

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

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

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to recruitment@eccogta.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to recruitment@eccogta.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms N. Seyisi
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and

indicate such in their applications). Enquiries: Mr S. Meligana at (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

MANAGEMENT ECHELON

POST 45/199 : **CHIEF DIRECTOR: DISASTER MANAGEMENT CENTRE REF NO: COGTA: 01/11/2024**

SALARY CENTRE REQUIREMENTS : R1 436 022 – R1 716 933.per annum (All Inclusive) (Level 14)
: Bhisho Head Office
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/Development Studies or a related qualification coupled with 5 years' experience at a Senior Management level in the Public or Municipal Sector. Furthermore, the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Competence: The successful candidate must have: Knowledge and understanding of relevant legislation & policies. Knowledge of interpretation of relevant and related legislation. Knowledge of service delivery policy and structure & functioning of government. Awareness & understanding of the service delivery environment. Knowledge of project management. Awareness and understanding of the cultural climate within the Public Service. Team development, decision making and problem-solving skills. Public participation skills. Good communication skills (written and verbal). Computer literacy in MS Office. A valid code 8 driving licence.

DUTIES : The successful candidate will be required to co-ordinate and manage all matters within the Province of the Eastern Cape pertaining and related to disaster management with the following key responsibilities: - Manage the implementation of the Disaster Management Act, Act No.57 of 2002. Facilitate and institutionalize integrated and uniform disaster management in the province. Provide support mechanisms i.r.o. disaster management to municipalities. Monitor and evaluate disaster management programmes. Render programme manager functions.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/200 : **DIRECTOR: CHRIS HANI DISTRICT SUPPORT CENTRE REF NO: COGTA: 02/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 – R1 433 355.per annum (All Inclusive) (Level 13)
: Chris Hani
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration / Management/Social Sciences/Development Studies or related field. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Five (5) years' work experience at a Middle/Senior Management Level. SMS Pre-Entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. (the SMS pre-entry certificate is not a requirement for shortlisting but submitted prior appointment). Valid Code 8 Drivers' Licence. Experience in Local Government, Management, Integration, Programme Coordination and Post-graduate Qualification will be an added advantage. Competence: Strategic Capacity and leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competence: Knowledge Management. Service Delivery Innovation. Problem solving and analysis, Client Orientation and Customer focus. Communication & Report Writing.

DUTIES : Responsible for efficient management of the District Support Centre (DSC) including the effective utilization of personnel. The maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District Support Centre (DSC) and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role delivering services to the Municipalities and Traditional Leadership Institutions. Ensure that policies of all three spheres of government are translated and implemented properly to achieve the mandate of the COGTA. Support and co-ordinate all programmes in support of the Chris Hani District and Traditional Leadership Institutions. Ensure municipal and traditional leadership institutions compliance with relevant mandates, legislations, regulations, guidelines, and other applicable directives are implemented in a way to maximise efficiencies in good governance and service delivery. Perform delegated functions in the COGTA District Support Centre

(DSC) and that includes management of COGTA District Office and Traditional Regional Offices, corporate management functions, risk management, financial management, monitoring and evaluation, maintenance good working stakeholder relations and participate in IGR institutional arrangements in Chris Hani District. Manage and Monitor District Support Centre (DSC) budget, assets, performance and action plans. Manage and support other Departmental directorates, programmes and sub-programmes in the DSC. Ensure that the employment equity practice and performance management systems are up to required standards. Ensure that compliance with PFMA, MFMA, Public service Act of 1994 and Public service Regulations, Municipal Structure Act, Municipal systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislations and mandates that are relevant to the department and governing Local Government and Traditional Institutions. Report to Head Office of COGTA. Coordinate the Implementation of District Development Model (DDM) in Chris Hani District. Strengthen the inter-governmental Relations System in Chris Hani District working with all spheres of government.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/201** : **DIRECTOR: INTER-GOVERNMENTAL RELATIONS REF NO: COGTA: 03/11/2024**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 – R1 433 355.per annum (All Inclusive) (Level 13)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration or related field as recognized by SAQA. SMS Pre-Entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. (the SMS pre-entry certificate is not a requirement for shortlisting but submitted prior appointment). Five (5) years' experience at a Middle/Senior Management level in the IGR field. Computer literacy Microsoft tools (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Post Graduate Qualifications will be an added advantage. Competence: Applied strategic thinking. Interpersonal conflict and resolving problems, Team leadership, Citizens focus and responsiveness. Budget and financial management. Planning and organizing. Creative thinking, Self-management and Problem analysis. Knowledge of Local Government and other Spheres of Government.
- DUTIES** : Support and monitor the implementation of Intergovernmental relations (IGR) policies, government legislation frameworks and other applicable policies to local government and traditional leaderships institutions. Support the functionality of IGR Structures in the province and building of coherent government. Support other strategic forums in different spheres of government such as Municipal Forums, LED Forums, IDP Forums and Provincial Cluster System. Support the realization of government policy priorities through inter-governmental system. Support the National, Provincial and Local government alignment of policies, drive inter-governmental planning programmes, integrated service delivery and emerging priorities. Facilitate Stakeholder relations and Intergovernmental Disputes. District Development Model (Ddm) Key Performance Area: Support the implementation of DDM policies and regulations. Ensure the functionality of DDM Institutionalization and coordinate the implementation of DDM in the Districts, Metros and in the province. Management Function Key Performance Area: Implement Public Financial Management Act, Public Service Act, Regulations, Departmental Policies and other applicable policies to manage the compliance and performance of the IGR Directorate. Maintain high standards supporting the Directorate Team, motivating and producing excellent work and results within timeframes. Manage the budget and budgeting processes. Resolve problems and manage risk. Produce reports and manage Work Plans of all employees in the directorate. Manage daily employee performance. Ensure effective management of human and financial resources, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/202** : **CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA: 04/11/2024**
- SALARY CENTRE** : R1 200.426 – R1 371.489.per annum (All Inclusive) (OSD)
: Bhisho Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 7) BSC or B-Tech Degree in Civil Engineering. Five (5) years' work experience in the middle management in the Public Sector or Local Government Space. Professional Registration with ECSA in good standing. Demonstrable knowledge of relevant Ms Office (i.e. Word, Excel, PowerPoint, Outlook etc.) Programme is compulsory. Valid Code EB Drivers' Licence is compulsory. Advanced programme or Project Management Diploma & Registration as Professional Engineer or Technologist or Technician with ECSA will be added advantage. Competence: Recognised BSc Civil Engineering Degree or B Tech Civil Engineering Degree, with 5 (five) years middle management work experience in the public sector or local government space. Registration with ECSA is compulsory and registration as a professional Engineer or Technologist or Technician with ECSA will be an added advantage. Advanced Programme or Project Management Diploma will be and added advantage. Knowledge of local government sector / municipalities management of municipal conditional grants is required. Understanding of infrastructure development sector, government legislation, sector policy frameworks relating to infrastructure development, infrastructure implementation guidelines, sector infrastructure norms and standards is compulsory. Computer & presentation skills, communication, liaison & coordination expertise, planning & organising skills are compulsory. Code EB driver's license is compulsory.
<u>DUTIES</u>	:	Support municipalities in the development of Infrastructure Master Plans, assess municipal IDPs, analyse municipal 3 Year Capital Plans (3YCP), and analyse municipal Project Implementation Plans (PIPs). Convene District Appraisal Committee (DACs), appraise MIG project technical reports and prepare recommendations to National COGTA for project funding approval. Monitor compliance of municipalities with the Risk Adjusted Strategy (RAS) Policy Framework, support municipalities in developing the RAS Implementation Plans, coordinate and co-convene RAS-War-Rooms with the District Municipality, coordinate and convene RAS Infrastructure Project Site Audits, monitor and report RAS Operations and Maintenance projects performance. Coordinate and facilitate the sitting of the quarterly District Wide Infrastructure Forum (DWIF). Monitor contracted work performance of the directorate district / cluster subordinate staff and the ad-hoc departmental, national, provincial, and municipal assignments allocated to the subordinates.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/203</u>	:	<u>DEPUTY DIRECTOR: DISASTER MANAGEMENT RESPONSE & RECOVERY REF NO: COGTA: 05/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R1 000 908.per annum (All Inclusive) (Level 11) Bisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) Disaster Management/Environmental/Social Sciences/Developmental studies or relevant studies as recognised by SAQA. Three (3) to Five (5) years' experience at an Assistant Director or Junior Management Levels. Professional Registration with DMISA. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Worked in a Disaster Management environment will be an added advantage. Competence: Project Management. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis. Meeting Procedures. Report writing. Stakeholder and customer relationship management principles. Communication skills. Presentation Skills. Strategic thinking and applications. Knowledge Management.
<u>DUTIES</u>	:	Facilitate disaster assessment, submission of disaster occurrence reports, activation of PDOC, analyse and provide guidance to relevant organs of state. Facilitate funding requests, analysis, approval, release of funds to organs of state, monitor. Evaluate the implementation of disaster intervention measures and preparation of Disaster Grants Report. Development and implementation of disaster management provincial response policies. Coordination and development of provincial disaster response and recovery strategies, plans. Develop, review, and implement Standard Operating Procedures for response and recovery management efforts/systems. Facilitate working relations with NGOs, private sector, business entities etc. in disaster management. Establishment and maintenance of a provincial disaster response task team Management of personnel.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an email to: recruitment@eccogta.gov.za

POST 45/204 : **DEPUTY DIRECTOR: ICT SECURITY MANAGEMENT REF NO: COGTA: 06/11/2024**

SALARY : R849 702 – R1 000 908 per annum All Inclusive (Level 11)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in ICT or related qualification as recognised by SAQA. Three (3) to Five (5) years' experience at an Assistant Director or Junior Management Levels. Minimum of Five (5) years appropriate experience in ICT environment. Microsoft Office Suite including MS Word, MS Excel, PowerPoint, Outlook, Edge, Outlook are all mandatory. Valid Code B Drivers' Licence. Post graduate qualification, CFE, Certified Ethical Hacking, Computer Hacking forensic investigator, N+, CISA, CISM will be an added advantage. Competence: Working knowledge and experience with Systems and Network security. Knowledge of other related information security standards and frameworks. Good understanding of ICT threats and vulnerabilities. ICT Governance. Basic understanding of Risk Management. Knowledge of Cybersecurity. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills. Knowledge of Public Service Regulations, Understanding of Municipal environment and MSA, Willingness to work irregular hours.

DUTIES : Provide ICT Security assurance to municipalities and the department, Monitor and review the Information Security management program, Conduct ICT systems security audits and inspections. Reporting of ICT Security breaches occurring in both the department and municipalities, Monitoring security administrations to ensure best practices, Conduct investigations into any ICT security breaches, irregularities, or other issues of concern in the Department and municipalities, Analyse information security incidents and liaise with external service providers, security experts and advisors (e.g. State Security Agency, SAPS etc) on ICT Security related incidents, Champion and educate the department and municipalities about the latest security strategies and technologies, Provide update on ICT systems to ensure data loss prevention, improved availability of ICT services (including Transversal Systems) as well as improved network and systems security, Conduct ICT Risk Assessment and monitor the control improvement on the identified risks within the department, Monitor the implementation of ICT security standards, procedures and guidelines for multiple platforms and diverse systems including backup services, business continuity and user access control on ICT systems, Facilitate the implementation of ICT related fraud prevention plan and prevention of espionage

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/205 : **ASSISTANT DIRECTOR: COMPLIANCE, MANAGEMENT & SCM PERFORMANCE REF NO: COGTA 07/11/2024**

SALARY : R444 036 – R532 602 per annum (Level 9)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Supply Chain Management /Finance /Management or related qualification. Three (3) to five (5) years' related Supply Chain Management experience at supervisory level. Knowledge of Microsoft Power Suit (Excel, word and PowerPoint). Valid Code B Drivers' Licence. Competencies: Communication Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National Treasury Regulations, Preferential Procurement Regulations 2022, Supply Chain Management Reforms and methodologies in Supply Chain Management, Sound organizational skills, High level of reliability and Computer literacy (Ms Word, Excel & Power Point). Ability to do research and analyse documents and situations, Good grooming and presentation, Self-management and motivation, Knowledge of Supply Chain Management Legislations, Basic Knowledge on Financial Administration will be an added advantage.

DUTIES : Monitor compliance or adherence with supply chain management legislation on all procurement transactions. Facilitate SCM Risk Assessment, advise on possible internal controls to mitigate the identified risks and monitor the implementation of the planned controls. Perform functions related to the Supply Chain Management Performance Reporting. Assist in coordination of supply chain management audits with Internal Auditing and Auditor General. Manage subordinates and general administration matters.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/206 : **OFFICE MANAGER: AMAMPONDOMISE KINGSHIP REF NO: COGTA 08/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602. per annum (Level 9)
: Qumbu Kingdom
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Administration / Public Management / Management or Social Sciences. Three (3) to five (5) years working experience at Supervisory level. Computer Literacy Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, and Internet. Valid Code 08 driver's license. Residing in the area of jurisdiction of the Emboland Kingship will be an added advantage. Competence: Communication skills. Understanding of Traditional Leadership Institution. Client Orientated & Customer focus. Report writing skills, Facilitation and Co-ordination.

DUTIES : Provide Office Management services to the Office of the King. Assist the King in performing customary functions in relation to the recognition of Senior Traditional Leaders and monitor resolutions taken. Assist the King in mediating conflicts and disputes between Traditional Leaders falling within the jurisdiction of the Kingship. Coordinate meetings between Kingship and other stakeholders Coordinate King's Council meetings. Coordinate developmental programs of Traditional Communities with the area of jurisdiction of the Kingship. Ensure compliance with various policies and legislation. Compile and submit non-financial and financial reports of the Kingship to the Office of the Chief Director. Facilitate procurement of services for operations the King. Manage records/documents of the Kings and King's Councils. Oversee daily employee performance and ensure timely performance and assessments of all subordinates within the Kingship. Oversee management, maintenance and safekeeping of assets allocated to the Kingship

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/207 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT AND MONITORING SERVICES REF NO: COGTA 09/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602.per annum (Level 9)
: Bhisho Head Office
: National Senior Certificate plus, an undergraduate qualification (NQF Level 6/7) in Accounting/Financial Management /Management Accounting/internal Auditing and Auditing or relevant field. Three (3) to five (5) years working supervisory experience in management accounting environment at salary level 7/8 or equivalent level. Knowledge of Basic Accounting System (BAS). Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA Treasury Regulations. Sound computer literacy (BAS, Persal, Vulindlela, Excel, Word, PowerPoint, Outlook and ability to use Teams). Valid Code 8 / 10 driver's license (with exception of persons with disability). Budget Formulation and Analysis Certificate(s) and SCSA Certificate. Basic Principles of BAS and General Journals will be an added advantage. Competence: Knowledge of Basic Accounting System (BAS). Knowledge of budgeting cycle and system of the government. Knowledge of the PFMA and Treasury Regulations. Sound computer literacy (Excel, Word, PowerPoint, Outlook and ability to use Teams). Ability to work independently. Understanding of Vulindlela and related Management Accounting reports accessible in that system. Planning and organization. Reports compilation and presentation. Compile and managing of cash-flow requirements. Sound communication skills (Written & verbal). Presentation and report writing skills, ability to use and interpret PERSAL reports relevant for budget management & reporting. Time Management, Interpersonal Skills and Communication, Planning and organising skills, customer service abilities. Financial management, analysing and understanding budget matters. Ability to work under pressure. Understanding and managing of cash-flows.

