounting 3/ Financial Information System. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Problem solving skills. Computer literacy. Accounting.
<u>DUTIES</u>	:	Conduct revenue collection services. Implement a departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NaTIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/171</u>	:	<u>ADMIN OFFICER: RAIL AND MARITIME SERVICES REF NO: DOT 63/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, bachelor's degree or National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management/ Transport Economics/ Public Management/Public Administration/ Diploma in Maritime Studies. 1-2 year's relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. distribute documents/packages to various stakeholders as required. keep and maintain the filing system for the component type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/172</u>	:	<u>OD PRACTITIONER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DOT 64/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree or National Diploma (NQF level 6) / B.Degree (NQF Level 7 as recognized by SAQA)) in Organisational

Development / Industrial Psychology / Management Services/Work Study. 1-2 year's relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Service Act. Public Service Regulations. Job Evaluation Policy. DPSA Job Evaluation Guidelines. Strategic planning. Report writing. Batho Pele principles.

DUTIES

: Render support in the development and reviewal of the service delivery model: Organise service delivery model (SDM) development/reviewal sessions. Prepare all relevant documents to support the SDM development exercise. Record inputs during SDM development sessions. Participate in the development of draft SDM. Organise SDM consultation sessions with all relevant parties. Record inputs from SDM consultation sessions. Participate in the development of final draft SDM. Prepare submission for approval of SDM by the Head of Department. Submit SDM to the Head of Department for approval through the office of the Director. Distribute approved SDM to all Departmental SMS members, social partners and oversight bodies. Render organisational structure review and redesign services: Participate in conducting of organisational functionality assessment. Assist in the development of organisational functionality assessment report. Receive and record inputs from business units. Participate in drawing of functional organisational structure. Organize consultation sessions for functional organisational structure. Participate in drafting of staff establishment. Conduct organogram costing exercise. Organize draft organogram consultation sessions with all relevant parties. Record inputs to the draft organogram. Prepare documentation for submission of draft organogram costing to Treasury. Prepare documentation for submission of draft organogram to the Office of the Premier and DPSA. Prepare memorandum for submission of draft organogram to the Executive Authority for approval. Prepare documentation for submission of approved organogram to Provincial Treasury, Office of the Premier and Department of Public Service and Administration. Participate in the development of organogram implementation plan. Render job evaluation services: Draft job evaluation implementation plan. Administer pre-interview questionnaires. Conduct job evaluation interviews. Capture and analyze job information on the system. Prepare and submit documentation to the Central Job Evaluation Quality Assurance Committee (CJEQAC). Present jobs to the CJEQAC for quality control. Prepare and submit documentation to the Central Job Evaluation Panel (CJEP). Present jobs to the CJEP for moderation. Prepare and submit moderation results to the Head of Department and the Executive Authority for approval. Record approved job evaluation results in the database. Prepare submission memorandum and submit approved job evaluation results to Human Resource Administration for implementation. Facilitate development of job descriptions and job profiles: Draft job description development plan. Conduct job description development workshops. Assist business units in development of job descriptions. Identify job descriptions eligible for review. Assist business units to review their job descriptions. Encourage post holders to signed and supervisors to sign job descriptions. Develop and maintain electronic job description database. Render support on conducting workload analysis: Prepare workload analysis tool kit. Notify business units targeted for conducting workload analysis. Conduct workload analysis. Participate in preparation of workload analysis report. Prepare documentation for submission of workload analysis report for approval.

ENQUIRIES

: can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE

: e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

POST 31/173

: **ADMIN OFFICER: INFORMATION MANAGEMENT (TRAFFIC INFRINGEMENTS MANAGEMENT SERVICES) REF NO: DOT 65/08/2024**
Re-advertisement

SALARY
CENTRE
REQUIREMENTS

: R308 154 – R362 994 per annum (Level 07), (annual salary range)
: Traffic Infringements Management Services – KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Management/Traffic Management. 1-2 year's relevant in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

- DUTIES** : Administer critical motor vehicle and driving license applications: Receive applications coming from customers to the RA and DLTCs. Receive applications from Traffic Stations for suspension of motor vehicle licenses. Ensure compliance of applications in line with the requirements of the Road Traffic Act. Approve or disapprove applications. Advise applicants about reasons for rejection of their applications and corrective measures. Supervise and Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing: Ensure that all telephone queries received are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Liaise and log calls with the EC DoT Help. Desk for technical assistance, change of Users, opening of transactions on the system and keep records thereof. Produce daily, monthly and quarterly reports. Supervise personnel and manage assets within the office.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
- POST 31/174** : **INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DOT 66/08/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07), (annual salary range)
CENTRE : Alfred Nzo
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) with Auditing and Accounting as major subjects. 1-2 year's relevant experience in the environment. Added Advantage: Completed internal audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. A valid driver's license minimum code B. Knowledge: Theory and practice of internal audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.
- DUTIES** : Render control, compliance, and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is affected on BAS. Conduct manual verification of payments vouchers before payment is affected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates regarding all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<u>POST 31/175</u>	:	<u>INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DOT 67/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) with Auditing and Accounting as major subjects. 1-2 year's relevant experience in the environment. Added Advantage: Completed internal audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. A valid driver's license minimum code B. Knowledge: Theory and practice of internal audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.
<u>DUTIES</u>	:	Facilitate the execution of comprehensive audit plans in accordance with the audit programmes. Follow information flows from initiation to recording in the management accounts. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify critical control points in a system. Quantify consequences of a break down in a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Adopt sample as appropriate statistical designed by the audit supervisor and using audit software to extract relevant data. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/176</u>	:	<u>REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 68/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Chris Hani National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the environment. A valid driver's license minimum code B. Knowledge: National Archives Act. Teamwork. 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. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel

		development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, White, Indian female and White males are encouraged to apply.
<u>POST 31/177</u>	:	<u>PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 69/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Management / Public Administration / Development Studies / Community Development / Monitoring & Evaluation / Social Science / Project Management. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Framework. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.
<u>DUTIES</u>	:	Conduct Project conceptualization: Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.
<u>POST 31/178</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Amathole Ref No: DOT 70/08/2024 In House Construction (Makhanda) Ref No: DOT 71/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Financial Information System. BAS and LOGIS Certificate is compulsory. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by

using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/179 : **STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 72/08/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07), (annual salary range)
Sarah Baartman
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance/ BCom Accounting/ BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3/ Bcom Business Management/ Financial Information Systems. 1-2 years' relevant experience in the environment. A Valid Driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Problem solving skills. Computer literacy. Accounting.

