

ANNEXURE L

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

- APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- CLOSING DATE** : 24 March 2025. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

<u>POST 09/40</u>	:	<u>EDUCATIONAL SENIOR PSYCHOLOGIST (GRADE 1) REF NO: DOE07/02/2025</u> Chief Director: Cluster Directorate: Inclusive Education
<u>SALARY</u>	:	R1 180 629 per annum
<u>CENTRE</u>	:	Amathole West
<u>REQUIREMENTS</u>	:	Registered Master's Degree in Psychology and registration with the HPCSA. Minimum of 9 years-experience in education after registration as an independent Psychologist. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The Senior Psychologist will facilitate the implementation of inclusive education according to the SIAS process with focus on all schools (Full-Service Schools, Public Ordinary schools and Special Schools) by supporting Inclusive Education Strategies according to international standards, as guided by EWP 6 and the SIAS Policy at PCCIE, DBST, CBST and SBST levels. The Senior Psychologist will monitor and coordinate the Screening, Identification, Assessment and Support of learners experiencing barriers to learning, particularly Psychosocial barriers to learning and development through the SIAS-policy through the following activities: Coordination of the provisioning of psycho-support by CMC and School Psychologists to learners experiencing barriers to learning and development as a member of the multi-professional team. Coordinate, evaluate and monitor the psychological assessment by CMC and School Psychologists: cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Coordinate the psychological intervention of CMC and School Psychologists to 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, executed by CMC and School Psychologists: Parental and educator guidance or feedback, Interventions relating to barriers to learning and development, Assessment accommodations, SBST's and DBST – training, reports, assistance to teachers and other professionals in a multi-disciplinary approach, Focus on early identification. The Senior Psychologist will facilitate the Inter-sectoral collaboration such as DOE, Government Departments, NGO's, NPO's and others as it pertains to psychosocial support services. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Provide training and supervise other registered psychological practitioners (CMC and School Based) in accordance to the Scope of the Profession of Psychologists (HPCSA, 2008) as per the PMDS regulations. Conduct all relevant administrative activities relating to the core mandate of this position and monitor the administration functions of junior Psychologists such as administration of SNA-forms, case files, case notes, reports, filing, submissions, statistical reports, planning, research, developing of programs, psychometric instruments and correspondence. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

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

POST 09/41 : **DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL) REF NO: DOE1/02/2025**
 Chief Directorate: Corporate Strategy Management
 Directorate: Communication And Stakeholder Management
 Re-advertisement

SALARY : R849 702 – R1 000 890 per annum (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 undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 6/7 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.

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

POST 09/42 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DOE02/02/2025**
 Chief Directorate: Curriculum Management
 Directorate: Curriculum

SALARY : R849 702 – R1 000 890 per annum (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 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.

DUTIES

: Be overall responsible for the efficient management of the office of the Head of the DDG: Curriculum Management. Ensure compliance by the office of the DDG: Curriculum Management with all statutory, corporate governance and reporting requirements. Provide high-level executive/strategic support to the office of the DDG: Curriculum Management. Assist DDG in coordinating the implementation and monitor and Executive/Top Management decisions. Ensure that Annual Performance Plans and Operational Projects are executed effectively. Draft correspondence and take minutes at all meetings. Assist DDG in the collation of strategic and operational plans as well as performance reports. Develop and maintain a correspondence and records management system for the office. Assist with strategic and business planning processes for DDG. Coordinate communication with all stakeholders. Assist in collation of reports pertaining to human, financial and material resources attached to the office of the DDG. Act as a responsible manager for the office of the DDG. Facilitate the linkage between the office of the DDG and the Office of the Executive Authority. 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. R Tywakadi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/43

: **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION**
Chief Directorate: Cluster
Directorate: Education District

SALARY

: R849 702 – R 1 000 890 per annum (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

: OR Tambo Coastal Ref No: DoE03/02/2025
Cluster A Ref No: DOE04/02/2025

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** : Ms. Madonsela Tel No: (040) 608 4200, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 09/44** : **DEPUTY DIRECTOR: FINANCE REF NO: DOE05/02/2025**
Chief Directorate: Cluster
Directorate: BCM Education District
- SALARY** : R849 702 – R 1 000 890 per annum (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** : Buffalo City Metro
: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).
- DUTIES** : Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate

governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous 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. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Mr. Mabece Tel No: (043) 708 6229, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/45 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE06/02/2025**
 Chief Directorate: Cluster
 Directorate: BCM Education District

SALARY : R849 702 – R1 000 890 per annum (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 : Buffalo City Metro
 : 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 : Mr. Mabece Tel No: (043) 708 6229, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/46 : **ASSISTANT DIRECTOR: SCHOOL HEALTH REF NO: DOE08/02/2025**
 Chief Director: Cluster
 Directorate: Ae Education District

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Amathole East
 : 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.

DUTIES : Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaises with the District Office of the Health Department, relevant municipalities, NGOs, other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to learners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for the learners with eyesight, hearing, dental related health conditions. Coordinate periodic screening of learners stunting, nutrition deficiency and related nutrition health-based challenges. Monitor schools for the outbreak of contagious diseases. Report thereon and coordinate with the health department the implementation of containment measures. Coordinate, monitor and report the implementation of occupational health and safety measures affecting learners in school. 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 : Ms. Tolom Tel No: (047) 401 4232, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/47</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF NO: DOE09/02/2025</u> Chief Director: Cluster Directorate: AW Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole West 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>	:	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>	:	Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/48</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING REF NO: DOE10/02/2025</u> Chief Directorate: Cluster Directorate: JG Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Joe Gqabi 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 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>	:	Ms. Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/49 : **ADMIN OFFICER: EXAM & ASSESMENT REF NO: DOE11/02/2025**
 Chief Directorate: Cluster
 Directorate: SB Education District

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : 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 license is essential.

DUTIES : Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act.