DUTIES : Assist in managing the processes of monitoring the departmental budget through analysing, coordinating, and consolidating the departmental annual cash flow projections in-year. Regularly assist in analysing the expenditure trends for discussing with Programme Managers with a view of ensuring timeous spending of allocated budget and offering of advice to Programmes. Monitor confirmation of budget availability to ensure expenditure is within allocated parameters and ascertain correct allocation of expenditure & that all

necessary documents are attached. Assist in managing the process of preparing, analysing, and consolidating the departmental IYM report including variance explanation. Managing budget and expenditure misallocations and the process of identifying necessary journals for correcting of such. Assist in overseeing the process of in-year shifting and virements of funds within / between Programmes and ensure it is accurately accounted for in BAS, IYM and expenditure reports (pre and posts Adjustment Estimates period). Assist in compilation of the Adjustment Estimates processes through the consolidated in-year shifting and capturing of the Adjustments into BAS and ensure assessment of expenditure trends for development of proposal on the further shifts and virements. Assist in the process of developing inputs into the Appropriation Statements and Notes to Appropriation Statement (NAS) in relation to budget information for accurate reporting (Quarterly and Annually). Assist in managing the timeous preparation and submission of all monthly, quarterly, and annual reports in terms of PFMA. Assist in overseeing the running of the Cash-Flow reporting processes and liaising with Provincial Treasury and the Bank in relation to the Cash flow requirements of the department. Assist in the development / maintaining of policies, standard operating procedures, procedure manuals and processes to ensure smooth running of the Sub-Directorate. Contribute to the provision of budgetary support services to the department by attending to budget enquiries promptly, providing training to departmental officials on budget related issues and providing weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate (Financial and Human) in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/208** : **LEGAL ADMINISTRATION OFFICER: LEGAL ADVISORY SERVICES REF NO: COGTA 10/11/2024**
- SALARY CENTRE REQUIREMENTS** : R440 412 - R1 053 387.per annum (OSD)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification Four-year degree in law (LLB/Proc). Eight years appropriate post qualification legal experience. Admission as attorney or advocate of the High Court of South Africa. Computer literacy (Excel, Word, PowerPoint, Outlook. Valid Code 8 Driver's Licence. Competence: Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Experience in litigation management. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Legal interpretation skills. Communication skills (verbal and written). Drafting and writing skills. Presentation skills. Client relations skills. Problem solving skills. Computer skills and Interpersonal skills.
- DUTIES** : Attend to all litigation matters involving the department in accordance with the applicable legal prescripts. Coordinate meetings of the Litigation Trend Analysis between Legal Advisory Services and other relevant programmes. Vet, comment and certify policies, contracts, and agreements. Conduct research and provide legal opinions and general legal advice. Attend to legislation development processes (workshops, consultations, public hearings, drafting a bill). Coordinate meetings of the Eastern Cape Local Government Legal Advisors Forum. Raise awareness on latest legislative developments and conduct legislation advocacy sessions.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/209** : **SENIOR ADMIN OFFICER: SECURITY MANAGEMENT & ANTI-CORRUPTION SERVICES REF NO: COGTA 11/11/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403.per annum (Level 8)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Security/Policing/ Law/ Public Administration/ Management. One (1) to two (2) years' working experience in security environment. Computer literacy (MS Office and Presentation skills). Valid Code 8 Driver's Licence. SSA Security Manager's course Project management and PSIRA registration with grade B or PSIRA registration (grade A) will be an added advantage. Competence:

		Sound knowledge of security administration field, Knowledge of POPIA, MISS and MPSS Contract management of private security, Investigation skills, Sound management and interpersonal skills Good communication skills at all levels, Computer Literacy, Presentation skills.
<u>DUTIES</u>	:	Administer development, implementation, and review of information security policy and procedures. Ensure that Information Security Audit/Appraisal are conducted at regular intervals. Assist in conducting of after-hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Assist in the implementation of proper classification system- applying category of information system. Facilitate implementation of Classification System by the Security Committee. Assist to manage, develop, implement, and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of the sensitive materials. Assist in the implementation audit improvement plan to address to audit finding. Assist in implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Government Regulator. Manage and maintain all installed electronic security systems. Assist in the implementation of identification card system to identify all employees and visitors. Liaising with Law Enforcement Agencies such as SSA & SAPS.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/210</u>	:	<u>SENIOR ADMIN OFFICER: DISASTER MANAGEMENT AND FIRE SERVICES REF NO: COGTA 12/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403.per annum (Level 8) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) Disaster Management. A minimum of one (1) to (2) two years relevant experience in Disaster Management. Computer literacy Excel, PowerPoint, Microsoft Word. Valid Code 8 Driver's Licence. Programme and Project Management will add as advantage. Competence: Monitoring and evaluation technical skills. Communication skills. Good negotiation and conflict management skills. Organising abilities. Client orientated and customer focus.
<u>DUTIES</u>	:	Support municipalities to maintain functional Disaster Management centre in terms of Disaster Management Act and Policy Frameworks in terms of Integrated Institutional Capacity. Facilitate the development and implementation of provincial and municipal disaster management policy framework. Facilitate the development and implementation of Memorandum of Agreement/Understanding for sharing of resources and best practices at provincial and municipal levels. Facilitate the establishment and maintenance of functional Disaster Management Intergovernmental Relations Structures.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/211</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: STORES & WAREHOUSE MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 13/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403.per annum (Level 8) Bhisho Head Office National Senior Certificate plus undergraduate qualification (NQF Level 6) as recognized by SAQA) in Supply Chain Management /Finance /Management related qualification. One (1) to Two (2) years related supply chain management experience at administration officer level. Computer literacy Microsoft Power Suit (Excel, word and PowerPoint).Competence: Appropriate Supervisory Experience in logistics or stores and warehouse environment, People Management. Knowledge and experience of LOGIS and BAS system. Knowledge and experience in SCM, Good communication skills. Computer literacy (MS Word, Excel, Power Point), Supervision of Personnel. Reporting Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National Treasury Regulations, Preferential Procurement Regulations 2022, Supply Chain Management Reforms and methodologies in Supply Chain Management. Sound organizational skills. High level of reliability. Ability to analyse documents and situations, good reporting and presentation Skills, Self-management and

		motivation, Knowledge of Supply Chain Management Legislations. Basic Knowledge on Financial Administration will be an added advantage
<u>DUTIE</u>	:	Ensure effective security in the stores and transit environment. Maintain and report on stores accounting records or 0-9 file (commitments, accruals and payables). Ensure that goods are received and dispatched orderly in a managed environment. Manage subordinates and general administration matters.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/212</u>	:	<u>PERSONAL ASSISTANT: VALUATION SERVICES REF NO: COGTA 14/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/Public Management/Social Sciences/Office Management or any relevant qualification. One (1) to Two (2) years working experience in Office Administration Environment. Microsoft Power Suit (Excel, word, and PowerPoint). Competences: Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/213</u>	:	<u>PERSONAL ASSISTANT: CORPORATE COMMUNICATIONS REF NO: COGTA 15/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Office Management / Management. One (1) to two (2) years working experience within the corporate communication /Strategic Planning / Monitoring & Evaluation/Corporate secretariat environment. Proficient knowledge of (Ms Word, Excel, PowerPoint, and Outlook. Competence: Report writing, Presentation skills, Organisational and office planning, Proficiency in English, Time Management, Interpersonal Skills and Communication Proficiency in English.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Director. Provide the coordination of submissions within directorates. Provide support in budget preparation and monitoring. Provide support in the coordination of meetings, writing minutes and action issues. Arrange travel and accommodation for the Director and other officials within directorate.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/214</u>	:	<u>PERSONAL ASSISTANT: HUMAN RESOURCE MANAGEMENT REF NO: COGTA 16/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management/Human Resources / Secretarial studies. One (1) to two (2) years working experience in administration within Local Government. Proficient knowledge of (Ms word, Excel, PowerPoint, and Project. Exposure to Human Resource Management will be an added advantage.Competence: Analytical skills, Report writing, Presentation skills, Organisational and office planning, Proficiency in English, Time Management,

		Interpersonal Skills and Communication, Ability to operate other office equipment and customer services abilities, Proficient knowledge of Microsoft packages.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Director. Provide the coordination of submissions within directorates. Provide support in budget preparation and monitoring. Provide support in the coordination of meetings, writing minutes and action issues. Arrange travel and accommodation for the Director and other officials within directorate. Procurement of office supplies, cleaning material.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/215</u>	:	<u>PERSONAL ASSISTANT: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 17/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management /Local Government /Office Management /Management Secretarial studies or related field. One (1) to two (2) years working experience in Office administrative work/secretarial work /general administration. Microsoft Word, PowerPoint, Excel, email and internet. Event management skills, exposure to Traditional Leadership environment will be an added advantage.Competence: Planning, organising and time management skills, Strong and dynamic communication skills, An understanding of the operational environment of Department and the Provincial House of Traditional and Khoi-San Larders and its service delivery imperatives, Understanding of relevant legislation applicable to the Public Service and Traditional Leadership Institution, Client Orientated and customer care focus, Administrative skills, Accuracy and attention to detail, Good verbal and written communication, ability to work in a team ,customer service excellence, Minute taking and report writing skills and Strong organisational and conflict management skills.
<u>DUTIES</u>	:	Planning, Organising and maintaining the diary of the Senior Manager, Arranging travelling and accommodation for the Senior Manager and occasionally travel with the Senior Manager to take notes in meetings or provide general assistance during presentation, Screening phone calls, inquiries and requests and handling them when appropriate, Meeting and greeting visitors at all levels of seniority, Dealing with incoming and outgoing correspondence, Minute taking in meetings and report writing,. Responsible for procurement of office supplies. Cash flow and budget monitoring.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
<u>POST 45/216</u>	:	<u>PERSONAL ASSISTANT: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 18/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 7) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Office Administration / Public Administration and any other related Social Science qualification. experience. One (1) to Two (2) years working experience in Office administrative work/secretarial work /general Administration. Microsoft Word, PowerPoint, Excel, email and internet. Previous experience as a Personal Assistant/Financial Management/ Administration clerk /Intern and Driver's licence will be an added advantage. Competence: Good personal relation. Excellent communication skills. Office etiquette. Confidentiality. Honesty. Time management. Document Management. Understanding of relevant public services and departmental prescripts/policies and procedures.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the director. Renders Administrative support services. Provides support to the director regarding meetings. Support the director with the administration of the directors budget.
<u>ENQUIRIES</u>	:	Mr S. Meligana at Tel No: (071 689 6162) For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/217 : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT & PLANNING REF NO: COGTA 19/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office

: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration/Public Management/Social Science/Office Administration or any related qualification. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint). One (1) to two (2) years experiential experience. Competence: Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.

DUTIES : Facilitate the smooth running of the Chief Director's office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated to you by the Office manager and the Chief Director. Manage the diary of Chief Director. Manage the resources of the office of the Chief Director. Digital and manual filing of documents, preparation, recording and submission of the Chief Director's claims to the approving authority, monitoring the submission of weekly plans for Chief Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Chief Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/218 : **PERSONAL ASSISTANT: DEPUTY DIRECTOR GENERAL: DEVELOPMENTAL LOCAL GOVERNMENT REF NO: COGTA 20/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office

: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Office Administration/Public Management/Office Management and Technology. One (1) to (Two) 2 Years 'working experience in rendering support service as a Personal Assistant/Secretary. Computer literacy programme must possess the following skills (Microsoft Word, MS Excel, MS Outlook and Power Point). Valid driver's license 08. Competence: Very good writing and presentation skills; Good communication skills; Paying attention to details; Ability to work long hours; High level of reliability; Understanding of government processes; Possess analytical and observation skills; Possess exceptional reading skills; Very organised and structural person.

DUTIES : Facilitate the smooth running of the DDG's office; Facilitate the availability of all office records at all times; Assess incoming work; quality assure and distribute where required; Type correspondences delegated by the DDG; Manage the diary of the DDG; Manage the resources of the office of the DDG; Provide support in the coordination of submissions from chief directorates; Provide support in budget monitoring; Provide support in meetings of the DDG; Facilitate travelling arrangements and subsistence claims for the DDG and Manage the budget of the office of the DDG.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/219 : **PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA 21/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office

: National Senior certificate, plus an Undergraduate quantification (NQF level 6) in Office Administration/Public Administration/Social Science/Finance or Accounting. One to two years' relevant experience Computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage. Driver's license is compulsory. Exposure to exposure to Traditional Leadership environment will be an added advantage.

DUTIES : Ensure the smooth functioning of the office. Always ensure safekeeping of records. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the king's vehicle and the management of the Logbook. Ensure that the offices in the kingdom

are always clean. Liaise and communicate with other staff responsible for supporting.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/220 : **PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT COORDINATION AMAMPONDOMISE KINGSHIP QUMBU REF NO: COGTA 22/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994.per annum (Level 7)
: Bhisho Head Office
: National Senior certificate, plus an undergraduate qualification (NQF level 6) in Office Management or equivalent qualification. (1) One to (2) two years' working experience as secretariat/administrative. Computer literacy (Ms Word, Excel & Power Point). Competence: Knowledge of Traditional leadership Framework Act 41 of 2003EC Traditional leadership and Government Act 21 of 2017, Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997Employment Equity Act, 55 1998Knowledge on the relevant legislation/policies/ prescripts and procedures. Basic knowledge of financial administration.

DUTIES : Receives 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. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. 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 manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services to king: Ensures the effective flow of information and documents to and from the office of the king. Ensures the safekeeping of all documentation in the office of the King in line with relevant legislation and policies. 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. Drafts documents as required. Does filling of documents for the King and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the King. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the King, Manages the leave register and telephone accounts for the Kingship. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the King and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to king/principal traditional councils regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the King with the administration of the Kings budget: Collects and coordinates all the documents that relate to the manager's budget., Assists manager in determining funding, requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft, memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes.

ENQUIRIES : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

POST 45/221 : **COMMUNITY DEVELOPMENT WORKERS (CDWS) MUNICIPAL PUBLIC PARTICIPATION (2 POSTS)**

SALARY CENTRE : R255 450 - R300 912.per annum (Level 6)
: Umzimvubu Local Municipality: Ward 05 (Ref No: COGTA 23/11/2024)
: Elundini Local Municipality: Ward 05 (Ref No: COGTA 24/11/2024)

- REQUIREMENTS** : National Senior Certificate Plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years' relevant experience. Code 8 driver's license. Computer literacy. Competence: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.
- DUTIES** : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/222** : **SENIOR ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (6 POSTS)**
- SALARY CENTRE** : R216 417 – R254 928.per annum (Level 5)
: Nyandeni Region Konjwayo Traditional Council Ref No: COGTA 25 A /11/2024 (3 Posts)
Mbalisweni Traditional Council Ref No: COGTA 25 B/11/2024 (1 Post)
Manzamhlophe Traditional Council (Ref No: COGTA 25 C/11/2024) (1 Post)
Rharhabe Region Tyhume Traditional Council (Ref No: COGTA 26/11/2024) (1 Post)
Fingo Region Amahlubi Traditional Council (Ref No: COGTA 27/11/2024) (1 Post)
Emboland Region: Amampondomise Kingship Qumbu Traditional Council (Ref: COGTA 28/11/2024)
- REQUIREMENTS** : National Senior Certificate Plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competence: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
- DUTIES** : Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between

Traditional Council, Municipalities, and other stakeholders. Facilitate involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.

- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an e-Mail to: recruitment@eccogta.gov.za
- POST 45/223** : **DRIVER: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 29/11/2024**
- SALARY CENTRE REQUIREMENTS** : R155 148 – R182 757.per annum (Level 3)
: Head Office Bhisho
: Grade 10 (Standard 8) Certificate. Driver's license code B. Good interpersonal skills. Basic Communication skill. Competence: Knowledge of transport regulations. Proven clients focus and orientation. Sound interpersonal skills. Extensive traveling and willingness to work extended hours, weekends and public holidays are essential.
- DUTIES** : Deliver all documentation to required destination. Transport officials to required destinations whenever required. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents to the vehicle timeously. Maintain logbook for official trips on daily basis.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/224** : **DRIVER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT COORDINATION REF NO: COGTA 30 /11/2024**
Amampondomise Kingship Qumbu
- SALARY CENTRE REQUIREMENTS** : R155 148 – R182 757.per annum (Level 3)
: Head Office Bhisho
: ABET/Grade 8/ equivalent qualification. Code 08 Drivers licence. PDP will be an added advantage.Competence: Good and safe driving record is compulsory. Knowledge or Transport Regulations
- DUTIES** : Provide messenger driving services to the King of Nyandeni. Assisting on protocol, security and safety of the principal. proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of official correspondences to Traditional councils, government and other stakeholders.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/225** : **MESSENGER: HUMAN RESOURCE REGISTRY REF NO: COGTA 31/11/2024**
- SALARY CENTRE REQUIREMENTS DUTIES** : R131 265 – R154 262.per annum (Level 2)
: Head Office Bhisho
: Abet Level 4 or NQF level 1 – 3 with no experience.
: Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies and shred documents.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za
- POST 45/226** : **GENERAL ASSISTANT: TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION REF NO: COGTA 32 /11/2024**
Amampondomise Kingship Qumbu

- SALARY** : R131 265 – R154 262.per annum (Level 2)
CENTRE : Qumbu
REQUIREMENTS : Abet Level 4 or NQF level 1 – 3 with no experience.
DUTIES : Responsible for cleaning the Grounds at Amampondomise Kingdom, buildings using variety of tools such as: spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any metirial to the relevent destinations and delivering moving of Office equipment and other delegated duties.
- ENQUIRIES** : Mr S. Meligana at Tel No: (071 689 6162)
 For e-Recruitment Enquires, send an eMail to: recruitment@eccogta.gov.za

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

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your 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 (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays).
- CLOSING DATE** : 23 December 2024. No Late/ No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the

department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

MANAGEMENT ECHELON

<u>POST 45/227</u>	:	<u>DIRECTOR: LOCAL & REGIONAL ECONOMIC DEVELOPMENT REF. DEDEAT/2024/11/01</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics, Business Management or Development Studies majoring in Economics. A Post Graduate qualification in these fields, particularly in development economics, regional economics and microeconomics will be an added advantage. 5 years relevant experience at middle management or Senior Management level. A valid driver's licence. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance.
<u>DUTIES</u>	:	Manage the development of Local and Regional development instruments. Manage processes to monitor, evaluate and report on the sustainable impact of all Local and Regional Economic development policies, strategies, programmes and instruments. Manage the provisioning of technical advisory and support services to DEDEAT's implementing structures and agents. Establish partnerships to support Local and Regional Economic Development Programmes, projects and instruments. Perform & manage administrative & 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: Female/PWD
<u>POST 45/228</u>	:	<u>DIRECTOR: DISTRICT SERVICES</u>
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13)
<u>CENTRE</u>	:	Alfred Nzo Region Ref. DEDEAT/2024/11/02 Sarah Baartman Region Ref. DEDEAT/2024/11/03
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics, Business Management, Public Administration, Environmental Management Sciences or equivalent. 5 years relevant experience at middle management or Senior Management level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license is required.
<u>DUTIES</u>	:	Strategically lead Inter-governmental relations within the areas of Economic Development and Environmental Management in the District. Direct and manage at a strategic level the implementation of Regional and Local Economic; and Business development policies, strategies and instruments within the District, including Economic empowerment initiatives. Coordinate the provisioning of Integrated Environmental Management services within the District. Coordinate with Entities at the National Level and the DEDEAT Group for the Equitable delivery of Economic and Business Development services to clients in the District. Coordinate processes within the District to: source reliable statistical Economic and Business data, secure Environmental Management data for inclusion in DEDEAT's Information Management Systems; and develop and maintain a consolidated information database/information hub. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance & planning imperatives.
<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: Female/PWD

POST 45/229 : **DIRECTOR: ECONOMIC RESEARCH AND PLANNING REF. DEDEAT/2024/11/04**

SALARY : R1 216 824 – R1 433 355 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, B-degree / Advanced Diploma (NQF Level 7) in Economics / Developmental Sciences/ Statistics or equivalent. 5 years relevant experience at middle management or Senior Management level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license is required.