DUTIES : Conduct revenue collection services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NaTIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

POST 31/180 : **ROAD SAFETY OFFICER: DISTRICT TRANSPORT SAFETY REF NO: DOT 73/08/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07), (annual salary range)
Alfred Nzo
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Development Studies / Communication / Public Relations / Project Management / Public Management / Public Administration / Political Studies. 1-2 years relevant experience in the environment. A Valid Driver's license minimum code B. Knowledge: National Road Safety Strategy Road Safety Key Priorities Road Safety Programs and Projects National Road Traffic Act Public Service Regulations Public Finance Management Act. Skills Project Management People Management Resource Management Time Management Report Writing Research & Development.

DUTIES : Effective implementation of road safety programs. Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise

		schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition. effective implementation of road safety projects conducts road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. administer resources allocated to the post. Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<u>POST 31/181</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS OFFICER: HUMAN RESOURCE PRACTICE</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Amathole Ref No: DOT 74/08/2024 (X2 Posts) Joe Gqabi Ref No: DOT 75/08/2024 Chris Hani Ref No: DOT 76/08/2024 Sarah Baartman Ref No: DOT 77/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences in Social Work/ Industrial Psychology/ Psychology/ Social Service/ Safety Management and Environmental Health. Registration with SACSSP, HPCSA, SACMP and other relevant professional bodies. 1-2 years' relevant experience in the environment. A registered EAPA Certificate will be an added advantage. A valid driver's licence minimum code B. Knowledge: Knowledge of counselling and referral procedure is highly recommended. Finances. HR matters. Reporting procedures. Information management system. Procurement directives and procedures. Compilation of reports. Planning and organising. Computer applications.
<u>DUTIES</u>	:	Facilitate employee wellness strategy implementation: Assist in drafting inputs or recommendations on employee wellness programme strategy. Facilitate creation of employee wellness programme structures within the department. Co-ordinate employee wellness programmes for the department. Assist in the development and implementation employee wellness policies and programmes for the department. Draft discussion documents on employee wellness programmes. Coordinate employee wellness cases: Attend to employee cases referred to the sub-directorate either by the employer or the employees themselves and refer to Supervisor. Assist in developing a marketing strategy to promote employee wellness programmes within the department. Assist the head of the sub-directorate to produce all statutory reports required from the sub-directorate.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, African males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/182</u>	:	<u>ADMIN CLERK (SUP): TRANSPORT INFRASTRUCTURE REF NO: DOT 78/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Amathole () National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Office administration/ Public Management. 1-2 years' relevant experience in the environment. A valid driver's licence minimum code B. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other

correspondence when required. Keep and maintain the incoming and outgoing register to the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component; maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and Indian male are all encouraged to apply, including People with Disabilities.

POST 31/183 : **EMPLOYEE HEALTH AND WELLNESS OFFICER: EMPLOYEE HEALTH & WELLNESS REF NO: DOT 79/08/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07), (annual salary range)
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Social Sciences in Social Work/ Industrial Psychology / Psychology/ Social Service/ Safety Management and Environmental Health. Registration with SACSSP, HPCSA, SACMP and other relevant professional bodies. 1-2 years' relevant experience in the environment. A registered EAPA Certificate will be an added advantage. A valid driver's licence minimum code B. Knowledge: Counselling skills. Life skills. Communication skills. Presentation skills. Report writing skills. Meeting Procedures. Self-organization. Resource Management. Conflict Resolutions.

DUTIES : Facilitate employee wellness strategy implementation: Assist in drafting inputs or recommendations on employee wellness programme strategy. Facilitate creation of employee wellness programme structures within the department. Co-ordinate employee wellness programmes for the department. Assist in the development and implementation employee wellness policies and programmes for the department. Draft discussion documents on employee wellness programmes. Coordinate employee wellness cases: Attend to employee cases referred to the sub directorate either by the employer or the employees themselves and refer to Supervisor. Assist in developing a marketing strategy to promote employee wellness programmes within the department. Assist the head of the sub-directorate to produce all statutory reports required from the sub-directorate.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

POST 31/184 : **SCM CLERK (SUP): DEMAND MANAGEMENT SERVICES**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07), (annual salary range)
: Amathole Ref No: DOT 80/08/2024
: Alfred Nzo Ref No: DOT 81/08/2024
: Joe Gqabi Ref No: DOT 82/08/2024

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Financial Management / Purchasing / Public Management / Public Administration / Asset Management/ Accounting/ Public Management/ Public Administration/ Commerce. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer 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.

DUTIES : Allocate bid number and closing date for bids to be advertised. Compilation of District Procurement Plan: Receive template from. Ensure all section populate

their funds according to the procurement plan and submit to Monitor District Procurement Plans. Analyse the need according to the procurement plan of the section, ensure specification is correct, and ensure timeous advertisement /publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids/quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the departmental website. Supervise human resources/staff. Allocate and ensure quality of work and personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/185 : **HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION**

SALARY : R308 154 – R362 994 per annum (Level 07), (annual salary range)

CENTRE : Alfred Nzo Ref No: DOT 83/08/2024

Chris Hani Ref No: DOT 84/08/2024

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

DUTIES : Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (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.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/186 : **HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 85/08/2024**

SALARY : R308 154 – R362 994 per annum (Level 07), (annual salary range)