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

POST 09/50 : **ADMIN OFFICER: ESSS REF NO: DOE12/02/2025**
 Chief Directorate: Cluster
 Directorate: Ae Education District

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/51 : **ADMIN OFFICER: EMIS YOUTH & SPECIAL PROGRAMME REF NO: DOE13/02/2025**
 Chief Directorate: Cluster
 Directorate: JG Education District

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

<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 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>	:	Mr TJZ Mtyida Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/52</u>	:	<u>ADMIN OFFICER: CIRCUIT MANAGEMENT</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Joe-Gqabi Ref No: DOE14/02/2025
	:	ST Tomas Special School, BCM Circuit 2 Ref No: DOE15/02/205
<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 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>	:	Mr R Tywakadi For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/53</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: DOE16/02/2025</u> Chief Director: Cluster Director: AW Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Amathole West
<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>	:	Ms. BM Madonsela Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/54</u>	:	<u>EMPLOYEE WELLNESS OFFICER: EMPLOYEE WELLNESS REF NO: DOE17/02/2025</u> Chief Director: Cluster Director: ANE Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo East An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Labour Relation/ Public Management/ Administration as recognised by SAQA. A minimum of 3 years relevant experience. Computer Literacy. A good knowledge and understanding of legal framework governing Labour Relations. A Valid Driver's license and willingness to travel is essential. 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 performance management administration services. Provide administration of IQMS performance management 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>	:	Ms. BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/55</u>	:	<u>WORKS INSPECTOR: SCM REF NO: DOE18/02/2025</u> Chief Director: Cluster Directorate: AW Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 – R300 912 per annum (Level 06) Amathole West Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N3 and a passed trade test in built environment. A valid driver's license. Essential Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on project a basis; Analyse and compile relevant documentation for work to be done on minor new-and existing structures; Oversee the work of contractors.
<u>ENQUIRIES</u>	:	Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/56</u>	:	<u>SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE REF NO: DOE19/02/2025</u> Chief Directorate: Cluster Directorate: Sb Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R242 928 per annum (Level 05) Sarah Baartman 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.
<u>DUTIES</u>	:	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 sand 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.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/57</u>	:	<u>SCM CLERK: ASSET AND STORES MANAGEMENT REF NO: DOE20/02/2025</u> Chief Directorate: Cluster Directorate: ORTC Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R242 928 per annum (Level 05) OR Tambo Coastal 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/58</u>	:	<u>SCM CLERK: AUXILLIARY SERVICES REF NO: DOE21/02/2025</u> Chief Directorate: Cluster Directorate: AE Education District
<u>SALARY</u>	:	R216 417 – R242 928 per annum (Level 05)
<u>CENTRE</u>	:	Amathole West
<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.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/59</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DOE22/02/2025</u> Chief Directorate: Cluster Directorate: AW Education District
<u>SALARY</u>	:	R216 417 – R242 928 per annum (Level 05)
<u>CENTRE</u>	:	Amathole West
<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 and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the

		component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/60</u>	:	<u>ADMINISTRATION CLERK: CMC</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Port St Johns CMC Ref No: DOE23/02/2025 Ngqamakwe CMC Ref No: DOE24/02/2025 Port ST Johns, Ref No: DOE25/02/2025
<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 and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr M Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/61</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT OFFICE</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo East Ref No: DOE26/02/2025 Joe Gqabi, Lahlangubo Circuit3 Ref No: DOE27/02/2025 ST Johns Road Junior Sss, BCM Circuit 13 Ref No: DOE28/02/2025 DE Vos Malan, Bcm Circuit 3 Ref No: DOE29/02/2025
<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 and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics

Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr TJJ Mtyida For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/62 : **ADMINISTRATION CLERK: EXAMINATION REF NO: DOE30/02/2025**
Chief Directorate: Cluster
Directorate: Ae Education District

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Amathole East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

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

POST 09/63 : **ADMINISTRATION CLERK: TEACHER DEVELOPMENT REF NO: DOE31/02/2025**
Chief Directorate: Cluster
Directorate: Education District

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and

Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES

: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES

: For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS

: Applicants must make use of the e-Recruitment system when applying Link: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For Technical Glitches Only –Do Not send CVs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel No: (040) 608 1272

CLOSING DATE

: 24 March 2025

NOTE

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

- POST 09/64** : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/FTH/01/02/2025**
This is a re-advertisement; those who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 - R1 716 933 per annum (Level 14), (an all-inclusive package)
: Buffalo City Metro, Frere Tertiary Hospital
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with 5 years' experience in the Health Sector at 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. Competencies: 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 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. 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 APPLICANTS** : Ms M Stuurman/ Ms S Ndlabhu 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
- POST 09/65** : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/LTH/02/02/2025**
This is a re-advertisement; those who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 - R1 716 933 per annum (Level 14), (an all-inclusive package)
: Nelson Mandela Metro, Livingstone Tertiary Hospital
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with 5 years' experience in the Health Sector at 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. Competencies: 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 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. 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
APPLICATIONS**

: Ms M Stuurman/ Ms S Ndlabhu 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

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS

: Applicants are encouraged to apply via the e-recruitment system. Only online applications will be considered. Utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: For Technical Glitches ONLY – NO CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered. For Attention/Or Queries: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

**CLOSING DATE
NOTE**

: 24 March 2025
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across

race and gender. 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. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). 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 produce a pre-entry Certificate (Nyukela) prior to appointment 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>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the department. In SMS/MMS positions preference will be given to females. In all posts 50% will be given to people with disabilities.

MANAGEMENT ECHELON

POST 09/66 : **DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS01/02/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), all-inclusive package
 : East London
 : National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.

DUTIES : Monitor the development, review and evaluate Human Settlements plans in line with sector plans. Manage the development and review of Provincial Human Settlements development plans. Provide support municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. monitor the development of policies, plans and strategies for consideration at executive and political level. Liaise with relevant stakeholders at municipal level and determine lines of communication. Manage the establishment of formal and informal forums relating to policy, strategy, norms and standards. Update the role players about imminent housing policy developments. Interact with National and Provincial departments. Monitor the development and review of technical planning for Human Settlements including spatial planning. Provide project planning related services. Provide support in the facilitation of project planning. Monitor feasibility studies of the projects. Assess project readiness. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Monitor the development and review of multi-year Human Settlements Development Plan (MYHSDP). Manage the identification of gaps in the existing Multi-Year Human Settlements Development Plan (MYHSDP). Manage the sourcing of professional services for the review of the Provincial Multi-Year Human Settlements Development Plan. Manage the soliciting of the required data from internal and external critical stakeholders for the review process. Manage the development of the MYHSDP 1st