DUTIES : Undertake and facilitate Economic Research. Profile, coordinate and consolidate the Provincial Research agenda. Manage & oversee the development of necessary policies, strategies and programmes that implement the National policy priorities in the Province. Manage key stakeholder relations in conducting & benchmarking Economic Research. 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. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Female/PWD

OTHER POSTS

POST 45/230 : **DEPUTY DIRECTOR: ECONOMIC RESEARCH AND PLANNING REF. DEDEAT/2024/11/05**

SALARY : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Economics / Developmental Sciences/ Statistics or relevant equivalent qualification. 3 years relevant experience within Economic Development space at ASD level. Post Graduate qualification in the listed areas will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and Corporate governance. A valid driver's license is required

DUTIES : Development and maintain the Provincial Research Agenda. Coordinate consultation and design processes to define the Economic Research agenda of the Eastern Cape. Conduct or initiate research initiatives in line with the Provincial Research Agenda. Develop, consolidate and publish provincial Economic Research products as well as Economic Development models, indices and indicators. Disseminate innovation products pilot and mainstream innovative solutions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female/PWD

POST 45/231 : **DEPUTY DIRECTOR: EXECUTIVE ASSISTANT: OFFICE OF THE HOD REF. DEDEAT/2024/11/06**
(12 Month Contract)

SALARY : R849 702 - R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Public Administration / Management and / or relevant equivalent qualification. 3 years' relevant experience within Economic Development space at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. A valid driver's license required.

DUTIES : Manage the Interface between the Office of the HOD, other Departments and Stakeholders. Manage and coordinate the oversight of the six public entities. Execute specific projects of interest in the office of the HOD. Render

		administrative support services to the HOD. 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>POST 45/232</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENFORCEMENT</u> (Re-advertisement: previously applied may re-apply)
<u>SALARY</u>	:	R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Chris Hani Ref. DEDEAT/2024/11/07 (3 posts) Joe Gqabi Ref. DEDEAT/2024/11/08 Sarah Baartman Ref. DEDEAT/2024/11/09 Amathole: Ref. DEDEAT/2024/11/10
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7), Honours degree (NQF level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act, Knowledge of Public Service Act, Public Service Regulations. A valid driver's license.
<u>DUTIES</u>	:	Provide environmental enforcement services. Conduct complaint and transgression operations. Develop and maintain case files. Make recommendations on identified transgressions. Report criminal transgressions to the appropriate authorities. Ensure and appropriate evidence chain of goods confiscated. Provide evidence in criminal proceedings. Conduct enforcement monitoring activities and the timeous issuing and submission of case reports to the Command Centre. Analyse case reports of investigators and make recommendations on further action if needed. Contribute and support the implementation of Standard Operation Procedures for the enforcement operations in the district unit. Identify enforcement policy instrument "gaps" and report thereon. Provide technical input as part of appeal processes emanating from the district. Assist with the analysis of district transgression trends. Develop and maintain collaborative partnerships with district-based enforcement agencies, other government departments and municipalities. Maintain the collaborative partnerships with stakeholders, communities and others for the establishment of a district environmental transgression intelligence network. Undertake the maintenance of the environmental enforcement information management system. Maintain strong collaborative relations with operational components within the relevant district office to ensure an integrated approach towards the prevention and management of environmental transgressions. Liaise with district stakeholders and district community-based organisations on enforcement practices. 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 Chris Hani: Indian Male/Coloured Male/PWD Employment Equity target Joe Gqabi: White Female/PWD Employment Equity target Sarah Baartman: Indian/ Coloured Male/PWD Employment Equity target Amathole: Indian/ Coloured Male/PWD
<u>POST 45/233</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EMPOWERMENT SERVICES REF. DEDEAT/2024/11/11</u>
<u>SALARY</u>	:	R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Amathole Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7), Honours degree (NQF level 8) in Natural Sciences / Environmental Management and any relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act. Knowledge of Public Service Act, Public Service Regulations. A valid driver's license.
<u>DUTIES</u>	:	Provide technical support with the development of work plans and strategies for the provisioning of environmental empowerment and capacity development

services in the district. Promotion and facilitate Integrated Environmental Management practices. Coordinate and facilitate the promotion of environmental rights and awareness programmes. Implement programmes in the District to promote natural and community based sustainable resource use practices.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target Indian/ Coloured Male/PWD

POST 45/234 : **ENVIRONMENTAL OFFICER: AIR QUALITY & WASTE MANAGEMENT REF. DEDEAT/2024/11/12**
(Re-advertisement)

SALARY : R472 812 - R654 252 per annum (OSD) Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Sarah Baartman Region

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Natural Sciences / Environmental Management/ Nature Conservation/Environmental Law and any relevant equivalent qualification. No experience required; however, 1-2 years relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Integrity, Service orientated, Confidentiality, Positivity, Persistence, Respect, Trust. A valid driver's license.

DUTIES : Conduct waste management assessments including the compilation of draft waste licences, conditions of licences and / or exemptions. Provide technical / procedural advice on air quality and waste matters. Conduct air quality and emission management services. Draft air emission licences (AEL) for the applications mandated to the DEDEAT Provincial Office.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target Sarah Baartman: African Male/ PWD

POST 45/235 : **ASSISTANT DIRECTOR: LOSS CONTROL AND ANTI-CORRUPTION REF. DEDEAT/2024/11/13**

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in Law, Policing / Forensic Investigations /or relevant equivalent qualification. 3 years' experience at supervisory level/ salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management

DUTIES : Provide technical assistance with development of and facilitate processes to ensure the implementation of DEDEAT's loss control policy instruments by line managers. Provide technical assistance with the development of and facilitate processes to ensure the implementation of DEDEAT's Ant-Corruption Strategy by line managers. Investigate instances of loss, Fraud and Corruption in DEDEAT. Facilitate the Ethics and Fraud Risk Management. Implement Ethics Management function. Supervise administrative and related functions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909

For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/PWD

POST 45/236 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**
(Re-advertisement)

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Sarah Baartman Ref. DEDEAT/2024/11/14

O.R. Tambo Ref. DEDEAT/2024/11/15

Joe Gqabi Ref. DEDEAT/2024/11/16

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or B degree/ Advanced Diploma (NQF 7) in Social Science/Development Studies and / or any relevant qualification in area of Economic & Environmental Sciences. 3 years' relevant experience at supervisory level/ salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-

Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Valid driver's license is required (NB this does not apply to persons with disabilities).

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

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

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

POST 45/237 : **ASSISTANT DIRECTOR: ADMINISTRATION REF. DEDEAT/2024/11/17**
(Re-advertisement)

SALARY : R444 036 - R532 602 per annum (Level 9)

CENTRE : Sarah Baartman

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or B degree/ Advanced Diploma (NQF Level 7) in HRM/ Public Administration/ Management Sciences or any equivalent relevant qualification. 3 years relevant experience at supervisory level or at salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self- Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act, Public Service Act. A valid driver's license required.

DUTIES : Provide inputs and implement policies and guidelines in relation to support services. Ensure coordination and management of Human Resource functions in the region. Responsible for sound financial administration in the region. Responsible for effective and efficient implementation, monitoring, and control of administration management services (Supply Chain and Auxiliary Support). Management, coordination and monitoring of support services. Perform and manage administrative functions.

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/PWD

DEPARTMENT OF EDUCATION

APPLICANTS : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to erecruitment@ecdoe.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. e-Recruitment Enquiries: erecruitment@ecdoe.gov.za

OTHER POSTS

- POST 45/238** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION (2 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Alfred Nzo Westref: DoE-DD01/11/2024
Chris Hani West Ref: DoE-DD02/11/2024
- REQUIREMENTS** : An appropriate recognised (3-year) undergraduate NQF level 6 / 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
- DUTIES** : Management of day-to-day functions of human resource administration and provisioning. Management of resources planning services for the district and the management of additional educators. Management and control of recruitment processes within the district. In consultation with the Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Conduct reference checks for potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Manage and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Prepare reports on human

resource administration matters for cluster office and for Provincial Office. Develop, improve, interpret and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Management of subordinates and quality assure their work as well as Performance Management & Development Systems.

ENQUIRIES : Miss Madonsela 040 608 4200
: E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/239 : **DEPUTY DIRECTOR: HUMAN RESOURCE COORDINATION REF. NO: DOE-DDHRC03/11/2024**
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Zwitlitsa
: An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES : Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department

ENQUIRIES : Ms Madonsela Tel No: 040 608 4200
: E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/240 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MONITORING AND REPORTING REF NO: DOE-DDSPMR04/11/2024**
Chief Directorate: Corporate Strategy Management
Directorate: Strategic Planning Monitoring and Reporting

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Zwitlitsa, Head Office
: An appropriate recognised (3-year) undergraduate NQF level 6/7 qualification in Public/ Business Administration/ Management. A post-graduate degree will be an added advantage. 3 - 5 years' experience in strategic monitoring of businesses in alignment with operation requirements. Knowledge and experience of the consolidation of Departmental Strategic and Annual Performance Plans as well as Annual and Quarterly Performance Reporting. Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework. Knowledge and experience of programme evaluation. Knowledge of strategic management and policy analysis. Ability to evaluate and analyse information for policy development and application of policies. Knowledge of Education Sector will be added advantage.

DUTIES : Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework. Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.

ENQUIRIES : Ms Madonsela Tel No: 040 608 4200
: E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/241 : **DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL)**
CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT REF
NO: DOE-CIE05/11/2024
Directorate: Communication And Stakeholder Management

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Zwelitsha
REQUIREMENTS : An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 7 as recognized by SAQA. Minimum of 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creative self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES : Participate in the development and implementation of the communication strategy. Manage a media monitoring and analysis system. Research, draft and issue press releases. Co-ordinate and organise press briefings, interviews and other media events. Draft opinion pieces for placement in various publications. Provide technical and professional advice to the organisation on media production. Market the organisation on the media production. Market the organization through appropriate external communication tools. Manage social media accounts. Manage the production of internal publications. Manage the maintenance of the organisation's website (content and visuals). Manage the Information Resource Centre (Library). Manage financial and human resource of the sub-directorate. 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>	:	Mr Mnqanqeni Tel NO: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/242</u>	:	<u>DEPUTY DIRECTOR: PROJECT COORDINATION REF NO: DOE-DDPC06/11/2024</u>
		Chief Directorate: Executive Governance and Support
		Directorate: Executive Support
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha
	:	An NQF Level 6/7 Degree as recognized by SAQA, in Public Administration / Management / Business Management. 3 – 5 years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. 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>	:	Mr Mtshotane Tel No: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/243</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE REF: DOE-DDHR07/11/2024</u>
		Chief Directorate: Cluster B
		Directorate: Human Resource Administration
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	District Coordination and Institutional Attainment Office
	:	An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA,

<u>DUTIES</u>	:	Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
	:	Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department. Coordinate the reports from the districts.
<u>ENQUIRIES</u>	:	Ms Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/244</u>	:	<u>DEPUTY DIRECTOR: PSA EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT (3 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Alfred Nzo East, Ref: DoE-DD08/11/2024 Chris Hani East, Ref: DoE-DD09/11/2024 Joe Gqabi, Ref: DoE-DD10/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF 6/7 as recognised by SAQA. 3 years' Experience at Supervisory Level (Assistant Director), A valid driver's license. Knowledge of Constitution of South Africa, Employment of Educators, South African Schools Act, Public Finance Management Act, Public Service Act, Public Service Regulation; and Other relevant acts, policies and regulations. Skills: Good communication skills (written and verbal skills) and a good command of English language. 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>	:	Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Provide employee relations management services for public service Act employees. Provide dispute and grievance management administrative services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to the district and public-school management teams. Provide employee wellness services. Provide and implement employee wellness programmes in the district. Oversee the implementation of occupational health and safety measures in the district. Provide HIV/AIDS/TP prevention coordination services in the district. Coordinate provisioning of employee counselling services. Administer human resource development and performance management. Provide human resource and performance management administration services. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. 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 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** : Mrs Khuzwayo Tel No: 039 251 0975 – ANE, Mr Mnqanqeni: 047 548 1097 – CHE, Dr Mceleli: 051- 611 0052 – JQ
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/245** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT & ICT (2 POSTS)**
Chief Directorate: Cluser A & B
Directorate: Education District
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package)(Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Alfred Nzo East, Ref: DoE-DD11/11/2024
Nelson Mandela Bay, Ref: DoE-DD12/11/2024
- REQUIREMENTS** : An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.
- DUTIES** : Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management Page14 regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
- ENQUIRIES** : Mrs Khuzwayo Tel No: 039 251 0975, Mr Gorgonzola: 041 403 4402

- POST 45/246** : **DEPUTY DIRECTOR: SALARY CONTROL SERVICES REF: DOE-DDSCS13/11/2024**
Chief Directorate: Financial Accounting
Directorate: Salary Management
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
Zwelitsha
An appropriate recognised NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus Five (5) years relevant experience in of which 3 years must be at Assistant Director Level (SL9/10) in the area of Salary Payment Services, A valid driver's licence. Proficiency in the application of transversal systems: Persal and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.
- DUTIES** : To provide salary control services, Provide salary PERSAL system control services. Develop and maintain departmental salary administration policies and instruments. Provide payments of employee benefits for Head Office. Administer employee claims for Head Office. Manage employee costs outside the payroll system (BAS). Monitor processes for the clearance of suspense account transactions. Monitor compliance with systems requirements by decentralized offices and facilitate corrective action. Administer leave gratuity for Head Office. Monitor payments of leave gratuity for districts. Administer payments of examination markers. Manage COE and leave gratuity accruals. Analyze expenditure trends and provide technical advisory services. Provide expenditure administration services (verification banking and systems capturing/processing) for Head Office Components. Provide input for preparation of annual financial statements.
- ENQUIRIES** : Mrs Gqoli Tel No: (040 608 4532)
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
- POST 45/247** : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF: DOE-DDCM14/11/2024**
Chief Directorate: Supply Chain Management
Directorate: Contract Management Services
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
Zwelitsha
The ideal candidate must be in possession of An appropriate bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at NQF level 7 as recognized by SAQA. An NQF Level 8 qualification in this field will be an added advantage. A minimum of 3 to 5 years of Assistant Management experience in contract management / Financial Management/ Supply Chain Management. A valid driver's License. Essential Knowledge and Competencies required: Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and Regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees and contract management. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, Law of Contracts, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory

framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Understanding of Supply Chain Management Policy, Laws that govern infrastructure contracts, JBCC, CIDB etc. Understanding of the Government Contract Management Framework. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Good communication skills and ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analyzing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Job Purpose: To manage the sub-directorate Contract Management, to develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to all procurement contracts both infrastructure and goods and services in the Department. Develop and compile all procurement contracts, Service Level Agreements, MOUs, MOAs and ensure that all contract documents are vetted in collaboration with the Legal Unit of the Department.

DUTIES : Manage the development of departmental contracts. Manage and monitor contract performance, coordinate and facilitate monitoring tools and reporting. Manage the development of contract management policies and strategies and ensure compliance and implementation thereof. Develop Standard Operating Procedures (SOPs) for the Sub – Directorate to maintain processes to ensure proper control of work. Manage contract adjustments. Monitor, analyze and determine actions to ensure effective contract administration. Manage and maintain the registers of all Departmental Contracts, Transversal Contracts, Participation Contracts, SLA's MOUs and MOAs. Ensure that when the Department engages in a contract it engages in line with relevant legislation and policies. Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses in line with the Departmental SCM Policy. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Facilitate and coordinate contract price negotiations with suppliers to ensure that the Department realize value for money in all its procurement. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Establish, coordinate contract steering committees and facilitate meetings to resolve disputes amicably where possible as and when they occur. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Liaise with Provincial and National Treasury in all matters relating to contract management.