CENTRE : Chris Hani

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of qualifications, secretariat functions at interviews, absorption, probationary periods ect.). Recommend (approve) transactions on persal according to delegations. (Final authorisation should happen on a higher level preferable at AD or higher level. Performance Management. Prepare reports on human resource administration issues and statistics. Supervise human resource / Staff: Allocate and ensure the quality of work. Personnel development. Assess staff performance. Apply discipline. Handle human resource administration enquiries.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, White, Indian females and White males are encouraged to apply.
<u>POST 31/187</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE STRATEGY, PLANNING AND ADMINISTRATION REF NO: DOT 86/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration/Public Management/Human Resource Management/Organisational Development/Industrial Psychology. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Human Resource Management prescripts and Legislations. Knowledge of clerical duties, Microsoft Excel knowledge, operate computer, collecting and analysing statistics, PERSAL system.
<u>DUTIES</u>	:	Providing HR related information and data (Vulindlela, PERSAL and other sources), rendering support in the development of the HRP and employment Equity, analyse information and assist in the drafting of reports (HR Oversight, HR Plan Implementation report and Employment Equity report) as well as other related HR reports. To draw reports and analyse data from Persal system. To obtain information from the relevant stakeholders towards the compilation of quarterly and annual EE reports. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/188</u>	:	<u>LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 87/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management / Transportation / Traffic Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Services. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (moving of NaTIS system from one

		office to another, installation of new system in the new centre, etc.). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/189</u>	:	<u>LICENSING CLERK (SUPERVISOR): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES PERMITS REF NO: DOT 88/08/2024</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Alfred Nzo National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Transport Economics/ Transportation. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Services. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of the public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request (affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.)). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<u>POST 31/190</u>	:	<u>FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 89/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) In House Construction GRT Office National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. BAS and LOGIS Certificate is compulsory. PERSAL Introduction Certificate will be an added advantage. 1-2 years relevant experience in the environment. A valid driver's license minimum code B. Knowledge: 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, procedures

		and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).
<u>DUTIES</u>	:	Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/191</u>	:	<u>ICT TECHNICIAN: SECURITY & INFORMATION TECHNOLOGY SERVICES</u> <u>REF NO: DOT 90/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Information Technology / Computer Science. Recognized international certificates such as A+, N+, CCNA, CCNP, MCSA, MCSE, ITIL or equivalent will be an added advantage. 1- 2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Computer software installation. Computer hardware. Maintenance of Network switches and router configuration. Provide computer and system training to departmental users at the district. Service desk management tools. RICA Act. ISS Policies. Promotion of Access to Information Act. Basic LAN Knowledge including Troubleshooting and Fault finding. Previously been exposed to a Helpdesk environment.
<u>DUTIES</u>	:	Provision of ICT end-user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security and inventory documentation. ICT Asset Management
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African males and African, Indian females are all encouraged to apply.
<u>POST 31/192</u>	:	<u>PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT REF NO: DOT 91/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Chris Hani
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Public Management / Public Administration / Development Studies / Community Development / Monitoring & Evaluation / Social Science / Management / Project Management. 1-2 years relevant experience in the environment. A valid driver's license minimum code B.

		Knowledge: Extended Public Works Program Principles. Emerging contractor development policies and procedures. Project Management Principles. Public Service Act, 1994. Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997.
<u>DUTIES</u>	:	Conduct Project Conceptualisation: Analyse applications received from the community. Conduct social facilitation. Coordinate meetings to evaluate received applications. Consult the community from which the application came to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent the department in internal and external meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Facilitate payment of project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Attend meetings and compile reports. Perform Administration Duties: Make office and travel arrangements, process subsistence and travel claims. Procure goods and services for the sub-programme. Receive invoices and facilitate payments. Liaise with internal and external stakeholders. Develop a proper filing system.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, will be given to Coloured, White, Indian female and White males are encouraged to apply.
<u>POST 31/193</u>	:	<u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT COMPLIANCE REF NO: DOT 92/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practises. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<u>POST 31/194</u>	:	<u>ADMIN OFFICER: IGR PLANNING M&E REF NO: DOT 93/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Business Management / Management / Economics. Module in monitoring &

evaluation will be an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Skills: Computer. Planning & organizing. Language. Good verbal and written communication skills. Systematic. Development of templates. Dedicated and hardworking. Coordination. Creative. Self-motivated and success driven. Trustworthy.

- DUTIES** : Assist in the provision of monitoring services: Assist in the coordination and collection of monthly, quarterly, and annual district, programme, and departmental performance reports. Implement the developed reporting and monitoring framework. Coordinate the capacity building and support of M&E champions subprogrammes Programmes in Districts. Assist in monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Assist in the provision of reporting services: Produce monthly, quarterly, and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports. Assist in the provision of evaluation services. Assist in the development of evaluation agenda. Assist in the collection on data from Programmes. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
- POST 31/195** : **STATE ACCOUNTANT: BUDGET AND FINANCIAL PLANNING REF NO: DOT 94/08/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (annual salary range)
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management National Diploma in Financial Management, cost and Management Accounting. Officials working in the budget environment will have an added advantage. Knowledge of BAS/ Logis/PERSAL. Computer literacy.
- DUTIES** : Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports, Advice programs to spend according to plans or adjust., Capturing of correcting journal on financial management system, Check budget availability and SCOA classification for proposed commitment, Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following:

		Contribute to compilation of reports as required, Responsible for assets allocated to the unit, provide mentorship to newly appointed staff, learners and interns, comply with the Public Service prescripts, Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/196</u>	:	<u>SCM CLERK (SUP): INFRASTRUCTURE PROCUREMENT & DELIVERY MANAGEMENT REF NO: DOT 95/08/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
	:	KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Financial Management / Supply Chain Management / Logistics Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer 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>	:	Supervise and render infrastructure contracts management clerical services: Oversee the compilation and maintenance of contract management records. Verify the issuing of files, contract data and information reporting to components and individuals in need. Capture and verify variation order on the variation order tracking system. Oversee the verification of the contract and commitment register. Provide logistical support during contracts administration. Supervise and render infrastructure procurement demand and acquisition clerical services: Update and maintain infrastructure supplier (consultants, SMME's and contractors) database. Request and receive quotations. Capture and verify specification on specification tracking system. Ensure that all specifications are circulated on time. Administer bid documents during bid consideration stage. Provide secretariat or logistical support during the bid consideration stage. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/197</u>	:	<u>HRD PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DOT 96/08/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
	:	KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Management of Training/ Public Management / Public Administration / Industrial Psychology. 1-2 years' relevant experience in the environment. A Valid Driver's licence minimum code B. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
<u>DUTIES</u>	:	Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for all staff identified for training. Facilitate filling in of nomination forms and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the Department. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and