draft. Manage the alignment of MYHSDP with Provincial and municipal multi-year priorities. Manage the sign-off endorsement and submission to National DHS for approval. Monitor the development, review and approval of the Provincial Conditional Grant Business Plan. Monitor project planning processes. Monitor feasibility studies to determine project readiness, desired projects and the preparation of Projects Readiness Matrix and drafting of District Business Plans. Manage the consolidation of the District Business Plans. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Manage the adjustment of projects and programmes to fit the allocated threshold. Manage the consolidation, finalization, endorsement and approval of Provincial Conditional Grant Business Plan. Monitor Human Settlements planning database. Manage the digital mapping of Human Settlements projects. Manage the presentation of various maps for production of Integrated Human Settlements. Manage the mobilisation of relevant data from critical stakeholders for the implementation of PSHDA's. Manage the sourcing of credible data from critical stakeholders. Monitor the technical support provided to the municipalities. Manage the participation of the department in the Integrated Development Planning and infrastructure provision processes. Manage the representation of the Directorate in critical departmental, sectoral and provincial sessions. Manage the collaboration of the department with municipalities, districts and other relevant stakeholders regarding the adopted Development Plans. Monitor the provision of GIS support services in the department. Manage the development and management of GIS applications. Monitor the planning and coordination of GIS activities to meet the departmental goals. Manage the development and control quality standards for system application. Manage the departmental spatial database. Manage the maintenance of updated and accurate geospatial documentation. Monitor the management of geospatial database and the development of effective maps and aerial photography. Monitor the renewal and maintenance of GIS Desktop and GIS Server licences. Promote research on new methods/technologies for solving spatial challenges. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Financial Management. Monitor the planning and reporting of the Directorate programs. Manage and mitigate risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit, AGs RFIs, Audit Outcomes and Findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za

POST 09/67 : **DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT REF NO: DHS02/01/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able

		to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Monitor the implementation of the Municipal Accreditation Framework. Manage the determination of municipal status. Manage the identification of municipal priorities. Manage the municipal accreditation application processes. Manage the drafting of the intervention plan. Manage the implementation of the intervention plan. Monitor the performance of the accredited municipalities. Monitor the agreements and Memoranda of Understanding (MOU) with municipalities. Manage consultations with municipalities regarding the municipal accreditation agreements and MOUs. Manage the drafting of agreements and MOUs. Monitor the implementation of the agreements and MOUs. Monitor municipal capacity building and municipal support. Manage the packaging of services to municipalities. Manage capacity building regarding HS sector and accreditation processes. Monitor the implementation of the municipal support. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching mentorship, training and development for service delivery efficacy. Establish, implement and maintain effective and efficient communication and leadership oversight. Manage, maintain and safeguard assets. Monitor the effective management of audit processes. Monitor planning and reporting of the Chief Directorate programs. Manage the compliance on POPAI of assets.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/68</u>	:	<u>DIRECTOR: SPECIAL PROJECTS AND REMEDIAL WORKS REF NO: DHS03/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216. 824 per annum (Level 13), all-inclusive package
	:	East London
	:	National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	The management of special projects. Coordinate business and performance planning in respect of housing projects. Provide strategic support in respect of implementation programmes. Facilitate strategic reviews and interventions based on professional/technical evaluations. Liaison and interaction with stakeholders and partners. Facilitate outsourcing of technical professional services. Manage and maintain programme monitoring tool. Manage and facilitate remedial works. Adequately equipped and resourced business units and partners entrusted with project management and inspections. Administer and facilitate inspections of housing projects and assessment of building standards/quality. Facilitate speedy support, intervention and remedy where unsatisfactory performance is detected. Provide and oversee certification/sign off of work of professionals. Manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and

control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/69 : **DIRECTOR: CONTRACTS MANAGEMENT REF NO: DHS04/02/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : East London

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) in LLB/BJURIS/BPROC/Bachelor of Laws or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.

DUTIES : Monitor the administration of contracts and service level agreements. Control documentation for completeness and correctness. Gather the information needed for the compilation and administration of the contract. Align the contract with the specifications and terms of reference. Compile a draft agreement and facilitate the signing of the contract after amendments. Compile follow-up amendments as and when needed. Monitor contracts, transversal contracts and service level agreements. Gather information on the status of the contract and stages of deliverance in terms of the provisions of the contract. Analyse information an identify risks. Draw plans to mitigate risk situations. Monitor the fiscal obligations, the application of the prescribed policies and prescripts, quality and outcome. Monitor contract and service level agreements disputes. Gather all relevant information, analyse and draw conclusions. Act as mediator between parties involved and facilitate the possible solution for the dispute. Effect amendments to existing contracts and service level agreements in the event of reaching an agreement. Manage the submission of all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Give evidence in court as and when required. Manage the allocated resources of the directorate. Manage and develop employee job descriptions. Manage performance of the directorate. Maintain sound employment relations. Manage employee conditions of service. Facilitate coaching, mentoring, training and development of employees. Communication Management. Financial management. Manage assets within the directorate. Manage the Directorate planning process. Manage and mitigate risks in the directorate. Monitor change management in the directorate. Attend to Internal Audit and AGs RFIs, Audit Outcomes, Findings and develop the Audit Intervention Plan. Produce Directorate compliance monthly, quarterly and annual reports. Manage the development of policies.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

OTHER POSTS

POST 09/70 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DHS11/02/2025**
Project Monitoring and Evaluation

SALARY : R1 200 426 per annum, all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with SACPCMP., BTech (Built environment) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP., Honours Degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Experience in human settlements development will be an added advantage. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Must possess a valid drivers' licence and must. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.