ENQUIRIES : Mr Harmse Tel No: (040 608 4200)
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/248 : **DEPUTY DIRECTOR: GOVERNANCE, FRAUD, LOSS AND AUDIT MANAGEMENT REF: DOE-DDGFLAM15/11/2024**
Chief Directorate: Supply Chain Management
Directorate: Internal Control

- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** :
: zwelitsha
: An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. A minimum of 3 to 5 years of Assistant Director in governance, Fraud, loss and audit management / assurance services / systems control and compliance. A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.
- DUTIES** : Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Manage the provisioning governance management services. Develop and review compliance monitoring tools. Coordinate the development and maintenance delegation and governance framework. Manage and update a database of all issued policies and finance instructions. Coordinate RFIS by the Auditor General. Manage the provisioning of fraud prevention services. Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services. Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the provisioning of fraud prevention services - Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.
- ENQUIRIES** : Mrs Ngcingwana Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

<u>POST 45/249</u>	:	<p><u>DEPUTY DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF: DoE-DDLAO16/11/2024</u> Chief Directorate: Supply Chain Management Directorate: Logistics And Stores Management</p>
<u>SALARY</u>	:	<p>R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Zwelitsha</p> <p>The ideal candidate must be in possession of an appropriate Bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at (NQF level 7) as recognized by SAQA. A minimum of 3 to 5 years of Assistant Management experience in the Public Service in Logistics and inventory management/Financial Management/ Supply Chain Management. A valid driver's License. Certificates and any credentials on LOGIS system. Essential Knowledge, Skills and Competencies required: The successful candidate must have a thorough knowledge of the LOGIS system, inventory and stores management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, asset and asset disposal management. Ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analysing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation.</p>
<u>DUTIES</u>	:	<p>Manage order issues and facilitate payment of invoices. Management of stores and inventory functions. Management of the office responsible for issuing purchase orders and client liaison. Manage and oversee end-to-end performance of the supply chain performance Management. Management of resources in the Sub-Directorate. Responsible overall for the coordination, issuance and management of purchase orders. Analyse and compile LOGIS report, conduct expenditure analysis and trends and consolidate such reports for presentation to management on monthly basis. Conduct various in-depth financial analyses to guide the Department to realize effective and efficient spending. Provide training and support to District LOGIS system Controllers. Responsible for registering and maintaining user profiles of LOGIS users and ensures that all users are equipped with the required tools, support and training to perform their duties effectively and efficiently on the LOGIS system. Perform quarterly assessments of duties and activities of all system LOGIS users in the Department. Maintain, create and activate account user profiles and action all system requirements where applicable. Ensure implementation of effective and efficient user account management by all system controllers in the Department. Ensure deactivation of dormant users in service within 30 days including users who have left the service immediately upon receipt of formal notifications. Perform user account management reviews and identify deviations/violations and ensure departmental compliance including compliance with Provincial and National Treasury LOGIS notices and instructions. The incumbent will be</p>

responsible for managing the day-to-day operations of the unit, as well as plan, organize, provide technical interpretation, assign, review, and approve the work of and train staff within the unit. The incumbent will be responsible for the development of systems and controls to ensure operational requirements of the unit are met. Interact with outside auditors and ensure required documents and information are provided and submitted on time. Manage the Sub-Directorate and undertake all administrative functions required with regards to financial and performance deliverables of the sub-directorate. Manage resources of the division and the performance of staff members within the sub-directorate. Develop and provide credible and strategic reports to management and various statutory bodies timeously. Serve on transverse task teams as and when required

- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/250** : **DEPUTY DIRECTOR: SUNDRY PAYMENTS REF: DOE-DDSP17/11/2024**
Chief Directorate: Financial Accounting
Directorate: Expenditure Management
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Zwelitsha
: An appropriate recognised undergraduate NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus 3 - 5 years as an Assistant Director in Sundry Payment or Expenditure Management. A valid driver's licence. Proficiency in the application of transversal systems: Logis, AG Download System and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and modified cash standard. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.
- DUTIES** : To provide sundry payment services, Manage and monitor Sundry payments and report. Manage sundry expenditures against budget allocations. Manage sundry, general and creditors payments reconciliation, weekly, monthly, quarterly and annual. Manage sundry, general and creditors payments before capturing the system. Provide support on the management and monitoring of general and creditor payments. Identify and resolve exceptions, misallocations and open status transactions. Manage preparation of monthly compliance reporting. Annexure B and Treasury Instruction note and executed month-end closure procedures. Manage infrastructure payments. Implement bank rejections. Manage Audit queries related to sundry payments and addressed promptly, with a focus on ensuring that all transactions are justified and documented adequately. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates.
- ENQUIRIES** : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/251** : **DEPUTY DIRECTOR – EMPLOYEE WELLNESS SERVICES REF NO. DDEWS18/11/2024**
Directorate: Organisation Development
- SALARY** : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE REQUIREMENTS** : Zwelitsha
: An appropriate tertiary qualification recognized by SAQA in Humanities/Social Sciences/Psychology at NQF level 6/7 coupled with 5 years' experience in the field of Employee Health and wellness. A minimum of at least 3 years relevant experience at Assistant Director Level. Knowledge of Education Sector will be

added advantage. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDS legislations. Skills: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.

DUTIES

: Draft/ review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes. Implement the Employee Health and Wellness Strategic Framework. Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes. Procure Employee Health and Wellness offerings and manage service providers. Establish and coordinate Transformation, Gender and Wellness Committee. Provide Employee Health and Wellness Management Reports in line with DPSA prescripts Wellness, Health and Productivity Management: Conduct life skills training on time, conflict and stress management in the workplace. Coordinate the promotion of physical health through sports events. Coordinate the distribution of posters and brochures on physical wellness. Facilitate and coordinate services for wellness day. Liaise / Network with stakeholders and other organisations about Employee Wellness issues and implement best practices accordingly. Utilise internal communication to communicate and promote Employee Wellness activities. Promote team building through recreational activities across the department. Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc. Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management. Conduct HIV Counselling and Testing campaigns. Conduct HIV, AIDS, STI, and TB information sharing sessions. Monitor the distribution of male and female condoms. Facilitate the implementation of HIV & AIDS programmes. Observe Health calendar days and initiate awareness programmes within the department. Coordinate and render Employee Assistant Programme (EAP). Coordinate and render debriefing, pre-counselling, referral, and support service to employees. Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks. Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report. Administer and manage EAP cases. Facilitate EAP support programmes. Market the EAP services. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr Mnguni Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 45/252

: **DEPUTY DIRECTOR – SCHOOL NUTRITION REF NO. DDSN19/11/2024**
Directorate: Learner Development and Social Support

SALARY

: R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS

: Zwelitsha
: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management or Administration plus 3 - 5 years as an Assistant Director in Financial management / Administration. A valid driver's licence. Proven

knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage

DUTIES : Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

ENQUIRIES : Mr TJZ Mtyhida Tel No: (040 608 4200)
E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/
anele.rululu@ecdoe.gov.za

POST 45/253 : **QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF. NO.: QSIDM19/11/2024**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R721 476 – R1 084 368 per annum (OSD)
: Zwelitsha
: Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective.

Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils (2).

ENQUIRIES : Mr Mduba Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 45/254 : **QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (DORA FUNDED) REF. NO.: QSPRP12/11/2024**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R721 476 – R1 084 368 per annum (OSD)
: Zwelitsha
: Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr Mduba Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za
- POST 45/255** : **EDUCATIONAL PSYCHOLOGIST - GRADE 1 (3 POSTS)**
Directorate: Inclusive Education
- SALARY** : R827 211 per annum (An all-inclusive salary package, structured as follows:
Basic salary – 70% of package; State contribution to the Government
Employee Pension Fund – 13% of basic salary. The remaining flexible portion
may be structured in terms of the applicable remuneration rules.
- CENTRE** : Joe Gqabi, Ref No: EP20/11/2024
Sarah Baartman, Ref No: EP21/11/2024
Chris Hani West, Ref No: EP22/11/2024
- REQUIREMENTS** : MA in Educational Psychology or equivalent. Registration with Health
Professions Council South Africa in a relevant registration category and South
African Council for Education (SACE) where applicable. Experience: None
after registration with the Health Professions Council of South Africa (HPCSA)
in respect of RSA qualified Psychologist who performed Community Service,
as required in South Africa. One (1) year relevant experience after registration
with the Health Professions Council of South Africa (HPCSA) in respect of
foreign qualified psychologists, of whom it is not required to perform
Community Service, as required in South Africa. A valid driver's license.
Computer literacy. The incumbent should have knowledge of education policy
on Inclusive Education (white Paper 6) and South African s Act will be an
advantage. Knowledge of the special school and the support processes
provided for learners in specialized setting will be an added advantage.
Excellent English report writing, which extends into good communication skills
in general. Competence in budgeting and spending, logistical and independent
thinking, with the ability to take initiative. Ability to manager, organize and drive
projects. Competence in facilitation and training.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team
members in the provision of support to designated schools and care centres
on an itinerant basis. Support to be provided will include: Assessment of LSPID
enrolled in the schools/ care centres; provision of relevant therapeutic
intervention to learners and families; monitoring and reporting on these
learners' progress; training caregivers on the learning programme for LSPID;
monitoring and reporting caregivers' implementation of the learning
programme for LSPID; training and supporting teachers on the learning
programme for LSPID; monitoring and reporting on the implementation of the
learning programme in designated schools and care centres; advocating for
access to quality public funded education for LSPID and carrying out
administrative functions related to the support provided. The Incumbent may
also be required to provide support to other learners in the community as and
when needed.
- ENQUIRIES** : Mr Putter Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za
- POST 45/256** : **EDUCATION THERAPIST SCHOOL-BASED (SPEECH AND LANGUAGE)**
(GRADE 1) REF NO. WSO24/11/2024
Directorate: Khayaletu Special School
- SALARY** : R376 524 per annum (OSD)
- CENTRE** : Khayaletu Special School (BCM)
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the
HPCSA. Registration with the Health Professions Council of South Africa
(HPCSA). Registration with the South African Council for Educators (SACE).
None after registration with the Health Professions Council of South Africa
(HPCSA) in respect of RSA-qualified therapists who performed Community
Service, as required in South Africa. One year of relevant experience after
registration with the Health Professions Council of South Africa (HPCSA) in
respect of foreign qualified therapists, of whom it is not required to perform
Community Service, as required in South Africa.
- DUTIES** : Responsibilities: Provide psychological assessment: of cognitive, personality,
emotional and neuropsychological functions of learners related to learning and
development. Facilitate Psychological intervention: perform a range of
therapeutic psycho-educational interventions (psychotherapy, counselling,
trauma debriefing and refer to other specialists). Facilitate the implementation
of educationally based Programmes in response to diverse needs. Parental

		and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
<u>ENQUIRIES</u>	:	Mr PutterTel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/257</u>	:	<u>EDUCATION THERAPIST SCHOOL-BASED (OCCUPATIONAL THERAPIST) (GRADE 1) REF NO. WSO25/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (OSD) Khayaletu Special School (BCM) Appropriate qualification that allows for the required registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Responsibilities: Provide psychological assessment: of cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Facilitate Psychological intervention: perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists). Facilitate the implementation of educationally based Programmes in response to diverse needs. Parental and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
<u>ENQUIRIES</u>	:	Mr Putter Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/258</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT BUDGET PLANNING REF NO: DOE-ADBP26/11/2024</u> Chief Director: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Chris Hani West NQF 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8) A post degree qualification on the above will be an added advantage. A valid driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA). Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Coordinate departmental district budgetary processes. Compile district budget inputs. Monitor district and cost centre budget performance and report thereon. Manage the allocated resources of the Unit 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 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>	:	Mr Godlo Tel No: 045 858 8900 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/259</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & PROVISIONING (5 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District

<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Alfred Nzo East, Ref: DoE-ADHRPP27/11/2024 Chris Hani East, Ref: DoE-ADHRPP28/11/2024 OR Tambo Coastal, Ref: DoE-ADHRPP29/11/2024 OR Tambo Inland, Ref: DoE-ADHRPP30/11/2024 Chris Hani West, Ref: DoE-ADHRPP31/11/2024
<u>REQUIREMENTS</u>	:	NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Supervise human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Provide support to recruitment processes. To provide HR provisioning services. Supervise substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Supervise district PERSAL control services. Provide HR management information services. Manage the allocated resources of the Unit 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 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>	:	Miss BM Madonsela Tel No: 040 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 45/260</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE-AD32/11/2024</u> Chief Director: Cluster A Directorate: Orti Education Distriction
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) OR Tambo Inland
<u>REQUIREMENTS</u>	:	NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide employee recruitment planning and administration services. Provide selection and support services, provide employee appointment administration

services. Provide employee and post establishment reconciliation services. Provide benefits administration services. Provide service termination administration services. Provide leave administration services. Provide incapacity leave and ill health retirement administration services. Provide human resource document management services. 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

: Ms Mkrwede Tel No: 047 502 4268
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/261

: **ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS (3 POSTS)**
Chief Director: Cluster A & B
Directorate: Education District

SALARY CENTRE

: R444 036 - R532 602 per annum (Level 09)
: Amathole West, Ref: DoE-ADPER33/11/2024
Chris Hani West, Ref: DoE-ADPER34/11/2024
Nelson Mandela Bay, Ref: DoE-ADPER35/11/2024

REQUIREMENTS

: Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

DUTIES

: Provide dispute and grievance management administration services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to district and public-school management teams. 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

: Ms Fikeni Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/262

: **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (3 POSTS)**
Chief Director: Cluster A
Directorate: Education District

SALARY CENTRE

: R444 036 - R532 602 per annum (Level 09)
: Alfred Nzo East, Ref No: DoE-ADHRD36/11/2024
Alfred Nzo West, Ref No: DoE-ADHRD37/11/2024
Joe Gqabi, Ref No: DoE-ADHRD38/11/2024

REQUIREMENTS

: NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage.

<u>DUTIES</u>	:	Provide human resource and performance management administration services. Provide human resource development administration services. Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship, and learner 'ship. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. 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 job description 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>	:	Mr Matika Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/263</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (3 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Chris Hani East, DoE-ADLMAS39/11/2024 Chris Hani West, DoE-ADLMAS40/11/2024 Joe Gqabi, DOE-ADLMAS41/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.
<u>DUTIES</u>	:	Monitor and manage logistics processes in the district to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/264 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES**

Chief Director: Cluster A & B
Directorate: Education District

SALARY CENTRE : R444 036 - R532 602 per annum (Level 09)
Buffalo City Municipality, Ref: DOE-AD42/11/2024
Or Tambo Coastal, Ref: DOE-AD43/11/2024

REQUIREMENTS : An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the SCM strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required regarding financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/265 : **ASSISTANT DIRECTOR: ICT REF: DOE-ADICT44/11/2024**

Chief Director: Cluster B
Directorate: NMB Education District

<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	NQF 6/7 qualification in Computer Science, Information Systems, NSE4 as recognized by SAQA. Proven work experience as a Cyber Security Specialist or similar role. Hands-on experience analysing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Provide connectivity, ICT infrastructure and user support services. Maintain ICT transversal systems, data integrity and systems security. Administer the implementation of ICT policy norms and standards. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Gorgonzola Tel No: 041 403 4600 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/266</u>	:	<u>ASSISTANT DIRECTOR: NUTRITION, TRANSPORT AND HOSTELS (2 POSTS)</u> Chief Director: Cluster A & B Directorate: ANW Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo West, Ref: DoE-ADNTH45/11/2024 Nelson Mandela Bay District, Ref: DoE-ADNTH46/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.
<u>DUTIES</u>	:	Coordinate, monitor and report on the implementation of the school nutrition programme in the district. Coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. Coordinate the provisioning of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.
<u>ENQUIRIES</u>	:	Ms Njotini Tel No: 040 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 45/267</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DOE-ADEM47/11/2024</u> Chief Director: Cluster B Directorate: BCM Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Buffalo City Metro
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient

- in the application of MS Office Package. Valid driver's license. Understanding of debt collection processes, principles and practices, Customer Service (Batho Pele Principles), Understanding of risk management, understanding of public sector revenue and debt, Understanding of debt collection internal controls, financial compliance and reporting.
- DUTIES** : Provide, coordinate and oversee source document verification and payment processes on BAS and PERSAL. Administer compensation of employee financial processes including systems interface and payroll verification processes. Monitor and evaluate the performance of district wide expenditure control and governance processes and facilitate corrective action. Analyse expenditure trends and provide technical advisory services. Provide expenditure administration services for the District Office and Section 20 Public Schools. Manage the allocated resources of the Unit 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr Mabece Tel No: 043 708 6229
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/268** : **ASSISTANT DIRECTOR: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (3 POSTS)**
Chief Director: Cluster B
Directorate: BCM Education District
- SALARY CENTRE** : R444 036 - R532 602 per annum (Level 09)
: Amathole East, Ref No: DoE-ADCICP48/11/2024
Amathole West, Ref No: DoE-ADADCICP49/11/2024
Buffalo City Metro, Ref No: DoE-ADCICP50/11/2024
- REQUIREMENTS** : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient in the application of MS Office Package. Valid driver's license. Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement,
- DUTIES** : Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanisms for Section 21 Schools and Independent Schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Manage the allocated resources of the Unit 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
- ENQUIRIES** : Mr Gideon Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/269 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE-ADCM51/11/2024**
 Chief Director: Supply Chain Management
 Directorate: Contract Management

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Sara Baartman
 : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.

ENQUIRIES : Mr De Bruyn Tel No: 049 872 2202
 E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/270 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: DOE-ADEW52/11/2024**
 Chief Director: Employee Relations and Employee Wellness
 Directorate: Employee Wellness Services

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Zwelitsha
 : Matric plus three (3) year National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Social Work or Psychology (Industrial, BA or B. Psych) and a minimum of 3 years' practical experience in the administration and implementation of Employee Wellness programmes. Must be in possession of a valid drivers' license. Knowledge of DPSA EHWP Strategic Framework. Knowledge of HIV/TB prevention and management strategies. Knowledge and application of Employee Health and Wellness Counselling skills. Customer care; EHWP Policies; Presentation skills; Computer Literacy; Business Writing, Project management; Team leadership; Problem solving, Time Management Skills and Communication skills.

DUTIES : Implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate, implement and promote the physical wellbeing of individual employees. Develop and implement the EHWP marketing and promotion strategy. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate the implementation of health and productivity management programmes. Coordinate and Implement HIV, AIDS and TB workplace interventions. Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) workplace programmes. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.