administers the work effort of assigned subordinates. Coordinate the implementation of PMDS: Ensure that all staff have workplan agreements by the beginning of each financial year. Conduct validation of all submitted workplan agreements. Provide feedback to directorates around the quality of their workplan agreements. Assist directorates with development of quality workplan agreements. Capture all submitted workplan agreements in PERSAL on receipt. Facilitate submission of performance reviews per each semester. Facilitate submission of assessment documents Coordinate sitting of the PMDS committee to finalise assessment cases. Coordinate payment of finalised cases. Produce all PMDS statutory reports Coordinate sitting of an appeals committee. Ensure that outcomes of an appeals committee are implemented. Provide support and participate in the recruitment of Artisans, Learners, Traineeship, and Interns. Coordinate placement of Learners. Trainees and Interns in the platform. Monitor and guide utilization and the development of Learners. Trainees and Interns. Financial management for Learnership and Internship Programme. Coordinate and consolidate provincial reports in as far as Learnership, Traineeships and Internship programme is concerned. Manage student's files. Manage and Process Payment of student fees to universities. Attend to Career Exhibitions and Marketing of Department of Transport Career fields to the schools and the community. Liaise with Universities and students to attend to day-to-day student's queries. Keep records of Bursary Defaulters. Assist in Office Administration. Responsible for supervision of staff. Assist in the management of Bursary Programme. Compile and submit necessary reports.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

POST 31/198 : **SCM CLERK (SUP): LOGISTICS MANAGEMENT SERVICES REF NO: DOT 97/08/2024**

SALARY : R308 154 – R362 994 per annum (Level 07), (annual salary range)
CENTRE : OR Tambo
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Supply Chain Management / Logistics Management / Purchasing / Public Management/ Public Administration. LOGIS certificate will be an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer 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.

DUTIES : Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Ensure that all orders are placed on time. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured females are encouraged to apply.

POST 31/199 : **LABOUR RELATIONS OFFICER: HUMAN RESOURCE PRACTISE REF NO: DOT 98/08/2024**

SALARY : R308 154 – R362 994 per annum (Level 07), (annual salary range)
CENTRE : Sarah Baartman
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Labour Law / Labour Relations / Human Resource Management / Industrial Psychology. PERSAL Introduction Certificate is an added advantage. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge

		and understanding of the labour relations legal framework, Public Service Regulations, Public Service Act and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills.
<u>DUTIES</u>	:	Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relation matters, ensure the implementation of outcome of labour relation matters, and monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<u>POST 31/200</u>	:	<u>PRINCIPAL ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 99/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Sarah Baartman National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. 5 years' relevant experience in roads construction or maintenance or an appropriate Trade Test Certificate. 5-10 years' experience in roads construction or maintenance. A valid driver's license. A heavy-duty license will be an added advantage. Knowledge: Sound knowledge of planning and organizing for the executing and supervision of road maintenance works on surfaced and gravel roads. Working knowledge of the utilization of earth-moving plant. Good knowledge of bitumen products and gravel wearing course material and specifications for road works. Knowledge of relevant legislations governing provincial roads in the Eastern Cape Province will be an added advantage. Good knowledge of Health and Safety Regulations pertaining to road works. Good financial, communication and conflict resolution skills. Computer literacy.
<u>DUTIES</u>	:	Planning, prioritizing and programming of maintenance works in the area. Co-ordination of Departmental resources in the area to enhance productivity and cost effectiveness. Arrange for timeous delivery of maintenance materials to the foreman under his control. Liaise with the workshop foreman regarding plant requirements and repairs in his area. Monitor the progress of the Foreman and work teams in his area and implement remedial action where necessary. Assist in take over inspections of contracts at the termination of maintenance period. Up keeping/maintenance and security of roads camps in his area. Co-ordination and planning of the deployment of departmental resources in the event of emergencies and also be willing to render such services after hours. Check and approve the daily work return forms and forward for processing, approval of leave applications, S&T, camping allowance and overtime claims, supervision of personnel under control and coordinate disciplinary grievance procedures in terms of the Public Service Code of Conduct. Report on personnel performance under supervision. Identify and co-ordinate training. Ensure compliance with the OHS Act.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<u>POST 31/201</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES</u> (12 Month Contract)
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Joe Gqabi Ref No: DOT 100/08/2024 OR Tambo Ref No: DOT 101/08/2024 Amathole Ref No: DOT 102/08/2024 Alfred Nzo Ref No: DOT 103/08/2024 Sarah Baartman Ref No: DOT 104/08/2024 Chris Hani Ref No: DOT 105/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public

		Management / Transport Management / Transport Economics.1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, African, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/202</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES REF NO: DOT 106/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Transport Management / Transport Economics.1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, African, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities.

<u>POST 31/203</u>	:	<u>ADMIN OFFICER: TRAFFIC LAW ENFORCEMENT REF NO: DOT 107/08/2024</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman (District Office)
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Financial Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Procurement process. Leave management process. S&T and overtime process. Financial Management process. General administration processes. TRAFMAN system. Traffic operations reports.
<u>DUTIES</u>	:	Render general administration support services: Receive, consolidate & submit overtime and S&T claims from Provincial Inspectors to the District Office through the office of the Chief Provincial Inspector. Monitor leave for the sub-district traffic law enforcement. Receive, consolidate and submit requests from the substation to the District Office. Keep and maintain the incoming and outgoing register of the sub-district. Coordinate submission of Operational Reports to the District Office: Consolidate reports and submit to the District Office. Facilitate submission of the following reports to the District Office, NREP10, NREP5, NREP7, NREP8. Learner and Driver's License Report. Facilitate submission of Operational Reports to the District Office. Coordinate submission of accident reports by Police Stations and their safe keeping: Receive accident reports from police stations. Create a filing system for safe keeping of accident reports. Attend to requests for copies of accident reports from external customers. Capture accident information into TRAFMAN System. Consolidate accident statistics for submission to District Office.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.
<u>POST 31/204</u>	:	<u>ADMIN OFFICER (SUP): TRANSPORT REGULATIONS REF NO: DOT 108/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Financial Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Procurement process. Leave management process. S&T and overtime process. Financial Management process. General administration processes. TRAFMAN system. Traffic operations reports.
<u>DUTIES</u>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males, Indian females are all encouraged to apply, including People with Disabilities.