DUTIES : Design and analyse project effectiveness. Perform final review and approvals or audits on project designs according to design principles or the theory. Co-ordinate design affects and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Financial Management. Facilitate the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the sub-directorate. Facilitate sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Quality management, decision making, urbanisation developments, project management, change management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/71</u>	:	<u>DEPUTY DIRECTOR: SECTOR DEVELOPMENT PLANNING REF NO: DHS05/02/2025</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be added advantage. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage the development and review of provincial and municipal multi-year human settlements development plans. Design content and process plans for development and review of provincial and municipal Human Settlements development plans. Facilitate soliciting of external professional assistance for the development of Medium-Term Expenditure Framework (MTEF) to long term Human Settlements development plans. Interact with key Human Settlements stakeholders for the authentication of provincial and municipality human settlements development plans. Provision of support to municipalities for the creation of sufficient human settlements planning capacity for effective implementation of human settlements plans. Design provincial initiatives and programs for the strengthening municipal human settlements planning capacity. Mobilise external assistance to roll-out plans and mentoring of municipalities for effective and implementation of approved new and planned human settlements projects. Evaluate impact of human settlements capacity development initiatives at prescribed intervals. Develop systems and procedure for proper alignment of provincial and local government human settlements. Develop matrixes for alignment of provincial human settlements plans for PGDP, NSDF, MIG and SDF's. Identify opportunities for more linkages. Interact National and Provincial structures that advocate for integrated development planning to direct resources towards creation of sustainable human settlements. Develop mechanisms with an early warning system for effective monitoring of implementation of various human settlements multi-year development plans. Develop templates and systems for monitoring of implementation of provincial and municipality multi-year human settlements plans. Evaluate impact of various human settlements plans interact with appropriate institutions and organisation for improvement of monitoring processes. Engagement and participation in various national and provincial human settlements infrastructure related structures for forging partnerships that push forward the human settlements development agenda. Interact with Provincial and local government structures that promote holistic planning and development to synchronise human settlements planning with infrastructure provision, environment and economic activities. Interact with key stakeholders to ensure feasible implementation of human settlements plans. Evaluate impact of various arrangements for improving human settlements delivery processes. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/72 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: DHS06/02/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage new housing and (sustainable) human settlement policies, strategies, guidelines housing norms and standards. Facilitate a proper understanding of applicable laws, strategic direction (political) sentiments and government communiques. Facilitate account for longer-term, medium-term objectives impact and sustainability. Facilitate defined objectives, parameters (framework), benchmarks and milestones. Facilitate cost effectiveness together with the availability of resources. Facilitate consultation with stakeholders. Manage the reviewal of housing and human settlements policies, strategies and guidelines, as well as housing norms and standards. Facilitate critical evaluation and continued alignment with appropriate laws and national and provincial governments objectives. Facilitate the benchmark against stakeholder and client requirements. Facilitate built controls and review mechanisms. Apply appropriate measures aimed at early identification of potential problems and shortcomings. Facilitate ongoing feasibility and effectiveness based on the research and best practice. Facilitate best course of action (best practice). Manage advice to local authorities on policy interpretation. Facilitate proper introduction and understanding of new and revised policies. Facilitate mechanisms and consultative processes. Facilitate rulings in the case of uncertainties and disputes. Manage support to local authorities with policy development processes and structures. Facilitate continuous awareness and understanding of role in the policies, associated strategies and guidelines. Facilitate readiness in the availability of departmental support. Facilitate clear demarcation and mutual understanding of respective roles and responsibilities. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs, RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/73 : **DEPUTY DIRECTOR: BENEFICIARY MANAGEMENT REF NO: DHS07/02/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Human Settlements/Social Science/Public Management or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Facilitate and coordination of beneficiary management process and approvals. Facilitate the approval of beneficiaries as per set targets on annual performance plan and operational plan. Coordination of beneficiary management process across several housing delivery instruments. Provision of support to municipalities and

regional offices through workshops and other means to ensure credibility of beneficiary management process. Continuous engagements with ICT to ensure reliability of regional based network for smooth capturing on HSS. Administration and facilitation of approvals in respect of individual subsidies. Facilitate individual subsidy approvals by ensuring that beneficiaries are certain of the required support documentation to minimise unnecessary delays on approvals. Participation in the public hearings to grasp and administer beneficiary administration issues and devise means to resolve such. Participate in public hearings so as to administer beneficiary related enquiries. A template to be developed which will capture the nature and assist in monitoring progress. Compliance of reports which should serve as basis of engagement between management and relevant stakeholders. Participation in the door to door campaigns to complement the departmental initiative on beneficiary correct occupation. Embark on a door to door campaigns as part of beneficiary correct occupation project which seeks to establish alignment between HSS and the occupation of the housing units. Compilation of reports which should serve as a basis of engagement between management and relevant stakeholders. Effective management of the sub-directorate which includes coordination, compilation and submission of statutory and adhoc reports. Preparation of all strategic documents which include annual performance plans, operational plans and budgetary needs thereafter. Monitor the directorates performance and produce reports as required. prepare and conclude work plan agreements with relevant personnel and identify staff developmental needs. The management of human resources and performance. Management of human resources. Management of financial resources. Management of the performance in line with Performance Management of Development Systems (PMDS).

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/74 : **DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS 08/02/2025**

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Development Studies/Public Management/Social Science or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage the upgrading of informal settlements of the assessment, categorisation, plans and implementation of the informal settlements upgrading with the identified municipalities. Work with the municipality's requests. Manage the feasibility studies of assessment, categorisation, plan processes of prioritised informal settlements through the appointment of service providers. Manage the upgrading plans are implemented. Manage engagements of service providers with the respective stakeholders and communities. Manage the process of implementing of upgrading projects from the municipalities. Manage projects prioritised for implementation through project packaging. Manage funding approval for upgrading of informal settlement projects. Management of all procurement processes are done for the upgrading of informal settlements. Management of the establish partnerships with sector departments and ensure upgrading of informal settlements. Management of the financial management and facilitation of project payments. Manage the implementation of social economic amenities developments. Manage the feasibility studies and the needs analysis assessment. Prepare the project funding for social economic facilities. Manage the establishment of partnerships with sector departments and other users to ensure project success. Manage the procurement and contracting process. Manage the collaboration with district offices in ensuring project implementation process are conducted. Manage project claim payments. Management of close out process, handover. Coordinate of the full utilisation to

achieve the policy objectives. Collate information for Risk Management and Audit. Improvement plan implementation. Provide assistance in mitigating the risk management throughout the operations of the program and directorate. Provide assistance in responding to all relevant AG matters and the Audit Improvement plan. Participate in risk management engagement fora's. provide assistance in mitigating risk of the upgrading and social economic amenities projects as identified and mitigated by the departmental risks. Manage operational matters of the programme including management of the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of government assets. Supporting strategic leadership and IGR matters.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/75 : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: DHS09/02/2025**