ENQUIRIES

: Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/271

: **ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING**
REF NO: DOE-ADFMR53/11/2024
Chief Director: Management Accounting
Directorate: Financial Monitoring and Reporting

SALARY
CENTRE
REQUIREMENTS

: R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g. Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations and other related prescripts. Working knowledge of the transversal systems (BAS, LOGIS and PERSAL). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced excel skills and good interpersonal skills, Presentation skills, planning and organizing skills, problem solving, diplomacy, and the ability to work under pressure to meet tight deadlines.

DUTIES

: Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and schedules. Provide guidance in compilation of inputs to the Annual Financial Statements by District offices and relevant units. Review working papers files to be reasonably assured that supporting documents are in place to support disclosed transactions. Preparation for submission of Annual and Interim Financial Statement to the relevant authorities. Attending to audit queries, preparation of circular 1 and audit committee report. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.

ENQUIRIES

: Mrs Gqoli Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/272

: **ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DOE-ADAS54/11/2024**
Chief Director: Internal Control
Directorate: Assurance Services

SALARY
CENTRE
REQUIREMENTS

: R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

- DUTIES** : Provide Pre-Audit and Assurance Services: Review and check the authenticity of payments request and vouchers. Issuing of assurance certificates. Authorisation and capturing of payments of accounts and audited expenditure transactions. Maintain pre-audit register and records. Develop and maintain of financial system control policies and procedures: Establish and maintain guidelines for internal control system and program of internal control reviews. Provide effective financial internal control measures within the department and ensure compliance to the financial management legislative framework. Develop maintenance and implementation of system security mechanism in line with system standards: Provide financial information retention services. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Develop and promote a system of good financial management so that public money is always safeguarded and used appropriately, economically, efficiently and effectively Provide financial assurance and system control services in the Department: Conduct the assurance services in the department. Ensure implementation of approved and signed Delegations of Authority. Provide support to the departmental financial oversight and other related Committees. Identify gaps and provide support to address specific training and development needs to fill compliance gaps. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Coordinate the implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit.
- ENQUIRIES** : Mrs Ngcingwana Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 45/273** : **ASSISTANT DIRECTOR: HOD SUPPORT OFFICE REF NO: DOE-ADAHSO55/11/2024**
Chief Directorate: Executive Governance and Support
Directorate: Executive Support
- SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: An appropriate recognized undergraduate NQF level 6/7 qualification in Office Management/ Administration/ Public Administration, five (5) years working experience in office administration / support related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge and understanding of the Public Service systems/legislation/policies/prescripts
•Knowledge and understanding of the PFMA. Knowledge and understanding of the Supply Chain Management procedures and processes. Knowledge and implementation of the Batho Pele Principles Stakeholder management. Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage). Knowledge of the LOGIS system would be an advantage. Excellent communication skills (written and verbal). Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner. Ability to work independently and without supervision. Ability to multi-task while working under pressure. Ability to solve problems creatively and practically. Highly organised and able to handle the HOD's diary (electronically and manually).
- DUTIES** : Acting as first point of contact for the HOD with the internal and external stakeholders. Compile realistic schedules of appointments. Timeously coordinate with and sensitise/advise the HOD regarding engagements. Advise internal and external stakeholders on issues pertaining to the functions of the Branch. Operate and ensure that office equipment is in good working order. Manage the engagements of the HOD. Manage the effective flow of routine and highly confidential information and documents to and from the office of the HOD. Ensure the safe keeping of all routine and highly confidential documentation in the office of the HOD in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. progress-, monthly and management. Scrutinise all submissions/reports and make notes and/or recommendations for the HOD or return it to the originator. Respond to written, email or verbal enquiries from internal and external stakeholders on behalf of the HOD. Draft documents as required. Devise and maintain office systems, including data management. Research, collect, analyse and collate information as requested by the HOD Manage all travel arrangements, visas and accommodation for the HOD. Manage the leave register and telephone .Scrutinise documents to determine actions/information/other documents required for meetings .Collect and compile all necessary documents for the

HOD to inform him/her on the contents .When required to travel with the HOD, take notes at meetings or provide assistance during meetings .Record minutes/ decisions and communicate to relevant role-players, follow-up on progress made .Produce documents, briefing papers, reports and presentations and ensure that the HOD is well prepared for meetings .Coordinate logistical arrangements for all meetings of the HOD .Receive and coordinate all the documents that relate to the manager's budget .Advise the HOD in determining funding requirements for purposes of MTEF submissions .Administer the record keeping of expenditure commitments, monitoring the expenditure and alert the HOD of possible over- or underspending in respect of the Office of the HOD

ENQUIRIES : Mr Mtshotane Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/274 : **ASSISTANT DIRECTOR: EMPLOYEE PROVISIONING SERVICES REF NO: DOE-ADEPS56/11/2024**
Chief Director: Human Resource Management & Development
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Zwelitsha
: NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage

DUTIES : Assist in the development and ensuring the implementation of the annual recruitment plan. Manage the recruitment process. Manage probationary appointments. Coordinate the submission of appointments. Manage the process of transfers, secondments, and acting appointments and compile reports to various stakeholders. Ensure correct capturing of information (appointment) on PERSAL. Approve transactions on PERSAL. Ensure correct linking of users and functions. Manage the implementation of remuneration policies, procedures and practices. Develop and review Recruitment and Selection policy and retention policy. Present policy to stakeholders for inputs. Conduct awareness campaigns on developed and reviewed policies and strategies. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Monitor and evaluate the effectiveness and implementation of retention strategies or techniques of the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance and ensure timely development & implementation of work plans and assessments for all subordinates.

ENQUIRIES : Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/275 : **ASSISTANT DIRECTOR – POST ESTABLISHMENT REF NO. ADPE57/11/2024**
Directorate: Human Resource Planning & Information Systems

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602per annum (Level 9)
: Zwelitsha
: NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service.

Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.

DUTIES : Monitor the maintenance of departmental PERSAL post establishment. Provide effective and efficient administration of the PERSAL system. Provide guidance on the implementation of related legislative frameworks. Development of submission adhering to Human Resources policies, procedures, legislations and prescripts. Compiling daily and monthly reports and Supervising Staff. Managing the allocated resources of the unit. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/276 : **RESEARCHER: EXECUTIVE SUPPORT REF NO: DOE-RES58/11/2024**
Chief Director: Executive Governance and Support
Directorate: Executive Support

SALARY CENTRE REQUIREMENTS : R376 417 – R443 403 per annum (Level 08)
: Zwelitsha
: Honours / master's degree in public administration / management as recognised by SAQA. A minimum of 3-5 years research experience in the public sector. Knowledge of the education sector and financial management at departmental level will be an advantage. Competent in quantitative and qualitative research methods and techniques. Ability to analyse data using Excel and write reports. Experience in the financial sector, policy development, ability to source data sets and reports. Excellent verbal and written communication skills. Ability to engage with senior personnel in the financial sector. Interpersonal skills. Strategic thinking. Problem solving and decision-making. Driver's license.

DUTIES : Coordinate and consolidate departmental inputs enabling the HOD to influence strategic decision-making process both National and Provincial plat forms. Provide technical support to the HOD to appropriately participate in provincial planning process. Provide technical support to the HOD to monitor the performance of strategic transversal project initiatives. Provide coordination service on intergovernmental relation matters. Coordinate activities between the office of the HOD and the office of the MEC.

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/277 : **INTERNAL AUDITOR: STATUTORY AUDIT REF NO: DOE-IASA59/11/2024 (2 POSTS)**
Chief Director: Internal Audit
Directorate: Statutory Audit

SALARY CENTRE REQUIREMENTS : R376 417 – R443 403 per annum (Level 08)
: Zwelitsha
: Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal),

		Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Teammate.
<u>DUTIES</u>	:	Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes, assist with the development of system description and audit program. Performing of the audit field work in terms of audit program. Drafting of audit reports. Obtain preliminary management comments. Communicate findings to the senior management, delivering audit outputs including final reports within agreed timelines and in accordance with internal audit standards. Evaluate auditees response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested. Take part in preliminary and closing meetings with the auditee. Provide administrative support to the audit committee and assist in ensuring the internal audit report to the audit committee are prepare and available on time.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/278</u>	:	<u>WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO. WSO60/11/2024</u> Directorate: Organisation Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08) Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Conduct Organisational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the department. Conduct Business Processes improvement. Conduct and provide Change Management processes and interventions in the Department. Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change management process. Provide admin assistance in the business process management service. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr M. Zazela Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 45/279</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (2 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo West, Ref: DoE-SAEME61/11/2024 Nelson Mandela Bay District, Ref: DoE-SAEM62/11/2024 An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify

misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/280 : **STATE ACCOUNTANT: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (5 POSTS)**
Chief Director: Cluster A & B
Director: Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Alfred Nzo East, REF: DoE-SACICP63/11/2024
: Chris Hani East, Ref: DoE-SACICP64/11/2024
OR Tambo Coastal, Ref: DoE-SACICP65/11/2024
Chris Hani West, Ref: DoE-SACICP66/11/2024
OR Tambo Inland, Ref: DoE-SACICP67/11/2024

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 1-2 years relevant experience in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanism for section 21 schools and independent schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/281 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF: DOE-SAFAR68/11/2024**
Chief Director: Cluster A
Director: JQ Education District

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: Joe Gqabi

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

DUTIES : Prepare and submit accurate IYM to Deputy Director. Request a BAS reports after the month closure. Capture the information and 100% accurately into the IYM template issued by the treasury on monthly basis. Capture the realistic projections as required by PFMA and treasury regulations. Submit completed IYM template and BAS reports to the supervisor two days prior the submission date of 15th of every month. Check and ensure that IYM soft copy is submitted to Cluster Office on or before the 15th of every month. Records and file properly all signed IYM's by accounting officer include the emails which serves as confirmation. Perform reconciliations for internally funded projects. Perform reconciliation between BAS, invoices and standard charts of accounts are performed to detect misallocation. Prepare IYM using expenditure per month

		report to report spending to Cluster and Head Office. Monitor expenditure, accruals and commitments against budget allocated using expenditure control commitment report. Report expenditure to unit by holding budget monitoring sessions monthly.
<u>ENQUIRIES</u>	:	Dr Mceleli Tel No: 051 611 0052 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/282</u>	:	<u>STATE ACCOUNTANT: DISTRICT BUDGET PLANNING (3 POSTS)</u> Chief Director: Cluster B Director: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole East, Ref: DoE-SADBP69/11/2024 Buffalo City Municipality, Ref: DOE-SADBP70/11/2024 Sara Baartman, Ref: DOE-SADBP71/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Compiling of In Year Monitoring (IYM) report. Supervise the distribution of documents about the budget. Supervise the filing of all documents. Supervise human resources/staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline. Prepare reports
<u>ENQUIRIES</u>	:	Mrs KeseTel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/283</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION (7 POSTS)</u> Chief Director: Cluster A & B Director: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo East, Ref: DoE-HRORS72/11/2024 Alfred Nzo West, Ref: DoE- DoE-HRORS73/11/2024 Chris Hani East, Ref: DoE- DoE-HRORS74/11/2024 Joe Gqabi, Ref: DoE- DoE-HRORS75/11/2024 Amathole East, Ref: DoE-HRORS76/11/2024 OR Tambo Coastal, Ref: DoE-HRORS77/11/2024 Buffalo City Metro, Ref: DoE-HRORS78/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist

		to provide employee appointment administration services. Assist to provide employee and post establishment reconciliation services.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/284</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE-HROHRPS79/11/2024</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole West An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit 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
<u>ENQUIRIES</u>	:	Mr Ncapayi Tel No: 046 645 1179 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/285</u>	:	<u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (2 POSTS)</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Nelson Mandela Bay District, Ref No: DoE-HROCS80/11/2024 Sarah Baartman, Ref No: DoE-HROCS81/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/286</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING (2 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Chris Hani West, DoE-HROHRP82/11/2024 OR Tambo Coastal, DoE-HRHRP83/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework

<u>DUTIES</u>	:	governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228
<u>POST 45/287</u>	:	<u>ADMIN OFFICER: CIRCUIT MANAGEMENT REF NO: DOE-AOCM84/11/2024</u> Chief Directorate: Cluster A Directorate: Orti Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Inland An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.
<u>ENQUIRIES</u>	:	Ms Makrweide Tel No: 047 502 4268 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/288</u>	:	<u>SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES REF NO: DOE-SOMAMS85/11/2024</u> Chief Directorate: Cluster A Directorate: ORTC Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Coastal Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate and advise on the procurement of goods and services. Coordinate and advise on the process of drafting specifications/terms of references and special conditions of contract. Coordinate and execute the quotation and bidding processes, including advertising on open market; receive, evaluate and adjudicate the responses received. Assist in the compilation of annual procurement plan and reporting thereof on a quarterly basis. Ensure prevention of fraud and abuse of the SCM system interventions. Provide support in attending to audit queries within timeframe of Internal and External Audit. Coordinate, review and execute the bidding process, including, but not limited to providing secretarial services to the Bid Committees, compiling bid documents, publishing tender invitations and receiving and opening bid documents. Monitor, analyse and determine actions to ensure compliance with contract management. Report on supply chain management information to internal and external stakeholders. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit.
<u>ENQUIRIES</u>	:	Dr Peyana Tel No: 039 253 6620 Recruitment Enquiries: erecruitment@ecdoe.gov.za

<u>POST 45/289</u>	:	<u>SCM OFFICER: LOGISTIC AND STORES MANAGEMENT REF NO: DOE-SOLSMS86/11/2024 (4 POSTS)</u> Chief Directorate: Supply Chain Management Directorate: Logistics And Disposal Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.
<u>ENQUIRIES</u>	:	Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/290</u>	:	<u>SCM OFFICER: CONTRACT MANAGEMENT SERVICES REF NO: DOE-SOMAMS87/11/2024 (2 POSTS)</u> Chief Directorate: Supply Chain Management Directorate: Contract Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure proper record keeping. Compile contract performance reports and submit to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit.
<u>ENQUIRIES</u>	:	Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

<u>POST 45/291</u>	:	<u>RISK OFFICER: FRAUD AND ANTI-CORRUPTION REF NO: DOE-ROCRM88/11/2024 (3 POSTS)</u> Chief Directorate: Internal Audit Directorate: Compliance And Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R 362 994 per annum (Level 07) Zwelitsha A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. Two (2) years functional experience in Anti- Fraud and Anti-Corruption/ Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organised Crime Act. Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Act (PSA). Public Service Regulation (PSR). Labour Relations Act (LRA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement the departmental anti- fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct Investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Develop fraud and corruption prevention policy. Assist in developing and monitoring of the departmental code of ethics. Monitor and report on the management of fraud and corruption. Provide vetting and screening services.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/292</u>	:	<u>ADMINISTRATION OFFICER: PROJECT COORDINATION REF NO: DOE-ROCRM89/11/2024</u> Chief Directorate: Executive Governance and Support Directorate: Executive Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Zwelitsha An NQF Level 6 Degree as recognized by SAQA, in Public Administration / Management / Business Management as recognised by SAQA. 3 – 5 years' relevant experience in administration. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Mr Mtshotane Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
- POST 45/293** : **REGISTRY CLERK: CONDITIONS OF SERVICES (7 POSTS)**
Chief Directorate: Cluster A
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo West, Ref No: DoE-RCSC90/11/2024
Amathole East, Ref No: DoE-RCSC91/11/2024
Amathole West, Ref No: DoE-RCSC92/11/2024
Buffalo City Municipality, Ref No: DoE-RCSC93/11/2024
Joe Gqabi, Ref No: DoE-RCSC94/11/2024
Nelson Mandela Bay, Ref No: DoE-RCSC95/11/2024
Sarah Baartman, Ref No: DoE-RCSC96/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of 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. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : The successful candidate will be responsible for the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; maintain the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; maintaining the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents;
- ENQUIRIES** : Miss Madonsela Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/294** : **IT TECHNICIAN (5 POSTS)**
Directorate: Supply Chain Management & ICT
- SALARY CENTRE** : R308 154 - R362 994 per annum (Level 07)
: Alfred Nzo East, Ref No: ITT97/11/2024
OT Tambo Coastal, Ref No: ITT98/11/2024
Joe Gqabi, Ref No: ITT99/11/2014
OR Tambo Inland, Ref No: ITT100/11/2014
Nelson Mandela Bay, Ref No: ITT101/11/2014
- REQUIREMENTS** : Matric (Grade 12), PLUS An appropriate 3-year Bachelor's Degree/ National Diploma in Information Communication Technology (ICT) and ComptTIA A+, N, MCSE PLUS minimum of three (3) years' experience in Information and Communication Technology environment. Unendorsed valid Code B driver's license (Code 08). Knowledge: The incumbent of this post will be responsible to provide an effective and efficient server support service. The ideal candidate must: Have knowledge of Labour Relations Act. Possess knowledge of skills Development Act. Knowledge of Public Service Act and Regulations. Have knowledge of Employment Equity Act. Possess knowledge of promotion of Access to Information Act. Knowledge on Security Management Act. Have Knowledge of Occupational Health and Safety Act. Possess knowledge of basic Conditions of Employment Act. Have Knowledge. Possess knowledge of Preferential Procurement Policy Framework Act. Knowledge of Public Finance

<u>DUTIES</u>	: Management Act and Treasury Regulations experience in configuring and troubleshooting. : Provide information technology trouble shooting solutions to end users. Provide telephonic troubleshooting or first-line telephonic problem resolution to the end users. Troubleshoot physical LAN (Local Area Network) which includes checking of network data points. Provide basic troubleshooting to Telecommunication, Voice over Internet protocol (VOIP) and ICT infrastructure. Provide hardware and software problem solving. Give feedback to the end users and ensure that the user is satisfied with the resolution of the call. Set up and maintain network hardware and software and wi-fi routers of education facilities. Provide preventative maintenance on desktop related hardware such as scanning for viruses, ensuring that Windows patches are updating and running disk clean-ups. Provide remedial repairs to desktop equipment. Identify and escalate Information Technology infrastructure related concerns that may arise to the Supervisor. Liaise with the appropriate departments and service providers with regards to Information Technology related faults. Provide reports to management on hardware related queries, daily activities and tasks undertaken. Provide information technology technical support. Install application software and operating systems. Provide PC maintenance, upgrading, configuration, and produce technical reports. Install and support systems (Optimis, BAS, PERSAL, Exams, etc). Join computers to domain. Patch and clean computer to viruses. Setup-email, intranet, internet accounts, scanners and network printers. Undertake the installation of desktop and network related hardware (such as LTE routes and network switches) and software which includes the setting up of intranet, internet and email. Maintain a strict control of entry and exit register to the server room. Maintain an access control register. Ensure that only authorized staff are granted access to the server room. Monitor access to the server room. Ensure that the register is correctly completed and signed. Oversee the movement of hardware into and out of the server room. Ensure that the asset processes are adhered to. Notify the district and Information Technology management of any discrepancies and /or recommendations. Receive, attend to, update, resolve assigned incidents and generate incident reports. Monitor the data lines at the Education Facilities. Provide support to the surrounding facilities. Escalate the incident when necessary. Check with the user to ensure that the user is satisfied with the resolution of the call.
<u>ENQUIRIES</u>	: Mr L Nzube Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/anele.rululu@ecdoe.gov.za
<u>POST 45/295</u>	: <u>REGISTRY CLERK: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (2 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY CENTRE</u>	: R216 417 – R242 928 per annum (Level 05) : Alferd Nzo East, Ref No: DOE-RCLMAS102/11/2024 : Joe Gqabi, Ref No: DOE-RCLMAS103/11/2024
<u>REQUIREMENTS</u>	: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of 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. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<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 the 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. 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 & 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. 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.