<u>POST 31/205</u>	:	<u>ADMIN OFFICER: TECHNICAL ADMINISTRATION & COMPLIANCE SUPPORT SERVICES REF NO: DOT 109/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Alfred Nzo National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7) as recognized by SAQA in Public Management / Public Administration / Management / Office Management. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	render general clerical support services. record, organise, store, capture and retrieve correspondence and data. update registers and statistics. handle routine enquiries. make photocopies and receive or send facsimiles. distribute documents/packages to various stakeholders as required. keep and maintain the filing system for the component type basic letters and other correspondence when required. keep and maintain the incoming and outgoing register of the component. provide personnel administration clerical support service within the component. maintain a leave register for the component. keep and maintain personnel records in the component. keep and maintain the attendance register of the component. arrange travelling and accommodation. provide personnel administration clerical support service within the component. maintain a leave register for the component. keep and maintain personnel records in the component. keep and maintain the attendance register of the component. arrange travelling and accommodation. provide financial and procurement administration support services in the component. capture and update expenditure in the component. check correctness of subsistence and travel claims of officers and submit to manager for approval. handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities
<u>POST 31/206</u>	:	<u>SENIOR PROVINCIAL INSPECTOR / PRINCIPAL TRANSPORT INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 110/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (annual salary range) Sarah Baartman National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information

sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply.

POST 31/207 : **SENIOR PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATIONS REF NO: DOT 111/08/2024**

SALARY : R308 154 – R362 994 per annum (Level 07), (annual salary range)
CENTRE : Sarah Baartman
REQUIREMENTS : National senior certificate. Basic traffic diploma from an accredited traffic college. 1-2 years' relevant experience in the environment. A valid driver's license minimum code B. No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.

DUTIES : Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved regarding Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply
<u>POST 31/208</u>	:	<u>SENIOR ROAD WORKS FOREMAN: CONSTRUCTION SITE MANAGEMENT: IN HOUSE CONSTRUCTION REF NO: DOT 112/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) In House Construction – Makhandla National Senior Certificate (Grade 12) with 3-5 years' road related experience or NQF level 3 qualification (or grade 10 or higher final year report/ statement) with 10 year's road related experience of which 5 years working experience as a Foremen in Road Works/ Layer works / Earthworks. Valid Driver's Licence minimum code B. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Oversee that all work practices are executed in compliance with legal requirements. Oversee the quality of workmanship and conduct regular inspections around the section and the operation. Plan daily, weekly and monthly work requirement and priorities with the operational team. Supervise Foreman's on Site. Ensuring that all work is delivered safely on time and within budget along with managing equipment and materials required.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/209</u>	:	<u>SENIOR ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE</u>
<u>SALARY CENTRE</u>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) Sarah Baartman Ref No: DOT 113/08/2024 Amathole Ref No: DOT 114/08/2024 OR Tambo Ref No: DOT 115/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) with 3-5 years' experience in construction and maintenance of roads or Grade 10 with 8-10 years' experience in construction and maintenance of roads. A valid driver's license minimum code B. Knowledge: Job knowledge, Communication, Interpersonal relations, Flexibility, Teamwork and Accuracy.
<u>DUTIES</u>	:	Supervise Road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage his / her subordinates and the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces good quality of works. Be able to attend to road related emergencies and complaints according to prescribed departmental standards.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian, African females and African, Indian male are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/210</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT</u>
<u>SALARY CENTRE</u>	:	R255 450 – R300 912 per annum (Level 06), (annual salary range) Komani Traffic Station Ref No: DOT 116/08/2024) (X2 Posts) Graaff – Reinet Ref No: DOT 117/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate

activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, White, Indian, African females and White, African males are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.

POST 31/211 : **PROVINCIAL TRANSPORT INSPECTOR: DISTRICT TRANSPORT REGULATION**

SALARY CENTRE : R255 450 – R300 912 per annum (Level 06), (annual salary range)
: Grahamstown Ref No: DOT 118/08/2024
Aberdeen Ref No: DOT 119/08/2024 (X2 Posts)
Humansdorp Ref No: DOT 120/08/2024 (X2 Posts)
Graaff-Reinet Ref No: DOT 121/08/2024 (X2 Posts)
Kinkelbos Ref No: DOT 122/08/2024 (X2 Posts)

REQUIREMENTS : Requirements: National Senior Certificate, Basic Traffic Diploma from accredited institution. One-year practical experience in law enforcement. A valid driver's license minimum code B. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by aiding with motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to African males and African, Indian females are encouraged to apply

POST 31/212 : **ARTISAN PRODUCTION (MECHANICAL): TRANSPORT INFRASTRUCTURE FLEET SERVICES**

SALARY : Grade A: R230 898 – R256 263 per annum, (annual salary range), (OSD)
Grade B: R270 915 – R300 675 per annum, (annual salary range), (OSD)
Grade C: R314 751 – R386 775 per annum, (annual salary range), (OSD)
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Artisan Professions and related occupations

CENTRE : Sarah Baartman Ref No: DOT 123/08/2024
OR Tambo Ref No: DOT 124/08/2024 (X2 Posts)
Amathole Ref No: DOT 125/08/2024 (X2 Posts)

REQUIREMENTS : Trade Test Diesel Mechanic/ Earth Movement Mechanic Trade Certificate. A valid driver's license minimum code B. Knowledge: Vehicle diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts knowledge skills.