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Real Estate/Public Management or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage the housing immovable assets. Facilitate the development and reviewal of policy and implementation. Develop standard operating procedures for property management. Facilitate proper management of government immovable assets. Manage the payments of rates and taxes for properties owned by the department. Facilitate the verification of immovable assets and report in the annual financial statements. Manage, maintain Housing Debtor system and asset register through enhanced extended discount benefit scheme policy. Facilitate the implementation of the system and asset register. Facilitate the development and management of the maintenance register. Facilitate the audits to ensure compliance. Facilitate comprehensive data base on state owned asset. Facilitate the transfers of pre-1994 housing stock. Manage property sales and transfer of the rental stock. Facilitate the sale and transfers of the rental stock. Manage the maintenance of housing assets. Facilitate state owned properties maintenance. Facilitate the implementation measures to inspect and determine status of state-owned properties. Manage the maintenance of properties and Body Corporates. Facilitate the transfer of pre-1994 housing stock. Liaise with municipalities on confirmation of pre-1994 housing stock and beneficiaries. Facilitate appointment of conveyancers and monitor the contracts. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/76</u>	:	<u>DEPUTY DIRECTOR: EMERGENCY HOUSING REF NO: DHS10/02/2025</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/BAdmin/Developmental Studies/Human Settlement/Built Environment or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage the provision of temporary relief to households living in exceptional housing situations. Determine the role to be played by the department in cases of disasters. Facilitate the assessment of structures for disaster affected households. Facilitate the compilation and submission of applications for temporary shelters. Facilitate the processing of the applications. Consolidate reports for shelters erected. Manage the performance of contractors. Manage the Emergency Housing Process administration. Compile cash flows for Conditional Grant budget. Monitor the Conditional Grant budget. Facilitate the certification of work done and processing of claims. Monitor filing system. Manage compliance with the submission of statutory reports. Facilitate the submission of IYM/DORA reports. Consolidate quarterly, half yearly and annual reports. Facilitate the submission of compliance reports. Manage the allocated resources of sub directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Communication management. Conduct weekly operational meetings with the team.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/77</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DHS12/02/2025</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Accounting/Auditing or equivalent qualification and/or Certified Internal Auditor (CIA) or Professional Internal Auditor relevant (PIA) professional certification or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage governance of the Internal Audit function and implementation of the standards. Monitor compliance with policy and legislative framework and ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies policies and procedures. Review implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Co-ordination and implementation of the combined assurance. Compile progress reports against audit plan, quarterly reports and annual reports. Develop the risk based three (3) year rolling Internal Audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Identify the audit universe identification. Develop and allocate the audit scope to individual audits. Develop a three (3) year rolling and one (1) year operational risk based Internal Audit plans. Communicate the plans to relevant stakeholders. Manage assurance and consulting audits on Governance, Risk Management and Control processes. Evaluate the departments' controls/objective to determine efficacy through internal audits. Review and manage planning, execution reporting of internal audits. Provide assurance on adequacy and effectiveness of governance,

risk and controls. Manage the collection of information for audits and compilation of internal reports to the accounting officer, management audit committee and other stakeholders. Advise management on how to improve systems and processes. Evaluate and contribute to the improvement of the departments governance, risk management and internal control systems. Review and manage follow up processes on the implementation audit findings. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports for the accounting officer and audit committee. Manage the effective functioning of the audit committee. Co-ordinate the appointment and contracts of the Audit Committee members. Co-ordinate the Audit Committee sessions. Manage the performance assessments of Audit Committee conducted by the Provincial Treasury, Co-ordinate the implementation of Audit committee resolutions. Manage the general administration activities that supports the audit committee. Manage the Audit Committee, communication and information protocol. Manage and report on the implementation of interventions identified as outcomes of audits – AIP, Combined Assurance report. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication Management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/78 : **DEPUTY DIRECTOR: CUSTOMER CARE REF NO: DHS14/02/2025**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA Public Administration/Public Management/BA/Social Science/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Manage the implementation of customer care policies and standards. Facilitate the development of customer care policies and standards. Facilitate the interface between the department and clients to determine the needs for customer care and help desk functions. Develop and implemented strategies and resources to facilitate client interaction. Monitor service provision to ensure adherence to Customer Care Charter. Develop systems to facilitate monitoring and identification of problem areas and communicate/engage relevant directorates. Review service provision and strategies to remedy negative situations. Facilitate the establishment and maintenance of the public liaison office and hotline and provide support. Manage effective interface and communication on complaints and response within stipulated timeframes. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the units Standard Operating Procedures. Attend to Internal Audit and AGs, RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/79 : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS15/02/2025**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Social Science/Human Settlements/Public Management/Administration or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Manage the reviewal and implementation of Monitoring and Evaluation framework in line with other legislations and prescripts. Manage the coordination of compliance performance report and manage compliance with submission dates as per the M&E Policy Framework. Compile quality statutory reports and facilitate adherence to the submission timeframes as legislated in the reporting frameworks. Provide guidance on the development of business processes and conduct back-end audit of programme performance. Manage audit of performance objectives and coordinate responses for request of information to conduct programme performance audit. Manage the evaluation of departmental projects and programme to improve the attainment of service delivery objectives. Communicate moderate results to top management and implement tracking tool to monitor progress of improvement plans. Manage the coordination and conducting of project level monitoring to assess project performance. Provide guidance on planning and execution of project level monitoring. Conduct site visits regional representative, site briefing, site visit, plenary. Quality assures the reports and circulate to the districts. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the evaluation of departmental effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the evaluation of departmental programme performance and coordinate reporting of findings, recommendations and development of improvement plans. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/80 : **ADMINISTRATIVE, SUPPORT AND CO-ORDINATION REF NO: DHS16/02/2025**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Administration/Office Management and Technology/Social Science/Human Settlements or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. 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. Must possess a valid drivers' licence.

DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organise and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate 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. Ensure the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensure that office equipment e.g. 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 Head Office. Obtain inputs, collates and compiles reports e.g. progress and management reports. Scrutinizes routine submissions/reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting. Consolidate the budget of the Head of Office for submission to the Budget Office. Prepare in-year monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the supervisor. Delegate functions to staff based on individual potential to provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/81 : **CONSTRUCTION PROJECT MANAGER GRADE A (X5 POSTS)**
Project Management and Quality Assurance

SALARY CENTRE : R833 499 per annum, OSD, all-inclusive package
: Chris Hani Region (Queenstown) Ref No: DHS17/02/2025
OR Tambo Region (Mthatha) Ref No: DHS18/02/2025 (X2 Posts)
Sarah Baartman Region (Gqeberha) Ref No: DHS19/02/2025
Nelson Mandela Bay Metro (Gqeberha) Ref No: DHS20/02/2025

REQUIREMENTS : National Senior Certificate National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of four (4) years' and six months certified experience or a BTech (Built environment field) with a minimum of four (4) years' certified managerial experience or Honours Degree in any Built Environment with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within a team setup. Human Settlements experience will be an added advantage. A valid drivers' licence is a must.

DUTIES : Co-ordinate the project initiation stage. Open the project file upon appointment by Chief Construction Project Manager. Provide input in the development of the procurement strategy. Provide input in the development of the terms of reference. Prepare the payment certificate of the PSP for feasibility report. Co-ordinate the project planning and design stage. Facilitate meeting with the appointed PSP and district/local municipality to communicate and agree on requirements. Prepare submission of the payment certificate for SCM returnable schedules for the development of contract. Provide inputs in the drafting of the Service Level Agreement (SLA). Facilitate meeting with PSP to commence with the professional services upon approval of the SLA. Provide inputs in the first draft of planning and design deliverables. Prepare payment certificate of the PSP for Geotech, EIA, House plans and design reports. Submit project enrolment file to Project Management Unit. Provide inputs in the development of procurement strategy for contractors required. provide inputs in the development of Terms of Reference (TOR) and present to Bid Specification Committee (BSC) for approval. Facilitate meeting with the appointed contractor and district/local municipality to communicate and agree on the requirements. Prepare payment certificate of SCM

returnable schedules for the development of contract. Provide inputs in the development of the SLA. Liaise with PSP for the site handover. Coordinate project implementation stage. Facilitate the construction of services. Facilitate the construction of housing units. Facilitate the rectification of housing units. Draft invitation letters for the introduction of stakeholders to the municipality. Liaise with the contractor in preparation for the handing over of documents. Issue copy of the building drawings, milestone breakdown, PIPs and specifications to the Control Works Inspector. Liaise with Social Facilitation Section/beneficiary admin units for establishment of Project steering committee and appointment of CLO. Conduct progress and technical meetings. Conduct site visits to monitor progress on site. Verify value created on site, validate and process project claims. Make follow-ups with District support on the payment claims. Submit copies of the payment stubs and payment reconciliation to the PSP and file. Prepare and submit quarterly contractor performance reports. Analyse and validate expenditure against the value created. Provide input during the preparation of Vos. Prepare motivations for issuing of non-performance notices. Prepare and present reports to various stakeholders (District/local municipalities), IGR forums. Provide support to the various stakeholders during project visit and verifications (M&E, Internal Audit, NDoHS etc). Coordinate project close-out stage. Facilitate submission of the close out report. Validate the required documents in the project file. Source any outstanding required documents in the project file. Submit the project file (inclusive of closeout report) to CCPM for project close out. File the approved project close resolutions.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/82 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: DHS13/02/2025**

SALARY : R556 356 per annum
CENTRE : East London
REQUIREMENTS : National Senior Certificate, B/ Degree (NQF level 7) as recognised by SAQA in LLB or equivalent qualification with eight (8) years' appropriate post qualification legal experience. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Manage legal administrative services. Draft legal documents, e.g. tender documents, guarantees, contracts, memoranda of understanding and agreements. Facilitate and co-ordinate liaison and consultations with legal advisors and experts. Conduct research into the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memorandum. Draft responses to legally based queries and complaints of service providers and the Public. Adjudicate settlements in the case of persons who have entered into agreements with the Department. Manage case documentation in matters of litigation. Obtain and compile affidavits, statements etc. Consult policy documents and legal handbooks and provide opinion. Consult with departmental/technical experts. Conduct in loco inspections. Scrutinise court records and evidential material. Prepare case files. Manage a climate conducive to legal awareness and compliancestate law. Provide support to efforts and interventions to raise legal awareness within the Department. Monitor departmental policies and strategies in compliance with applicable national and provincial legislation. Monitor interpretations in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Participate in investigations into irregularities. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/83 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO: DHS21/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Develop policies pertaining to human settlements development related matters. Render support in the formulation and review of provincial human settlements development policies. Render support in the preparation and submission of policy briefs and memorandum to executing authority cluster and EXCO. Analyse the policies to check if there are any existing gaps that may deprive the actual beneficiaries. Review existing human settlements development policies against set objective to check whether it addresses challenge. Interpret the human settlements development policies to the end users. Conduct workshops, human settlements development officials and stakeholder. Assist municipalities in human settlements development policy and analysis equip them with guidelines. Assist municipalities in policy development and analysis equip them with guidelines. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the Directorate. Audit plan. Financial management. Monitor the planning and reporting of the Directorate programs, manage and mitigate the risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit and AGs RFIs and Audit Outcomes and Findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/84 : **ASSISTANT DIRECTOR: NEEDS, RESEARCH REF NO: DHS22/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Human Settlements/Social Science/Developmental Studies or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Coordinate the review of Mid-Term, Strategic Integrated and Sustainable Human Settlements Research Agenda. Conduct research into the housing and human settlement sector. Compiled the business plan for the execution of research on identified areas of specific research projects in support of policy development and programme development. Liaise with research partners and stakeholders and maintain a database of relevant institutions. Gather relevant information sources and verify data contributions. Maintain proper mechanisms for data collection and storage. Analyse data, form conclusions and report on finds for consumption and utilisation. Administer proper reporting process. Ensure timely and adequate dissemination of research findings. Maintain a database/repository of research