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/296 : **SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE (4 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District Office

SALARY CENTRE : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo East, Ref No: DoE-SED104/11/2024
OR Tambo Coastal, Ref No: DoE-SED105/11/2024
Buffalo City Metro, Ref No: DoE- DoE-SED106/11/2024
Amathole West, Ref No: DoE-SED107/11/2024

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

DUTIES : Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Miss Madonsela Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/297 : **SCM CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (5 POSTS)**
Chief Directorate: Cluster A & B
Directorate: ANE Education District

SALARY CENTRE : R216 417 – R242 928 per annum (Level 05)
: Alfred Nzo East, Ref No: DoE-SCDAMS108/11/2024
Chris Hani East, Ref No: DoE-SCDAMS109/11/2024
OR Tambo Inland, Ref No: DoE-SCDAMS110/11/2024 (2 POSTS)
Buffalo City Municipality, Ref No: DoE-SCDAMS111/11/2024

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

DUTIES : Coordinate the development of specification, terms of reference and administer quotations / bidding procedures. Provide district demand planning and management support services. Generate orders for procurement of goods and

- services in line with the approved quotations / bid awards. Administer and maintain procurement system.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/298** : **SCM CLERK: FLEET MANAGEMENT SERVICES (3 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Buffalo City Municipality, Ref No: DoE-SCFMS113/11/2024
Nelson Mandela Bay, Ref No: DoE-SCFMS114/11/2024
Sarah Baartman, Ref No: DoE-SCFMS115/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Implement departmental fleet management policy, procedure and delegations. Administer the provisioning of fleet management services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section. Provide administrative support on control of the departmental transport services. Provide administrative support on the acquisition of subsidized and departmental vehicles. Monitor risk on departmental transport services. Provide secretariat support services for the Transport Committees.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/299** : **ADMINISTRATION CLERK: ASSET AND STORES MANAGEMENT (7 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Chris Hani East, Ref No: DoE-ACASM94/11/2024
Joe Gqabi, Ref No: DoE-ACASM116/11/2024
Amathole East, Ref No: DoE-ACASM117/11/2024
Amathole West, Ref No: DoE-ACASM118/11/2024(2 POSTS)
Nelson Mandela Bay, Ref No: DoE-ACASM119/11/2024
Sarah Baartman, Ref No: DoE-ACASM120/11/2024
- REQUIREMENTS** : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Implement assets and disposal policies, procedure and delegations. Plan and administer the acquisition and optimal utilisation of movable assets and liaising thereof. Maintain and reconcile the district moveable assets register, including internal transfers. Implement loss and damage prevention and other control strategies. Administer disposal management practices. Provide district inventory and store management services.
- ENQUIRIES** : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za
- POST 45/300** : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (6 POSTS)**
Chief Directorate: Cluster A & B
Directorate: Education District
- SALARY CENTRE** : R216 417 – R242 928 per annum (Level 05)
Alfred Nzo East, Ref No: DoE-ACEM121/11/2024
Joe Gqabi, Ref No: DoE-ACEM122/11/2024
OR Tambo Inland, Ref No: DoE-ACEM123/11/12024

REQUIREMENTS

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

DUTIES

: Assist in arranging expenditure and budget control meetings and attend such meetings on request. Assist in preparing variety of financial budgetary reports, i.e. Cash Flow Report or IYM monthly. Responsible for capturing budget on Basic Accounting Systems (BAS). Responsible for compilation of journals to correct misallocation and misclassification of expenditure. Provide assistance in the facilitation of reallocation of funds and fund shift. Capture decision in respect of reallocation of funds and fund shift on BAS. Assist in providing correct financial item codes, in order of SCOA, to the end-user. Extract variety of reports from BAS as per request and upon instruction by the supervisor. Assist in drafting budget allocation letters and ensure timely submission to budget holders. Assist and give input during the preparation of regional business and operational plans. Render assistance in relation to general administrative functions as required in management accounting section. Responsible for maintaining effective internal filling system of the section. 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. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents Perform Bookkeeping support services, Capture all financial transactions. Clear suspense accounts, Record debtors and creditors. Process electronic banking transactions. 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 regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES

: Mrs Gqoli Tel No: 0404 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/301

: **DRIVER / MESSENGER – AUXILIARY SERVICES REF NO. DM127/11/2024**
Directorate: Facilities. Security And Knowledge Management

SALARY

CENTRE

REQUIREMENTS

: R155 148 - R182 757 per annum (Level 03)
: Zwelitsha – Head Office
: Senior Certificate or with a minimum of 2 years driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedure and processes. Knowledge of government regulations, practice notes, circulars, and policy framework. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of Education Sector will be added advantage.

DUTIES

: Drive light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred). Conduct routine maintenance on the allocated vehicles and report defects in time. Complete all the required and prescribed records and logbooks with regards to the vehicle and goods handled. Transport staff members to and from their destination to perform their duties.

ENQUIRIES

: Mr Masoeu Tel No: 0404 608 4200
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za



DEPARTMENT OF HEALTH

- APPLICANTS** : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to: RecruitmentHeadOffice@ehealth.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Ms M Stuurman Tel no: 040 608 1272 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

MANAGEMENT ECHELON

- POST 45/302** : **CHIEF FINANCIAL OFFICER REF NO. ECHEALTH/CFO/HO/01/11/2024**
- SALARY** : R1 741 770 - R1 962 090 per annum (Level 15) (An All-Inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Bhisho
	:	National Senior Certificate, an appropriate NQF Level 8 qualification as recognized by SAQA in Finance, Economics, Accounting, and postgraduate qualification (NQF Level 8) coupled with eight (8) years of experience at a Senior Managerial level preferably within a large and complex organization. Professional registration as a Chartered Accountant will serve as an advantage. A good track record of managing strategic programmes or projects. Knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended National Treasury Regulations, and Provincial Treasury Instructions and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels. Skilled in negotiating & conflict management, stakeholder engagement & co-ordination and analysis. Proficiency in Microsoft Office. Flexibility and ability to work under pressure. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.
<u>DUTIES</u>	:	Support the Head of Department in the execution of functions in terms of the Public Finance Management Act of 1999 and the Treasury Regulations. Advise the Head of Department on matters pertaining to strategic and financial management. Financial Planning and performance with policy parameters. Establish and maintain appropriate systems (analytical tools, Information systems and models or projections of cost behaviour). Formulate creative solutions to enhance cost effectiveness and efficiency. Ensure provision of management accounting services, provision of budget planning services inclusive of budget compilation Consultative process, consolidating of draft and final budget Inputs and tabling of budget proposals to various stakeholders. Provision of expenditure management services including Facilitating sitting of in-year monitoring budget sessions, conducting budget spending analysis and make budget Adjustment. Provision of revenue management services, analyzing collection trends and provide remedial strategies on revenue generation. Ensure provision of payment management services inclusive of Departmental spending on compensation of employees (COE) Budget. Provision of general payment services such as payment of creditors or suppliers or service providers. Oversee the Supply Chain Management System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes.
<u>ENQUIRIES APPLICANTS</u>	:	Ms M Stuurman Tel no: 040 608 1272
	:	must make use of the e-Recruitment system to apply for this post https://erecruitment.ecotp.gov.za/ For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 45/303</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO. ECHEALTH/D-HRM/HO/02/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 - R1 716 933 per annum (Level 14) (An All-Inclusive package)
	:	Provincial Office, Bhisho
	:	National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Public Administration coupled with five (5) years' experience at Senior Managerial level in a similar environment. Understanding of Public Service policies, Public Service Act and Regulations, Public Finance Management Act, DPSA Directives and other relevant legislative framework. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic guidance and render Strategic Human Resource Services including championing the development and implementation of training and development interventions. Facilitate the development and implementation of effective talent management and retentions strategy. Play a leading role in the

design and implementation of all human resource development strategies and tactics to ensure that the department achieves its strategic human resource development goals. Facilitate the management of an effective employee performance system and human resource system support. Strengthening good working relations with its strategic partners, clients, and stakeholders. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
 : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/304 : **DIRECTOR: HEALTH FACILITIES REF NO. ECHEALTH/DIRHF/NMAH/03/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
 : OR Tambo District, Nelson Mandela Academic Hospital
 : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Built Environment or equivalent qualification coupled with five (5) years' experience in middle/senior managerial level. Knowledge of the public service legislations, policies and procedures such as PFMA, PPPFA. Ability to develop policies and internal standard Operating Procedures. Strong leadership skills, team building and sound interpersonal skills. Excellent verbal and written communication skills and report writing skills. Advanced computer skills in MS package (Word, Excel, PowerPoint and Visio). Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment. A valid drivers' license.

DUTIES : Responsible for the overall day to facilitate Directorate, which includes security, laundry building, maintenance, cleaning, gardening, ICT, accommodation, and Health Technology. Control and monitor human, financial and other resources. Ensure effective management of Service Level Agreements with service providers to ensure effective service delivery. Develop strategies, programmes and projects to improve service provision. Internal control strategy determined to ensure compliance with prescripts. Determine resource requirements and buildings maintenance plan. Produce timeous management reports, Participate in the formulation of the hospital operational and strategic plans. Determine the Facilities Directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing program services, Policies and procedures. Prepared and manage directorate's budget. Participate in Budget Advisory, Cost Containment, Procurement and Bid Committees. Ensure that Facilities Directorate is complaint to National supervision, evaluation, and training. Contribute to the hospital's planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and Performance (PMDS) against departmental and hospital objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by Chief Executive Officer.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
 : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
 For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/305 : **DIRECTOR: NURSING REF NO. ECHEALTH/DIRNURS/HO/04/11/2024**
 This is a re-advertisement, those who have applied before are encouraged to apply again.

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
 : Provincial Office, Bhisho
 : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Nursing with five (5) years' experience in middle/senior managerial level. A postgraduate qualification in Nursing Education and/or Nursing Management will be added advantage. Registration with the relevant Professional Council (SANC). Knowledge and understanding of regulatory framework for the provision of Nursing services. Knowledge of relevant such

as National Health Act, (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Management and provision of nursing services in the department. Manage implementation and achievement of determined levels of quality care and standards of service. Develop and implement relevant strategic imperatives for the provision of nursing services including protocols/practices for a professional nursing service. Coordinate development of strategic and operational activities of the nursing services. Provide leadership, guide and direct the provision and maintenance of the nursing services or programmes. Facilitate selection and recruitment including training and development of personnel for the nursing division. Create networks for stakeholder mobilization for the provision of comprehensive nursing care services. Facilitate and ensure management of discipline in the Nursing division. Provide overall management of people and finances of the nursing division.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/306 : **CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/CEO/FRT/05/11/2024**

SALARY : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with five (5) years' experience in middle/senior managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid diver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/307 : **DIRECTOR: SALARY ADMINISTRATION REF NO. ECHEALTH/DIRS/HO/06/11/2024**

SALARY CENTRE REQUIREMENTS : R1 216 824 - R1 433 355 annum (Level 13) (An All-Inclusive package)
: Bhisho
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Financial Management or relevant qualification coupled with five (5) years' experience in middle/senior managerial level. Knowledge and understanding of basic regulatory framework for financial management (salary administration) in the public sector. Knowledge of SMS Handbook, Public Service Act and its Public Service Regulations, Public Finance Management Act and its Treasury Regulations. Good Communication (verbal and written) skills, Good Report Writing skills and PERSAL and BAS. Proficiency in Microsoft Office. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competence: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's license.

DUTIES : Develop policies and procure guidelines related to salary administration. Coordinate and monitor salary administration services. Render salary rebates services. Provide advisory services on all salary and issues. Render weekly support to Provincial Cost Containment Committee (PCCC) and weekly monitor and report on the implementation of the PCCC resolutions. Implement and monitor Audit Improvement Plans (AIPs) related to Salary Administration Directorate and submit monthly reports for consolidation purposes. Ensure effective and efficient utilisation and management of human, physical and financial resources of the Salary Administration Directorate, in accordance with applicable legislation and policies. Strengthen professionalism and build management capacity within the Directorate.

ENQUIRIES APPLICANTS : Ms M Stuurman Tel no: 040 608 1272
: must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za

OTHER POSTS

POST 45/308 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION (OFFICE OF THE MEC) REF NO. ECHEALTH/DD-ADC/HO/07/11/2024**

SALARY CENTRE REQUIREMENTS : R849 702 – R1 000 908 per annum (Level 11) (All-inclusive package)
: Bhisho
: National Senior Certificate, an appropriate NQF Level 7 as recognized by SAQA in Public Administration/Management/Office Management and Technology or any equivalent qualification coupled with Five (5) years' experience of which three (3) years must be at Assistant Director level (SL9) preferably in a core Staff environment/Political Office. A valid driver's license is a prerequisite. 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. A valid driver's license

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.

ENQUIRIES : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

POST 45/309 : **REGISTRY CLERK (OFFICE OF THE MEC) REF NO. ECHEALTH/RC/HO/08/11/2024**

SALARY : R216 417 – R254 928 per annum (Level 5)
CENTRE : Provincial Office, Bhisho
REQUIREMENTS : National Senior Certificate or equivalent. No previous experience is required. Knowledge of registry, internal audit and a core staff environment/political office will be an advantage. 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. A valid driver's license will serve as an added advantage.

DUTIES : Provide registry services, attend to clients, handle telephone 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. Filing 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 : Ms M Stuurman Tel no: 040 608 1272
APPLICANTS : must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>
For e-Recruitment enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

OFFICE OF THE PREMIER

APPLICANTS : Applications must be submitted ONLY via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to recruitment@ecotp.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to recruitment@ecotp.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity

development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. 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).