DUTIES : Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettors, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/213 : **ADMIN CLERK (PROD): HUMAN RESOURCE DEVELOPMENT REF NO: DOT 126/08/2024**

SALARY : R216 417 – R254 928 per annum (Level 05), (annual salary range)

CENTRE : KWT

REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and

		accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/214</u>	:	<u>FINANCE CLERK (PROD): EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 127/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	Chris Hani
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice and process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, and Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents with regard to the budget, File all documents, Receive and capture cash payments.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/215</u>	:	<u>FINANCE CLERK (PROD): DEBT MANAGEMENT REF NO: DOT 128/08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	KWT
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)
<u>DUTIES</u>	:	Render financial accounting transactions: Receive debt route forms/ investigation reports. Check correctness and if the documents are signed and approved by all relevant parties. Register the debtor on BAS. Filing of all documents. Open debt file. Perform debt collection administration support services: Write letters of demand to notify the debtor about the outstanding debt. Send debt notification letters and do follow up on all outstanding debts. File all documents. Perform bookkeeping support services: Capture all financial transactions. Download BAS reports to investigate balances. Clear suspense accounts Record debtors and inter-departmental claims. Compile journals. Complete debt reconciliation services: Download debt age analysis report on BAS. Compare debt recovery against debt taken on. Check and verify the movement and progress on recovery. Follow up on non-movement and under collections. Distribute debt statements. File all documents.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/216</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) OR Tambo Ref No: DOT 129/08/2024 Amathole Ref No: DOT 130/08/2024 (X3 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer 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. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written). Facilitate rotation of supplier Database (CSD), Advertise quotations, serve as secretariat to bid committees, ensure that all procurement done are in line with district procurement plan.
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females and White, Coloured males are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/217</u>	:	<u>SCM CLERK (PROD): LOGISTICS MANAGEMENT</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) OR Tambo Ref No: DOT 131/08/2024 Chris Hani Ref No: DOT 132/08/2024 Amathole Ref No: DOT 133/08/2024 (X4 Posts) Alfred Nzo Ref No: DOT 134/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Act as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/218</u>	:	<u>REGISTRY CLERK (PROD): HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Joe Gqabi Ref No: DOT 135/08/2024 In House Construction (Makhanda) Ref No: DOT 136/08/2024

<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/219</u>	:	<u>REGISTRY CLERK (PROD): ADMINISTRATION SERVICES REF NO: DOT 137/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities,
<u>POST 31/220</u>	:	<u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT REF NO: DOT 138/08/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole

<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an advantage. Knowledge: 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.
<u>DUTIES</u>	:	Render Demand Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying, and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the briefing sessions and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females, Coloured and White male are all encouraged to apply, including People with Disabilities.
<u>POST 31/221</u>	:	<u>REGISTRY CLERK (PROD): LOGISTICS MANAGEMENT REF NO: DOT 139/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman
<u>DUTIES</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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. Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply.
<u>POST 31/222</u>	:	<u>ROAD WORKS FOREMAN: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 140/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Road machinery, equipment, and material.

DUTIES : Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Coloured, White males and African, Indian & White females are encouraged to apply.

POST 31/223 : **PRINCIPAL OPERATOR (TRANSPORTER): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 141/08/2024**

SALARY : R216 417 – R254 928 per annum (Level 05), (annual salary range)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. A valid Code 14 driver's license. A valid PDP license. Minimum of 5 years of experience in lowbed driving in a civil construction field. Must be willing to work away from home from time to time. Physical stamina to sit and drive for long hours. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Knowledge of traffic laws and regulations. Skills: Attention to detail to ensure safe transportation of equipment. Knowledge of traffic laws and regulations. PDP license. Load flatbed. Unload flatbed.

DUTIES : Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water). Ability to load and unload heavy equipment onto the lowbed. Ability to maintain the lowbed in good condition, including regular cleaning and maintenance. Operate and drive lowbed truck to transport heavy equipment and machinery to various construction sites. Ensure cargo is secured properly before transport and inspect the vehicle for defects and safe operating condition. Plan travel routes and schedule for timely delivery of cargo. Assist in loading and unloading of Plant/Vehicle and make sure it is done safely and efficiently. Perform routine maintenance and cleaning of the truck as needed. Comply with all traffic laws and regulations and maintain a clean driving record.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, preference will be given to Indian, Coloured, White males and African, Indian, Coloured, White females are encouraged to apply.

POST 31/224 : **ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 142/08/2024**

SALARY : R216 417 – R254 928 per annum (Level 05), (annual salary range)
CENTRE : Sarah Baartman
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.

<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, White, Indian males and African, Indian, Coloured, White females are encouraged to apply.
<u>POST 31/225</u>	:	<u>ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE REF NO: DOT 143/08/2024</u> Re-advertisement
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indians, White, Coloured, females, Coloured and White Coloured, males are all encouraged to apply, including People with Disabilities.
<u>POST 31/226</u>	:	<u>ADMIN CLERK (PROD): TRANSPORT INFRASTRUCTURE REF NO: DOT 146/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indians, White, Coloured, African females, Coloured and White Coloured, Indian, males are all encouraged to apply, including People with Disabilities.

<u>POST 31/227</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
	:	KWT Ref No: DOT 147/08/2024 (X3 Posts)
	:	Amathole Ref No: DOT 148/08/2024
	:	OR Tambo Ref No: DOT 149/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian White, African females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/228</u>	:	<u>SCM CLERK (PROD): ASSET MANAGEMENT REF.DOT 150/08/2024 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer 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: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, White, Indian males and African, Indian, Coloured, White females are encouraged to apply, including People with Disabilities.
<u>POST 31/229</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY REF NO: DOT 151/08/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other

		correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of pay slips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply.
<u>POST 31/230</u>	:	<u>ADMIN CLERK (PRODUCTION): PUBLIC TRANSPORT SERVICES AND COMPLIANCE REF NO: DOT 152/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Alfred Nzo A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply.
<u>POST 31/231</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT TRAFIC LAW ENFORCEMENT SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Traffic Station Ltsc (Lusikisiki) Ref No: DOT 153/08/2024 Mthatha Station Ref No: DOT 154/08/2024 A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide

		personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White females are encouraged to apply.
<u>POST 31/232</u>	:	<u>ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING REF NO: DOT 155/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Sarah Baartman A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Indian, White females and Coloured, Indian, White males are encouraged to apply.
<u>POST 31/233</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT: Civil Aviation Services Ref No: DOT 156/08/2024 KWT: Logistics, Asset and Records Management Ref No: DOT 157/08/2024 KWT: Internal Audit Ref No: DOT 158/08/2024 Alfred Nzo: Technical Administration and Compliance Support Services Ref No: DOT 159/08/2024 Alfred Nzo: Transport Infrastructure Maintenance Service (Re-advertisement) Ref No: DOT 160/08/2024 In House Construction (Makhanda) Ref No: DOT 161/08/2024 Joe Gqabi: Office of the District Director Ref No: DOT 162/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and be able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date regarding

		prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele 043 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/234</u>	:	<u>EH & W CLERK (PROD): EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 163/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	In House Construction (Makhanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service. knowledge of all four EHW Pillars/ OHS Act. Understanding of all Pillar processes and COID Act. Interpersonal relations/Communication skills (written, presentation, verbal and listening). Analytical thinking, problem– solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations and policies.
<u>DUTIES</u>	:	Coordination of Occupational Injuries, Accident and Disease Forms, and follow up on claims. Liaise with the Department of Labour and for the management of IODs. Report daily, monthly and annual OHS Statistics. Organize venues for OHS Meetings, and Trainings. Assists with OHS /Wellness Audits. Coordinate the quality assurance documents and of OHS master file. Filing of confidential and no confidential documents. Report OHS/ Wellness challenges to supervisor. Assist in health awareness and the facilitation of health – related events, activities and interventions (Wellness Day, HIV/AIDS etc.).
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/235</u>	:	<u>HR CLERK (PROD): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 164/08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman; Alfred Nzo
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisor accordingly. Maintain high ethical standards in own work environment. Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district. department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White, males and African, Coloured, White, Indian females are encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

<u>POST 31/236</u>	:	<u>HR CLERK (PROD): HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) In House Construction – Makhanda Ref No: DOT 165/08/2024 Chris Hani Ref No: DOT 166/08/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience, however, exposure in the environment will be an advantage. PERSAL knowledge will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leaves gratuity and discounting applications. Process Z102 online withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White Females and White, Indian males are all encouraged to apply, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/237</u>	:	<u>FINANCE CLERK (PROD): REVENUE & DEBTORS</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole Ref No: DOT 167/08/2024 Sarah Baartman Ref No: DOT 168/08/2024 Alfred Nzo Ref No: DOT 169/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Conduct revenue collection services. Assist in the Implementation of departmental revenue collection plan. Monitor the collection of revenue on the allocated revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of reports with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/238</u>	:	<u>PRINCIPAL DRIVER / OPERATOR: MAINTANANCE REF NO: DOT 170/08/2024 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) Amathole
<u>REQUIREMENTS</u>	:	An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's licence (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver (Transportation of abnormal loads). Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules

<u>DUTIES</u>	:	Ability to operate equipment for loading and unloading with little or no supervision several times daily. Strong desire to keep Truck and Trailer safe, well maintained and clean. Strap & Chain the load safely and securely. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to White, Coloured, Indian females and Coloured, White males are all encouraged to apply, including People with Disabilities.
<u>POST 31/239</u>	:	<u>ADMIN CLERK (PROD): SECURITY WORKPLACE AND ENVIRONMENT MANAGEMENT SERVICES REF NO: DOT 171/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	In House Construction (Makhanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate. Grade B or A Psira security certificate. No experience, however, exposure in the Security Workplace Management Services Environment will be an advantage. A valid Driver's Licence minimum code B. Knowledge of procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces. Delegating cleaning and maintenance tasks to team members. Ensuring proper security measures for the workplace, including collaborating with security system or a team of security professionals. Creating reports on maintenance, repairs, safety and other occurrences for supervisors. Administer Security Contracts for In House Construction.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/240</u>	:	<u>ADMIN CLERK (PROD): EXECUTION REF NO: DOT 172/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	In House Construction (Makhanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience, however, exposure in the Environment will be an advantage. Knowledge of procurement procedures; Administrative procedures; Financial/HR management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DOT. Act as Secretariat in a Technical Meeting. Rendering all Survey and Lab Services
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/241</u>	:	<u>ADMIN CLERK (PROD): SECURITY INFORMATION & TECHNOLOGY SERVICES REF NO: DOT 173/08/2024</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range)
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations. Skills: Computer skills. Public Service Act. Public Service Regulations. Microsoft Office packages (ie. Outlook,

		Powerpoint; Excel; Word; Sharepoint etc) IT Service Desk / Helpdesk; Assets Management.
<u>DUTIES</u>	:	Assist in administrative/clerical support to IT Office; Operate office equipment i.e.. Photocopiers and fax machines. Receive and direct telephone calls for the office Logging of Service requests / Calls on the IT Helpdesk and assigning them to technicians. Updating of calls daily; Drawing reports from the IT Helpdesk system.; Administration related to the IT section; Asset Transfer management; Updating of Information relating to the IT Section. Assist with procurement requests, record keeping and filing Assist in the preparation of memos and requests for approval for the Section. Coordinate appointments with Service Providers and IT Technician's within the District. Arrange meetings and events for the office. Process Travel and subsistence claims of the staff in the office. Draft routine correspondence and reports; Administer leave registers; Assist and manage with procurement of basic stationary Remain abreast with the procedures and processes that apply in the office. Study the relevant Public Service and Departmental prescripts/ Policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, White, Indian females and Coloured, Indian, White males are all encouraged to apply.
<u>POST 31/242</u>	:	<u>ADMIN CLERK (PROD): COMMUNITY DEVELOPMENT</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (annual salary range) KWT Ref No: DOT 174/08/2024 Amathole Ref No: DOT 175/08/2024 Sarah Baartman Ref No: DOT 176/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: 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: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian, African, White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/243</u>	:	<u>PRINCIPAL DRIVER OPERATOR: GRADER OPERATOR (CONSTRUCTION UNIT) REF NO: DOT 177/08/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), annual salary range In House Construction (Makhanda)
<u>REQUIREMENTS</u>	:	An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's licence. PrDP will be an added advantage. Valid Grader operator certificate of competence is compulsory (Expired certificates will not be considered). 3 years road related experience of which 1 year as a Grader Operator. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