material in a consumable and user-friendly format. Report on a regular basis on researched products through establishment reporting lines and mechanisms for tracking research applications. Maintain mechanisms for controlling access to and classification of information. Monitor, evaluate, and follow up on the implementation of research findings and recommendations ensure adequate co-ordination, interaction and feedback. Intervene timely and/or on an ad-hoc basis with follow-up research and recommendations for utilisation in practice. Institute follow-up procedures and reviews. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by the subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and research section. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter-alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish, implement and maintain efficient and effective communications arrangements in the unit. The development and management of the workplan of the unit and reporting on progress as required.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/85 : **ASSISTANT DIRECTOR: CAPACITY SUPPORT DEVELOPMENT REF NO: DHS23/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Developmental Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate the capacitation of municipalities on Human Settlements development. Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Conduct walk through and desktop assessment of municipalities. Monitor performance of accredited municipalities. Assess performance of accredited metros. Provide support towards accreditation of municipalities. Work in collaboration with the national Department of Human Settlements for the final assessment done by the Independent Capacity Compliance assessment panel, coordinate and support municipalities with the national housing needs register. Monitoring performance of municipalities on the national housing needs register and provide interventions. Monitoring the hands-on support programme. Identify municipalities for capacity building. Attend to requests from municipalities for capacity building sessions. Consult with internal programs on availability for the capacity building session. Present various human settlements policies. Compile report on capacity building sessions conducted. Facilitate skills audit for municipalities. Circulate the questionnaire to municipal coordinators. Collect the completed questionnaires. Analyse the data. Draft report on the outcomes of the skills audit with recommendations of training interventions. Facilitate the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Monitor the implementation of the programme. Coordinate project steering committee meetings. Compile a draft progress report on short learning programmes implemented. Facilitate the payment of service providers. Facilitate logistics for a certification ceremony. Facilitate the experiential learning programme. Organise meetings with the nominated mentors. Draft the implementation plan for placement of students. Monitor student progress at the various host organisations coordinate an evaluation session with all stakeholders. Compile a report for the experimental learning programme.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/86 : **CONTROL WORKS INSPECTOR REF NO: DHS24/02/2025 (X3 POSTS)**
Project Management and Quality Assurance

SALARY : R525 081 per annum (Level 10)
CENTRE : Sarah Baartman Region (Gqeberha)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Civil Engineering/Building and Construction as recognised by SAQA with 3 years' working experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Provide quality control services during the project implementation stage. Receive copy of the building drawings, milestone breakdown, PIPs and specifications. Scrutinize project plans and designs. Confirm rightful ownership of the site. Develop tick sheets and provide reports. Check the quality of the building material on site. Inspect the quality of workmanship and issue site instructions where applicable. Conduct site visits and attend progress/technical meetings. Provide support to various stakeholders during project visits and verifications (M&E, Internal Audit, NDoHS etc). Conduct site verifications for Vos requests. Provide project administrative support services during the project implementation stage. Open and maintain the quality assurance file. Sort and submit copies of the project documentation to Project Manager. Safeguard the project documentation. Update the Works Control System and provide reports. File the copies of reports. Monitor the value created on site for new work and rectifications. Open and maintain quality assurance file. Certify the value of work created on site. Conduct site audits. Identify requirements for new work and rectifications. Submit the report to Chief Construction Project Manager for action. Monitor the activities of contractors. Provide technical support and advice to contractors. Verify invoices and certify the progress of payments. Report problems emanating from projects to CCPM. Conduct inspection for release of the retention amount.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/87 : **ASSISTANT DIRECTOR: PROJECT FACILITATION IMPLEMENTATION & EPWP REF NO: DHS25/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Facilitate the implementation of expanded public works programme (EPWP). Communicate with districts to identify and register projects for EPWP. Analyse and compile district reports. Monitor and verify data capturers work. Facilitate compliance of EPWP principles in all housing projects. Attach EPWP guidelines in all tender documents and contracts. Provide support to districts in implementation of EPWP guidelines. Monitor tenders awarded to designated groups. Facilitate artisan development programme. Provide support in the artisan development programme. Monitor placement of youth with training institutions. Monitor attendance of the youth training. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit

		plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/88</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL HOUSING REF NO: DHS26/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R525 081 per annum (Level 10)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Business Management/Social Science/Public Management/Developmental studies/Human Settlements/Property Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
<u>DUTIES</u>	:	Facilitate the implementation of social housing projects. Support local and metropolitan municipalities in their applications for declaration of restructuring zones and monitor performance thereof. Prepare and process funding application submissions for social housing projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in social housing programme. Conduct awareness raising session on Social Housing Policy and regulations. Monitor progress during project implementation. Facilitate resolution of challenges that may erupt during implementation of social housing projects. Compile project performance report and submit. Facilitate the implementation of community residential units (CRU). Prepare and process funding application submissions for community residential unit projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in community residential unit programme. Conduct awareness raising session on community residential unit programme policy and regulations. Facilitate resolution of challenges that may erupt during implementation of community residential unit projects. Compile and submit project reports. Facilitate the implementation of first home finance. Verify application of potential applicants on HSS. Conduct first level override and editing. Facilitate process of payment on registration or lodgement with deeds office. Conduct awareness raising session on FHF to potential beneficiary and stakeholders. Compile performance quarterly report and submit. Manage the allocated resources of the sub-directorate. Timeously develop employee job description. Manage performance of the employee. Manage sound employee relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Manage assets of the unit. Manage the development and the implementation of the units' standards Operating procedures. Attend to internal Audit and AGs RFIs and Audit Outcomes and Findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/89</u>	:	<u>ASSISTANT DIRECTOR: HOUSING ASSET MANAGEMENT REF NO: DHS27/02/2025</u>
<u>SALARY</u>	:	R525 081 per annum (Level 10)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Real Estate (Property Practice/Public Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and

evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Facilitate management of Immovable Assets. Verify immovable assets. Monitor the utilisation of immovable assets. Open and update immovable asset register. Follow-up with the conveyancers until the transfer of the mother erven has taken place. Monitor the maintenance of housing properties. Facilitate the payment of rates and taxes for properties owned by the department. Facilitate the transfer of pre-1994 housing stock. Verify registers for different housing stock to be transferred. Request the list of beneficiaries from the municipalities for transfers. Provide support to municipalities. Facilitate the appointment of conveyancers and monitor their performance. Prepare and submit reports. Facilitate and coordinate all pre-1994 housing projects to be rectified. Collaborate with municipalities in identifying properties that need rectification. Consolidate the report and submit to the rectification programme. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/90 : **ASSISTANT DIRECTOR REF NO: DHS28/02/2025**
Housing Programme Facilitation and Administration