MANAGEMENT ECHELON

<u>POST 45/310</u>	:	<u>DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP 01/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 - R1 433 355.per annum (Level 13) All Inclusive package Bhisho, National Senior Certificate, NQF Level 7 Advanced Diploma/Degree in Human Resource Management, BTech Human Resources Development, Social Science, Public Administration/Management, Labour Relations. Five (5) years of experience at a Middle/Senior Management level in related field. A valid driver's license, Senior Management (SMS) Pre – Entry certificate is compulsory. 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.
<u>DUTIES</u>	:	Coordinate, facilitate and evaluate the implementation of the leadership development and training programmes: Implement a Leadership Development programme of courses that will create congruency in leadership and management, and will speed-up service delivery, Implement Mentoring and Coaching Programmes, Networking, and CIP Induction programmes Facilitate programmes that will accommodate individual, Team and organizational leadership development initiatives, Put in place an evaluation model and evaluate the efficacy of leadership development and its impact on the

administration. Coordinate competency assessments for senior management: Oversee the facilitation and appointment of competency assessors, Support the assessment processes, Assess the competency results and develop Personal and Development Plans for leaders, Keep proper records of assessment results, development outcomes and development needs. Manage the facilitation of the development and implementation of credible HRD plans and talent management and succession plans that are aligned to the strategic plans and service delivery requirements of the departments: Manage the facilitation and coordination of the development and implementation of credible HRD Plans in provincial administration and submission of plans and reports to key stakeholders (NSG, DPSA, SETA's) in line with the National Guidelines. Facilitates and support Departments in the development and submission of approved credible WSPs and Annual Training Reports to benefit from discretionary sector grants. Manage the facilitation of the development and implementation of attraction, retention and succession management plans in the province. Co-ordinate the sitting of the relevant forums e.g HRD, PMDS. Co-ordinate the Provincial PMDS system, developing a credible system of conduct Reviews and moderations by Provincial departments. PMDS implementation Cycle is complied with. Co-ordinate, support and monitor the implementation of the Professionalization in the Public Service in the Provincial Administration. Design the Professionalization framework tool, communication tool and monitor implementation and reporting. Facilitate the development of and monitor implementation of Provincial HRD Strategy in order to achieve set national targets. Develop and design a sustainable funding model to implement Transversal and leadership development programmes in Provincial administration. 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 Tel No:082 5622347
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE

: Youth Females are encouraged to apply

POST 45/311

: **DIRECTOR: ENTREPRENEURSHIP AND EMPOWERMENT REF NO: OTP 02/11/2024.**
Re-Advertisement

SALARY CENTRE REQUIREMENTS

: R1 216 824 - R1 433 355 per annum (Level 13) All Inclusive package
: Bhisho
: NQF Level 7 as recognised by SAQA in Business Economics, Economics, Development Finance, Corporate Finance, Public Administration, Social Sciences or any other equivalent/relevant qualification. Five (5) years of experience at a Middle/Senior Management level in Development Finance or Funding Coordination and Entrepreneurship support environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competence: 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

: Advance the economic mainstreaming of youth by spearheading the coordination of funding opportunities for Youth-owned Small, Medium, and Micro Enterprises (SMMEs) and Cooperatives. Proactively explore and identify avenues for youth participation in the economy, overseeing the development and implementation of a comprehensive provincial Youth SMME Development Plan. Monitoring and ensuring government compliance with youth procurement, leveraging a specialized payment tracking platform for Youth SMMEs and Cooperatives. Tracking, reporting, and facilitating the creation of job opportunities through diverse funding programs and government interventions. Champion the support for existing youth enterprises by coordinating mentorship, incubation and assistance programmes to youth-owned businesses through national, provincial departments and municipalities. Creating awareness, encouraging small business and cooperative

development, and ensuring access to essential resources such as finance, skills development, market linkages, and networking opportunities. Facilitation, coordination, and monitoring of youth programs within the Economic Cluster to align with the objectives of the Provincial Youth Development Strategy and the National Youth Policy. Lead the coordination of government spending to maximize its impact on youth economic empowerment. The successful candidate will be tasked with managing the allocated resources of the directorate in strict adherence to legislative and departmental policy directives, while ensuring compliance with corporate governance and planning imperatives. Overall, the role requires a

ENQUIRIES

: Ms. N. Mafu at Tel No:082 5622347
For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE

: Youth Females are encouraged to apply

POST 45/312

: **DEPUTY DIRECTOR: INTEGRATED PLANNING (SOCIAL PROTECTION, COMMUNITY & HUMAN DEVELOPMENT CLUSTER) REF NO.: OTP 03/11/2024.**

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11) All Inclusive package
: Bhisho,
: National Senior Certificate, NQF Level 6/7 (National Diploma/B. Degree) as recognized by SAQA in Development Studies/ Public Administration/Public Management. Minimum of three (03) years' experience at Assistant Director Level in strategic planning. A valid driver's license. Knowledge: In depth understanding of legislative framework that governs the Public Service, Government planning framework and government planning cycle (long-term, medium-term and short-term planning), Sound knowledge and understanding of the performance management value chain, including Research, - Reporting, Monitoring and Evaluation, Innovation and Knowledge Management, Advanced knowledge of policy analysis, policy development and policy implementation and review processes, Understanding of modern systems of governance and administration. Excellent communication, analytical, report writing and coordination skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office.

DUTIES

: Facilitate the development of provincial integrated planning framework and support the Social Protection, Community & Human Development cluster departments with the implementation of their plans: Support the development of provincial planning frameworks within the departments. Facilitate the process to develop the medium and long term provincial and sectoral plans and monitor the implementation process. Ensure alignment of sectoral strategic plans, policies and service delivery programs in the provincial departments. Manage an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximise buy in into the provincial plans. Support collaboration with national development and other spheres of government on the development of provincial and local plans. Provision of support in the analysis of provincial plans to ensure alignment with international, continental, national and provincial priorities: Provide support in the analysis of the first and second draft APPs of the provincial departments in line with DPME planning framework. Render support on the analysis of the municipal IDP's and DDM One Plans. Collaborate with national departments and other spheres of government on the analysis of the provincial plans. Facilitate coordination of sectoral strategic plans, policies and service delivery programmes: Provision of support in the coordination of integrated provincial planning cycle in line with the framework. Support the development of 5-year strategic plans, 3-year APPs and Provincial Programme of Action. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

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

NOTE

: Youth candidates are encouraged to apply

POST 24/313

: **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 04/11/2024**

SALARY CENTRE REQUIREMENTS

: R849 702. - R1 000 908. per annum (Level 11) All Inclusive package
: Bhisho
: National Senior Certificate, an NQF level 6/7 (National Diploma/B. Degree) as recognised by SAQA in Public Administration/ Management, Social Sciences.

Minimum of three (3) years' experience at Assistant Director in areas of Intergovernmental Relations, Policy Development and coordination of programmes. A valid driver's license. 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. Knowledge of intergovernmental Relations Programme; Policy analysis and development; detailed knowledge of the IDP processes, municipality, section 9 organisations, national processes and legislative framework; Knowledge of a wide range of work procedures and / or processes such as: Public sector operation, input on service level agreement (SLA) and / or Memorandum of Understanding (MOU); Key Competence: Communication and Information Management; Problem solving and decision making; Networking and Building Bonds; Planning and Organising; Impact and influence; Coordination and Facilitation of Intergovernmental Relations.

- DUTIES** : Coordinate the implementation of strategies and policies to manage intergovernmental relations: Facilitate the revision and implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes; Facilitate the implementation of Intergovernmental Relations policies, standards and guidelines; Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination; Coordinate the meetings, agenda and other logistics in support of the Premier's Coordinating Forum (TPCF and PCF); Support promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PIF, MUNMEC, DMAFO, Local IGR forum and Ward Based Structures); Coordinate inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Service Delivery; Coordinate the establishment of Inter-Governmental Relations Structures in the province. Coordinate and provide support to IGR structures: Facilitate the submission of service delivery reports to enable oversight; Coordinate regular monitoring, evaluation and reporting on the Provincial IGR agenda and facilitate escalation from DMAFO; TPIGF, MUNMEC; PIF; Develop an IGR database of all sphere of Government to ensure participation within the province; Provide required administrative support on all IGR Provincial platforms; Facilitate training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support District Development Model in all spheres of government. Provide support to intergovernmental service delivery initiatives: Facilitate the participation and contribution by national, provincial departments and state entities in local IDPs through District Development Model; Coordinate the organisation of the EXCO Outreach Programme in line with the Provincial IGR Strategy, to provide oversight to service delivery initiatives; coordinate District IGR Forum calendar and activities to ensure integrated planning between provincial departments, district and all local municipalities.
- ENQUIRIES** : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.
For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : Youth candidates are encouraged to apply
- POST 24/314** : **DEPUTY DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 05/11/2024**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11) All Inclusive package
- CENTRE** : Bhishe
- REQUIREMENTS** : National Senior Certificate, NQF level 6/7 (National Diploma/B-.Degree) as recognized by SAQA in Industrial Engineering / Industrial Psychology / Public Administration/Management / Human Resource Management, or any relevant qualification. Minimum three (3) years' experience at an AD in Change & Organisational Development environment. A valid driver's license. Knowledge of evolving OD principles and techniques Change Management, Batho Pele principles, Project management procedures, In-depth knowledge of legislative framework that governs the Public Service.
- DUTIES** : Provide services to diagnose and evaluate institutional effectiveness: Conduct diagnostics aimed at evaluating constitutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical hands-on support to provincial departments. Evaluate institutional effectiveness and performance issues in partnership with client departments. Implement appropriate interventions to optimize process efficiencies. Support the development of service delivery models and

organisational structures of provincial departments: Provide technical and advisory support on service delivery model. Provide technical and advisory support on organisational re-structuring and re-engineering. Conduct validation of organisational structures and service delivery model with compliance of applicable legislation. Provide monthly, quarterly and annual report on the status of restructuring within the province. Provide support in the development, review and implementation of Provincial OD policy. Develop and maintain a provincial database of organizational structures and job evaluation. Facilitate capacity building of OD Practitioners in the province. Facilitate and coordinate change management programmes. Facilitate the implementation of the provincial department's change management plan. Drive the transformation agenda and do regular checks. Coordinate job evaluation services in the province: Provide support in the development, review and implementation of job evaluation policy. Develop and monitor the implementation of JE procedure manual. Monitor the effective functioning of departmental JE structures. Provide monthly, quarterly and annual reports on the status of JE in the province. Coordinate the development of job description in line with the applicable norms. Facilitate capacity building of OD Practitioners in the province. Ensure the functionality and effectiveness of the provincial OD Forum. Provide advice, guidance and technical hands-on support to provincial departments on job evaluation, where required or requested. Promote and facilitate the implementation of batho pele programmes: Facilitate and coordinate Batho Pele and Culture Change provincial forums. Conduct audits for Batho Pele processes and surveys and submits relevant reports to national departments. (3-yearly). Facilitate the Implementation of the Batho Pele Revitalisation Strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

NOTE : Youth candidates are encouraged to apply

POST 24/315 : **ASSISTANT DIRECTOR: ETHICS REF NO. OTP 06/11/2024**

SALARY : R444 036 – R532 602.per annum (Level 09)
CENTRE : Bhisho,
REQUIREMENTS : National Senior Certificate, an NQF Level 6/7 (National Diploma/Bachelor's degree) as recognized by SAQA in Risk management/Forensic Investigation or Law. A minimum of three (3) years' experience in the Risk/Forensic/Ethics Management space at supervisory level (SL 7/8). Technical knowledge in the application of ethics management concepts and principles. Certification as Ethics Officer is compulsory, A valid driver's license. Knowledge of public service anti-corruption strategy. Public Service Regulations, 2016, National Anti-Corruption Hotline, Lifestyle Audit Framework. Knowledge of Risk Management and Ethics Risk Assessments, Knowledge and understanding of the concepts of fraud and ethics management, standards and procedures. Ability to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information, public service and provincial procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing, minute taking, and verbal, excellent facilitation, presentation and conducting awareness sessions, and communication skills. Good interpersonal relations skills, honesty, ability to gather and analyze information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty.

DUTIES : Provide support on investigations and management of cases internally and externally, Provide support in effective and efficient implementation of ethics governance frameworks, Provide ethics risk management support, Provide ethics management support, Provide support in ensuring compliance, advisory, and facilitation of management of ethics programme. Drafting reports, taking minutes, development of case registers and data analysis.

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

NOTE : Youth candidates are encouraged to apply

POST 24/316 : **ASSISTANT DIRECTOR: WOMEN & GENDER MAINSTREAMING REF NO: OTP 07/11/2024**

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

REQUIREMENTS : National Senior Certificate, an NQF Level 6/7 (National Diploma/ bachelor's degree) as recognised by SAQA in BA Social Science or any related field. Minimum three (3) years' experience in development work at supervisory level (SL 7/8). Experience in a mainstreaming of designated groups will be an added advantage. A valid driver's license. Knowledge of strategy development, management, and monitoring. Knowledge of International conventions, prescripts, policies and frameworks relevant to women & gender mainstreaming.

DUTIES : Coordinate the implementation of transformation programmes for women & gender mainstreaming according to functional objectives: Support the implementation of policies and practices that seek to eliminate discriminatory barriers thus promoting access for women to participate and gender equity & equality in the province. Assist the review of departmental policies and programmes, forums, committees, budgets, plans, reports etc. to ensure that gender mainstreaming is embedded in governance and administrative systems. Assist to monitor and evaluate the impact of transformation programmes for women & gender groups in the Province. Assist to develop intervention strategies for state institutions to address identified bottlenecks / challenges for women and gender groups in the Province. Assist in developing a report on transformation programmes about women & gender mainstreaming. Implement and coordinate interventions aimed at protecting and promoting human dignity and equality of women & gender groups: Assist in promoting and supporting the Empowerment of women & gender groups by running workshops aimed at raising awareness on women & gender, economic empowerment, rights to life, etc. Support the promotion of advocacy through media and information brochures. Assist in lobbying Chapter 9 and 10 institutions for support on the protection of rights of women & gender groups and create linkages with development partners for resource mobilization. Assist in programmes that encourage the autonomy and independence of women & gender groups by promoting their full participation in economic, social, cultural, civil and political life under conditions of equality. Assist to establish monitoring mechanisms to evaluate initiatives to protect and promote human dignity and equality of women & gender groups. Assist in developing and coordinating the implementation of outreach programmes on women and gender mainstreaming including observing key calendar activities that impact on women & gender. Assist in developing a report on the impact of actions / initiatives to protect and promote the human dignity and equality of women & gender groups. Guide departments in the implementation of policy frameworks and programmes meant to benefit women & gender mainstreaming: Collect data from departmental plans to enable analysing them to establish alignment with policies and frameworks. Assist in advising departments about the analysis' findings that relate to issues affecting women & gender mainstreaming. Assist in coordinating and establishing an accounting platform for state institutions on Provincial gender equity targets & women empowerment status is established annually. Monitor socio-economic inclusion of women & gender in programmes & projects of state institutions: Assist in monitoring the progress made in implementing socio-economic empowerment programmes for women by state institutions. Assist in developing and coordinating the implementation of interventions strategies to address social ills targeted at women & other gender groups. Assist in developing a Report on the socio-economic programmes implemented for women. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

NOTE : Youth candidates and Persons with Disabilities are encouraged to apply

POST 24/317 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT REF NO: OTP 08/11/2024**

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

REQUIREMENTS : A National Senior Certificate, an NQF 6/7 (National Diploma/ Bachelor's Degree) as recognized by SAQA in Industrial Engineering / Operations management / Management Services / Industrial Psychology. Job Evaluation Certificate. Minimum 3 years' experience in the field of OD, JE and Change Management environment at supervisory level (SL 7/8). A valid driver's license. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution, Job Evaluation Systems (EVALUATE). Skills required: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising & Project Management.

DUTIES : Coordinate the review and redesign of departmental organisational structure: Facilitate the processes in conducting a diagnosis analysis and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organizational structure. Compile OD report. Implement and maintain post establishment. Coordinate the implementation change management: Coordinate and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organisational behaviour. Coordinate and monitor the implementation of transformation programmes. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of JE results and implementation of results. Capture je results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process.

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

NOTE : Youth candidates are encouraged to apply

POST 24/318 : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT (DEPARTMENTAL ICT) – REF NO: OTP 09/11/2024**
Re-Advertisement

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

REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree in Information Systems-related field, with at least three (3) years professional experience at supervisory level (SL7/8) in ICT industry. Industry certifications advantageous: Microsoft Certified: Power Platform Functional Consultant Associate and/or Power Platform Solution Architect Expert certifications. A valid driver's license. Key Competence: Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism

DUTIES : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualize Data using Data Flows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual

		Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/319</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: OTP 10/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 602 per annum (Level 09) Bhisho, an NQF Level 7 (Advance Diploma/Degree) as recognised by SAQA in Financial Accounting / Auditing or relevant field. Minimum of three (3) years' experience at supervisory level (SL7/8) in the area. A valid driver's licence. In-depth knowledge of the legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Annual Financial Statement Guidelines. Public Service Act, Understanding of Financial Management best practices, Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS), Internal control procedures and systems, Modified cash basis and SCOA, Finance and SCM prescripts. A valid driver's licence.
<u>DUTIES</u>	:	Implement audit intervention plan: Populate audit intervention as per audit report and internal audits. Verify and populate portfolio of evidence submitted by various programmes on audit improvement plan. Submit reports on status of findings to supervisor monthly and quarterly. Administer financial delegations framework: Prepare and distribute letters to managers with given delegation stipulating limits of expenditure and request specimen of signatures. File financial and SCM delegations. Follow up on any outstanding delegations. Maintain financial delegation register. Provide support in conducting delegations workshop. Render compliance services with regards to HR, SCM & Financial Services (Pre & Post Audit): Verify payment vouchers for compliance and ensure all necessary documents are attached and payment complies to prescribed regulations. Verify all requests for S&T, travelling claims before being processed on the system. Confirm that allocations are correct. Reject all incomplete vouchers and return to payment section and keep register thereof. Verify that checklist on batch submitted are completed and return to end-user if incomplete. Update deviations register daily. Sign off batch for orders to be generated. Identify and report irregular, unauthorised, fruitless and wasteful expenditure: Check vouchers for irregular expenditure. Record irregular expenditure on the Irregular Expenditure Register. Compile monthly register of irregular, unauthorised, fruitless and wasteful expenditure and submit to supervisor. Provide support in conducting awareness workshops and roadshow to prevent recurrence of irregular expenditure. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/320</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF. NO. OTP 11/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08) Bhisho National Senior Certificate, NQF Level 6/7 Advanced Diploma/ B-degree in Accounting or Auditing. 1-2 years' Experience within a financial management environment in-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts, Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Annual Financial Statement Guidelines, Public Service Act, Understanding of Financial Management best practices. Knowledge of the Financial Management Systems (PERSAL, BAS