<u>DUTIES</u>	:	Pre-check start activities before performing any work. Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads. Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade, Motor Grader, Rough Grade.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/244</u>	:	<u>DRIVER EXTRA HEAVY 11: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 178/08/2024</u> Re- Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 – R215 892 (Level 04), (annual salary range) Joe Gqabi A minimum NQF level 2 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's license (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver (Transportation of abnormal loads). Recent medical fitness report not older than 12 months. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules for transportation of heavy and abnormal loads.
<u>DUTIES</u>	:	Ability to operate equipment for loading and unloading of heavy and abnormal loads with little or no supervision several times daily. Proper safekeeping, maintenance and cleaning of Truck and Trailer. Ensure safe and secure strapping & chaining of load before trip. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to mechanical maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, White Males and Coloured, White females, including People with Disabilities are all encouraged to apply.
<u>POST 31/245</u>	:	<u>DATA CAPTURER</u>
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 (Level 04), (annual salary range) Community Development (CBP): Amathole Ref No: DOT 179/08/2024 District Scholar Transport: Chris Hani Ref No: DOT 180/08/2024 Innovation & Empowerment: Sarah Baartman Ref No: DOT 181/08/2024 Alfred Nzo Ref No: DOT 182/08/2024 Community Development: Sarah Baartman Ref No: DOT 183/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g, databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 043 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all

encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

<u>POST 31/246</u>	:	<u>DATA CAPTURER: DISTRICT SCHOLAR TRANSPORT</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 per annum (Level 04), (annual salary range) Sarah Baartman Ref No: DOT 184/08/2024 Alfred Nzo Ref No: DOT 185/08/2024 Chris Hani Ref No: DOT 186/08/2024 KWT Ref No: DOT 187/08/2024
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g, databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
<u>POST 31/247</u>	:	<u>SENIOR ROAD WORKER: CONSTRUCTION SITE MANAGEMENT SERVICES REF NO: DOT 188/08/2024</u>
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 per annum (Level 04), (annual salary range)
<u>REQUIREMENTS</u>	:	In-House Construction (Makhanda) Abet Level 2, Valid Code 10 Driver's Licence. 4 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Provides lead direction, training, and work review to a crew; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work. Constructs drainage structures. Maintains records of work performed and materials used Assumes duties of Supervisor as required. Repairs or replaces asphalt or concrete; covers potholes; seals cracks in asphalt; installs, cleans and repairs culverts; sprays or removes weeds and brush; performs a variety of other manual tasks including lifting, carrying and use of hand tools. Gravel roads and surface.
<u>ENQUIRIES</u>	:	Can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, preference will be given to Indian, White males and African, Coloured, Indian females are all encouraged to apply, including People with Disabilities.
<u>POST 31/248</u>	:	<u>CLEANER: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 189/08/2024</u>
<u>SALARY CENTRE</u>	:	R183 279 – R215 892 per annum (Level 04), (annual salary range) Sarah Baartman
<u>REQUIREMENTS</u>	:	ABET Level 2. No previous experience required, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504. e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

- NOTE** : In terms of Departmental EE targets, preference will be given to African, Coloured, White, Indian females and Coloured, Indian, White males are all encouraged to apply.
- POST 31/249** : **ROAD WORKER: TRANSPORT INFRASTRUCTURE**
- SALARY CENTRE** : R155 148 – R182 757 per annum (Level 03), (annual salary range)
: Alfred Nzo Ref No: DOT 190/08/2024 (X3 Posts)
: Amathole Ref No: DOT 191/08/2024
- REQUIREMENTS** : ABET Level 2, Valid Code 10 Driver's Licence. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
- DUTIES** : Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
- POST 31/250** : **DRIVER MESSENGER**
- SALARY CENTRE** : R155 148 – R182 757 per annum (Level 03), (annual salary range)
: Chris Hani: Asset, Logistics & Disposal Management Services Ref No: DOT 192/08/2024
: Administration Services (Ref No: DOT 193/08/2024)
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
- ENQUIRIES** : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.
- POST 31/251** : **DRIVER MESSENGER: INFORMATION MANAGEMENT: TRAFFIC INFRINGEMENTS MANAGEMENT SERVICES REF NO: DOT 194/08/2024**
Re-advertisement
- SALARY CENTRE** : R155 148 – R182 757 per annum (Level 03), (annual salary range)
: KWT
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 12 months driving experience with Code EC [14] and a valid PrDP. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
- DUTIES** : Drive light, medium and heavy motor vehicles to transport passengers and goods, including mail or correspondence, mobile VTS Trucks, Roadblock buses and Law Enforcement Equipment. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department. Deliver and collect data in the districts and stations. Copy and fax documents. Assist in the registry.

<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and Coloured, Indian, White females are all encouraged to apply, including People with Disabilities.
<u>POST 31/252</u>	:	<u>GENERAL ROAD WORKER: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 195/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Sarah Baartman ABET Level 2, Valid Driver's Licence minimum code 10. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to African, Coloured, Indian, White males and Coloured, Indian & White females are all encouraged to apply.
<u>POST 31/253</u>	:	<u>GENERAL WORKER: CONSTRUCTION SITE MANAGEMENT REF NO: DOT 196/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Amathole Abet Level 2 or grade 8. 3 years' road related experience. Must be healthy and physically fit. Prepared to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Load and off-load of material. Concrete work and steel fixing. Dig trenches, clean mitre and side drains. Wash machinery and clean workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to White, Coloured, African females, Coloured and White male are all encouraged to apply, including People with Disabilities.
<u>POST 31/254</u>	:	<u>GENERAL ASSISTANT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 – R154 626 per annum (Level 02), (annual salary range) Amathole Ref No: DOT 197/08/2024 (X3 Posts) Alfred Nzo (Bizana Traffic Station) Ref No: DOT 198/08/2024 (X3 Posts) ABET. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
<u>ENQUIRIES</u>	:	can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: 604 7674 / 7539 / 7572 / 7504.
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males and African, Indian, White, Coloured females are all encouraged to apply, including People with Disabilities, although EE targets will differ from District to District as each District will use its own targets.

POST 31/255 : **FOOD SERVICE AID: ADMINISTRATION SERVICES REF NO: DOT 199/08/2024**

SALARY : R131 265 – R154 626 per annum (Level 02), (annual salary range)
CENTRE : KWT
REQUIREMENTS : ABET level 4 or NQF level 1 to 3. No experience, however, exposure in the environment will be an advantage. Knowledge: Working procedures in respect of own work environment. Communication skills. Time management.

DUTIES : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES : can be directed to Ms. H. Magengelele / Ms. N. Palele Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
: e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

NOTE : In terms of Departmental EE targets, preference will be given to Coloured, Indian, White males, Coloured, Indian and White females are all encouraged to apply, including People with Disabilities.