		& LOGIS). Internal control procedures and systems, Modified cash basis and SCOA, Finance and SCM prescripts
<u>DUTIES</u>	:	Render support with the compilation of the budget for the department: Liaise with directorates in preparation of budget submission in accordance with National Treasury guidelines. Render administrative support with the compilation of the budget plan for submission to the Assistant Director. Liaise with directorates in preparation of cash flow projections and consolidate same for submission to the Assistant Director. Capture and compile budget adjustment inputs from directorates and submit it to Assistant Director. Distribute bas report and advise programmes on budget and compliance related issues: Retrieving BAS report from BAS with commitment report on a weekly basis. Review and compile final report on all identified misallocations on the system and submit report to Assistant Director. Prepare and circulate expenditure report to GM's and Office Managers. Advise office managers for over expenditure and advise to shift funds where necessary. Analyze monthly expenditure and process journals to correct misallocations: Review the generated expense report on BAS on a weekly basis. Liaise with HR to ensure misallocations in reports are corrected and journalise the correct components. Loading of departmental budget: Load budget adjustments to the spreadsheet received from the directorates. Load original budget onto BAS system to correct components. Shift funds between items if necessary. Do virements as per needs for funding according to PFMA.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/321</u>	:	<u>USER SUPPORT TECHNICIAN: PROVINCIAL ICT REF. NO. OTP 12/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 - R362 994 per annum (Level 07) Bhisho National Senior Certificate, An NQF Level 6 Diploma as recognized by SAQA in Computer Science, Information Systems, Software Development. A Minimum of 2 years' appropriate experience in System Training and Help desk support. Competencies/ Skills: Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Quality Assurance, Verbal, and written communication skills.
<u>DUTIES</u>	:	Provide user support and resolution of calls logged by departments in Provincial Service Desk. Ensure user queries or issues are recorded, validated, and resolved. Escalate unresolved problems to a higher level of support, as and when required. Monitor issues logged from start to resolution and advise users on appropriate course of action. Facilitate change management in rollout of e-government system to ensure adoption of new systems. Conduct training on transversal systems. Analyse incident logs to identify common trends and underlying problems. Performs postimplementation assessment of transversal systems to identify areas of improvement.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply
<u>POST 24/322</u>	:	<u>CALL CENTRE OPERATOR REF NO OTP 13/11/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 - R254 928 per annum (Level 05) Bhisho National Senior Certificate with no work experience. Experience in ICT technical support environment with post qualification (NQF 6) in Information Technology (IT) will be an added advantage. Knowledge: ICT knowledge in terms of networking infrastructure and software, PFMA and Public Service Act and Regulations. Knowledge of Batho Pele Principles. Skills: Possess the ability to apply IT technical and professional skills in situations; accepts responsibility of tasks, works independently to produce good quality work. Individual must be a team player, show flexibility and reliability with good interpersonal relations. The position requires good verbal and written communication skills.
<u>DUTIES</u>	:	Responsibility for providing ICT technical service support through the Provincial ICT Infrastructure unit. Assist the management team of the ICT Infrastructure unit by rendering effective first line technical support request receiver on networking services. Provide support to the PICT network

engineers in terms of networking challenges that occur at Provincial sites. Conduct follow-ups on quality and satisfaction levels with existing ICT Networking services. Remain high during implementation of major new ICT services and initiatives. Assist the Network Engineers in the logging of user support calls to allocate IT technical staff for follow-ups. Compile reports on ICT support services rendered for the ICT Manager. Provide support in the ICT networking Assets verification process. Provide functional and operational support on departmental computer systems. Ensure effective flow of information and documents to and from the Departmental ICT office. Ensure safekeeping of all documentation in the office in-line with the legislation and policies. Provide functional support to the Infrastructure Operations office by assisting the Broadband Project Manager to compile budgets/projections unit to comply with the project agreements and the PMFA. Assist the manager in monitoring the WAN services and Broadband expenditure and implementation of the procurement plans. Render general administrative support to the unit by collecting and collating information as requested by the senior manager.

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.

NOTE : Youth candidates are encouraged to apply
For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 24/323 : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO. OTP 14/11/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928.per annum (Level 05)
: Bhisho
: Grade 12 or relevant National (Vocational) Certificate with Mathematics and Accounting with no working experience. Experience in salary administration environment with post qualification (NQF 6) in Commerce/Financial Management/Accounting will be added advantage. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) will also be an added advantage

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

ENQUIRIES : Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms N Xesha at 060 584 4059/ N. Nxoko at 083 653 2050/ A. Mpuhlu at 060 472 9836.

NOTE : Youth candidates are encouraged to apply
For eRecruitment enquiries email: recruitment@ecotp.gov.za

RURAL DEVELOPMENT & AGRARIAN REFORM

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.

APPLICANTS : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment 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: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

FOR ATTENTION : Mr L Stowman

CLOSING DATE : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries: Mr. N. Mabanga (040 602 5066) e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 40 of 2024 dated 01 November 2024 with the closing date of 15 November 2024. The post is amended as follows: (1) State Accountant: Suspense Account, Level 07, Centre: Chris Hani (Komani) Ref No: DRDAR: 85/10/2024. This post has been withdrawn.

OTHER POSTS

POST 45/324 : **STATE ACCOUNTANT: PAYMENT REF NO: DRDAR: 01/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi (Maletswai)
REQUIREMENTS : A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS, LOGIS and PERSAL. Ability to meet deadlines. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.

DUTIES : Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Attend to account queries.

ENQUIRIES : Mr. N. Mabanga Tel No: (040 602 5066)

e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

- POST 45/325** : **CLIENT MARKETING OFFICER REF NO: DRDAR: 02/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENT : A qualification at NQF 6 in Marketing, Communication, Public Relations and Brand Communication or equivalent as recognized by SAQA. Two (2) – Three (3) years relevant experience. Computer literacy, verbal, good writing and marketing, brand communication, advertising is essential. Must have ability to liaise with clients and stakeholders in the relevant field. Valid Driver's license.
- DUTIES** : Design client marketing, plans, coordinate marketing events and campaigns, coordinate media campaigns, including media buying - placing adverts on print, electronic and digital media. Draft advertorials, advertising scripts, live reads. Coordinate digital and internet marketing campaigns. Coordinate promotional marketing activities.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040 602 5066)
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 45/326** : **FARM FOREMAN REF NO: DRDAR 03/11/2024**
(Re-advertisement: Candidates that have previously applied for this position are encouraged to re-apply)
- SALARY** : R216 417 – R254 928 per annum (Level 05)
CENTRE : Dohne
REQUIREMENTS : National Senior Certificate, NQF Level 4 as recognized by SAQA coupled with at least six (6) years' relevant experience. A valid driving license is essential. Competence: Leadership, literacy, communication, organizing and technical skills. Good labour relations and ability to work independently.
- DUTIES** : General farm management, garden, cleaning and transport services, supervise and control a team of workers and drivers where applicable, maintenance of grounds and infrastructure, cleaning of offices, recreational, conference, ablution and facilities, facilitation of work programs and requests, basic administration, identification and demand of work material, caretaking and minor maintenance of equipment and vehicles, caretaking of small and large stock.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040 602 5066)
e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICANTS** : Applications must be submitted on via one of the options: (1) the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered, or Hand Deliver:
Head Office: Qonce, No. 5 Eales Street, Wilton Zimasile Mkwai Building,
Buffalo City Metro District: No 16 Commissioner Street, Old Elco Building, East London
Amathole District: No 16 Commissioner Street, Old Elco Building, East London
Alfred Nzo District: No 67 Church Street Mt Ayliff
OR Tambo District: 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata, Human Resource Management Office
Nelson Mandela District: 2nd Floor, 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha
Joe Gqabi District: No. 02 Cole Street, Maletswai,
Sarah Baartman District: 1st floor, Corner African and Milner Street, Makanda, Registry Office
Chris Hani District: Bathandwa Ndong Office Park, Komani Hospital.
Applicants Are Encouraged To Use E-Recruitment
- CLOSING DATE** : 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.

NOTE

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, 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 therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. 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. Employment equity targets of the department will be adhered to. People with disabilities who meet the requirements will be given preference

OTHER POSTS

POST 45/327

: **ASSISTANT DIRECTOR: PERFORMING ARTS REF: DSRAC 01/11/2024**

SALARY
CENTRE
REQUIREMENTS

: R552 081 – R650 322 per annum (Level 10) (An all-inclusive remuneration)
: Chris Hani District – Komani
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Performing Arts or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the performing arts sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence is required.

DUTIES

: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDS and staff development training needs. Perform any other duties related to the work of the Assistant Director: Performing Arts that may arise or tasked by the supervisor and management.

ENQUIRIES

: MR. X. T. Kwanini Tel No: 045 492 0030 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

POST 45/328 : **ASSISTANT DIRECTOR: CULTURE & MORAL REGENERATION REF: DSRAC 02/11/2024**

SALARY CENTRE REQUIREMENTS : R552 081 – R650 322 per annum (Level 10) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level or (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the arts and culture sectors. Knowledge of government strategies to use culture to grow the economy. Knowledge of the Visual Arts, Craft and Design Sectors. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence

DUTIES : Coordinate cultural programs for community art centres. Consolidate all the plans for Community Art Centres. Plan, facilitate and implement the showcase of Art Festivals. Facilitate partnership programs with stakeholders. Coordinate capacity building for artists. Ensure skills analysis for artists. Facilitate developmental sessions for stakeholders. Coordinate platforms for artists in significant days. Facilitate the participation of artists in signification days. Facilitate and assist artists to participate in cultural festivals. Promote Culture and Indigenous knowledge systems. Monitor the culture of circumcision. Facilitate awareness campaigns on circumcisions. Facilitate moral regeneration movement.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/329 : **ASSISTANT DIRECTOR: RISK, FRAUD AND CORRUPTION MANAGEMENT REF: DSRAC 03/11/2024**

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Investigations/Forensic Auditing/Police Administration/Law or Legal Studies qualification with at least 3 years' experience at supervisory level or (SL 7/8) in the field of investigations. Certified Fraud Examiners (CFE) will be an added advantage. Project Management and Supervisory Experience. Job related knowledge i.e., Investigation's methodology and legislative requirements in the Public Service. Understanding of investigation techniques, tools, and processes. Job related skills: Communication Skills (written and verbal skills); Interviewing, Analytical and Problem-Solving Ability; Staff and Interpersonal relations, Computer literacy and investigating skills. A valid driver's licence is required. Ability to work under pressure and independently.

DUTIES : Investigate allegations of fraud, corruption, mal-administration, and irregular expenditure, received from within the department or from outside the department. Initiate the development of the implementation plan of fraud and anti-corruption measures. Prepare and submit investigation reports with appropriate findings, recommendations, clear direction and advice. Perform preliminary and full-blown investigations within approved timelines. Allocate case numbers to new cases received and update the case database register timeously. Perform post investigation tasks within approved timelines, including filing of closed cases. Conduct fraud and corruption awareness campaigns. Participate in the co-ordination of fraud risk assessment and report accordingly.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/330 : **COMMUNITY DEVELOPMENT OFFICER (ADMINISTRATION) REF: DSRAC 04/11/2024**

SALARY CENTRE REQUIREMENTS : R376 413 – R443 403 per annum (Level 08) (An all-inclusive remuneration)
: Qonce
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Public Administration or Public Management or any other relevant qualification with at least 1 to 2 years' experience within the public sector of community development field pertaining to administration. Knowledge of

building standards. Knowledge in Construction contracts. Knowledge of government policies, procedures and processes. Planning and Organising skills. Analytical skills. Written and verbal communication skills. Project Management skills. Team Building Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.

DUTIES : Coordinate pre and post construction projects. Engage municipalities on phases. Establish community structures. Initiate meetings with municipalities. Monitor and report on progress. Coordinate establishment of committees. Facilitate election of project steering committees. Organise training of committees. Give assistance on EPWP guidelines. Coordinate skills development of EPWP contract workers. Roll-out capacity building interventions. Collect inputs on skills gap for development. Engage accredited service provider for training. Provide in house training. Prepare presentation, handouts and manuals on guidelines. Ensure sustainable projects on EPWP. Attend monthly site and steering committee meetings. Facilitate verification of workers and sites. Populate database and verify statistics on the system. Collect labour reports and capture on the system. Monitor and report on progress made.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/331 : **PERSONAL ASSISTANT (EA): STRATEGIC MANAGEMENT REF: DSRAC 05/11/2024**

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Qonce

REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Public Administration or Public Management or Management Assistant or any other relevant qualification with at least 1 to 2 years' experience within the public sector field especially in an administration or secretarial environment. Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.

DUTIES : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with

regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

ENQUIRES : R. Swartbooi Tel No: 043 492 0949 – Head Office (Qonce)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/332 : **PROVISION ADMIN OFFICER – DEMAND & ACQUISITION REF: DSRAC 06/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Chris Hani District – Komani
: National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.

ENQUIRES : MR X.T. Kwanini Tel No: 045 492 0030 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 45/333 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF: DSRAC 07/11/2024**

SALARY CENTRE REQUIREMENTS : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Joe Gqabi District – Maletswai
: National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) or any relevant qualification with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in wards and local areas. Provide support services to federations, clubs and structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop

and implement community sports, and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

- ENQUIRIES** : P. Masepe Tel No: 051 492 4806 – Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 45/334** : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF: DSRAC 08/11/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07) (An all-inclusive remuneration)
: Sarah Baartman District – Makanda
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence is required.
- DUTIES** : Facilitate creditor payments within 30 days. Authenticate documents, vouchers & invoices. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filling systems procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedures. Prepare and submit monthly expenditure reports. Maintain payments registers to track all processed payments. Handle general enquiries & queries from internal or external clients. Prepare monthly reconciliation of creditor's accounts. Identify misallocation of funds. Advise programmes & line managers on budget utilisation.
- ENQUIRIES** : MS. S. Mpafa Tel No: 046 492 0223 – Sarah Baartman District (Makanda)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities
- POST 45/335** : **MPP SPORT ADMINISTRATION CLERK (18 POSTS)**
(Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
- SALARY** : R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)
- CENTRE** : Qonce: Ref: DSRAC 10/11/2024 (10 Posts)
Amathole District (East London) Ref: DSRAC 11/11/2024
BCM SDistrict (East London) Ref: DSRAC 12/11/2024
Joe Gabi District (Maletswai) Ref: DSRAC 13/11/2024
Chris Hani District (Komani) Ref: DSRAC 14/11/2024
OR Tambo District (Mthatha) Ref: DSRAC 15/11/2024
Alfred Nzo District (Mount Ayliff) Ref: DSRAC 16/11/2024
Sarah Baartman District (Makanda) Ref: DSRAC 17/11/2024

<u>REQUIREMENTS</u>	:	Nelson Mandela District (Gqeberha) Ref: DSRAC 18/11/2024 National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification. Understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid licence is required.
<u>DUTIES</u>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/336</u>	:	<u>SCHOOL SPORT COORDINATOR (19 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
<u>SALARY</u>	:	R135 261 – R159 330 per annum (Level 5/8) (An all-inclusive remuneration) 37% in lieu of benefits)
<u>CENTRE</u>	:	Amathole District (East London) Ref: DSRAC 19/11/2024 (3 posts) BCM District (East London) Ref: DSRAC 20/11/2024 Joe Gabi District (Maletswai) Ref: DSRAC 21/11/2024 (2 posts) Chris Hani District (Komani) Ref: DSRAC 22/11/2024 (4 posts) OR Tambo District (Mthatha) Ref: DSRAC 23/11/2024 (3 posts) Alfred Nzo District (Mount Ayliff) Ref: DSRAC 24/11/2024 (3 posts) Sarah Baartman District (Makanda) Ref: DSRAC 25/11/2024 (2 posts) Nelson Mandela District (Gqeberha) Ref: DSRAC 26/11/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
<u>DUTIES</u>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/337</u>	:	<u>MPP CLUB DEVELOPMENT COORDINATOR (4 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 To 31 March 2028)
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)
<u>CENTRE</u>	:	Head Office (Qonce) REF: DSRAC 27/11/2024 Nelson Mandela District (Gqeberha) REF: DSRAC 28/11/2024 BCM District (East London) REF: DSRAC 29/11/2024 OR Tambo District (Mthatha) REF: DSRAC 30/11/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required
<u>DUTIES</u>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
<u>ENQUIRY</u>	:	S. Cetywayo Tel No: 043 492 0936 – District & Qonce e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 45/338</u>	:	<u>MPP ACTIVE RECREATION COORDINATOR (3 POSTS)</u> (Conditional Grant Contract as of 01 April 2025 to 31 March 2028)
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 5) (An all-inclusive remuneration) 37% in lieu of benefits)

- CENTRE** : Alfred Nzo District (Mount Ayliff) REF: DSRAC 31/11/2024
Nelson Mandela District (Gqeberha) REF: DSRAC 32/11/2024
BCM District (East London) REF: DSRAC 33/11/2024
- REQUIREMENTS** : National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
- DUTIES** : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data.
- ENQUIRY** : S. Cetywayo Tel No: 043 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/2025
(24 MONTHS)**

- NOTE** : Directions To Applicants: The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Internship program targets the youth group between the ages of 18 and 35. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.

OTHER POSTS

- POST 45/339** : **TECHNICAL INTERNS – ARCHIVES REPOSITORY (DIGITIZATION) (10 POSTS)**
: Directorate – Archives & Records Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : Mthatha Repository – Or Tambo District Ref. DSRAC 34/11/2024 (5 Posts)
Gqeberha Repository – Nelson Mandela District Ref. DSRAC 35/11/2024 (5 Posts)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.
- DUTIES** : Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials, noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Ensure high image resolution and conduct quality assurance checks for every image developed. These posts are earmarked for persons with disabilities.
- ENQUIRY** : S. Cetywayo Tel No: 043 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za