SALARY : R525 081 per annum (Level 10)
CENTRE : BCM Region (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Attend to housing administration matters regarding current and blocked. Attend to additional funding requests for the rectifications of projects. Receive assessments and technical evaluations, analyse recommendations to determine whether request is justifiable and within the subsidy quantum. Attend to additional funding requests for the rectification of projects. Ensure that amounts fall within allowable budget. Forward geo tech support, request to technical evaluation and variance calculator. Compile the project approval process for newly submitted applications. Distribute copies of project application received to relevant disciplines in the Department for evaluation. Receive evaluation reports; analyse recommendations to determine whether project is implementable. Prepare detailed submission ensuring that supporting documentation confirming the state of readiness is attached to the submission and submission to secretariat. Present submission to PACOMM and answer relevant questions. Monitor and guide beneficiary verification/approvals. Assist departmental officials when the need arise. Monitor project data. Reporting compile report. Attend to admin issues that impact negatively on the execution of projects. Facilitate the submission of project applications from developers. Visits and meetings with stakeholders to familiarise them with project requirements and procedures. Assist developers in compiling project descriptions and applications. Manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/91 : **SENIOR NETWORK ADMINISTRATOR REF NO: DHS29/02/2025**
Networks, IT Infrastructure Management

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Knowledge of Microsoft 365 E5 license administration, security, and compliance. Knowledge of Server and network administration (Windows Server, Active Directory, DNS, DHCP). Knowledge of Cloud and on-premises infrastructure monitoring and maintenance. Knowledge of IT security policies, risk management, and cybersecurity best practices. Knowledge of Backup and disaster recovery planning. Must possess a valid driver's licence.

DUTIES : Facilitate the installation, configuration, maintenance of servers, networks and cloud infrastructure. Configure servers and network devices. Consult with service providers for both LAN, cloud and server support. Monitor the desktop support and trainings. Monitor server performance. Test and install windows update. Create user accounts and mailboxes. Maintain uptime of LAN link. Facilitate and maintain ICT Infrastructure, ICT Risks, ICT Security and ICT continuity plans. Implement and maintain Information Technology (IT) continuity plans and infrastructure. Store and backup all Departmental data. Maintain the availability of user data. Implement patch management solution. Implement anti-virus solution. Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data. Conduct IT security reviews and IT Risk assessments. Facilitate and maintain ICT services and ICT assets. Monitor management and resolutions of users' problems. Maintain ICT service charter. Maintain user access rights and user access reviews. Implement and ICT service desk system. Monitor ICT asset database, register and verification. manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to Internal Audit AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/92 : **ASSISTANT DIRECTOR REF NO: DHS30/02/2025**
HRP Information Systems & HRA Services

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Human Resource Management/Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Must possess a valid driver's licence.

DUTIES : Determine HR needs, analyse needs and develop an effective HR Planning. Analyse current situation. Assess future needs in consultation with relevant

stakeholders to determine the gaps and get some inputs. Establishment of HR Plan Committee. Implement approved plan. Conduct awareness workshop on HR Planning throughout the Province. Monitoring and evaluation of results of Action Plan. Provide, advisory and consultation services to clients and make interventions regarding HR planning. Ensure employment equity. Assess future needs in consultation with relevant stakeholders to determine gaps and get some inputs. Establishment of employment equity committee. Implement employment equity. Conduct awareness workshops on employment equity throughout the province. Provide advisory and consultation services to clients and stakeholders. Monitoring and evaluation of employment equity plan. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management including mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/93 : **ASSISTANT DIRECTOR REF NO: DHS31/02/2025**
Information And Knowledge Management

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Librarian/Records Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Ensure the provisioning and maintenance of knowledge management services. Facilitate the provisioning of departmental central repository tool for policies, reports, standard operational procedures etc. Facilitate the development of knowledge portal. Facilitate the maintenance of knowledge management systems. Develop and maintain records standards and procedures for the department (File Plan, Disposal, Archiving). Promote IKM and records management best practices. Facilitate appointment and nurturing of IKM Champions (connecting people). Facilitate preservation of the institutional memory (connecting people to information). Ensure the maximum accessibility and credibility of data extracted from the organisations data system. Administering and maintenance of the programme knowledge management artefact. Facilitating and coordinating the knowledge management collection phase. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply the corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Analysing the effectiveness of the new knowledge management. Observe and evaluate the usage of knowledge management impact in terms on organizational benefits. Utilise the knowledge base resources and design a training for the staff and clients to help them access the knowledge management tools. Encourage the staff and workers to share knowledge effectively and efficiently. Facilitate accessibility of knowledge

management tools for all department employees. Facilitate the development and maintenance of single data repository for reporting and decision making. To manage, maintain and develop the knowledge management platform, so that information and data is accessible to employees. Facilitate the provisioning of physical and electronic records management service in alignment with the provincial and national archive act. Develop, monitor and maintain the physical and electronic records management policy. Coordinate the provisioning of source document(s) for audit, forensic investigation and research. Implement the systematic disposal programme for the department. Monitor and report on compliance with archiving norms and standards by detached centres. Develop and facilitate the implementation of records management capacitation programmes. Facilitate the provisioning of archiving, disposal and storage services. Monitor and maintain departmental archiving and storage policy framework. Facilitate the restoration and maintenance of old records. Develop and maintain the departmental file plan. Facilitate the provisioning of central document storage and archiving services. Facilitate that the audio-visual records are managed according to the requirements of prescribed prescripts and are stored correctly. The transfer of electronic/hard records to provincial as per National Archive Act. Conduct records management. Facilitate the implementation of systematic disposal programme for the department.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/94 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS32/02/2025**
Housing Programme Facilitation & Administration

SALARY : R376 413 per annum (Level 08)
CENTRE : OR Tambo Region (Mthatha)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) BDegree (NQF level 7) in Public Administration, Public Management/Social Science/Human Settlements / BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate and co-ordinate the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct home ownership workshop. Facilitate beneficiary profile for ceremonial handing over. Facilitate and coordinate the verifications of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the district office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries. Administer fleet management services.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/95</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHS33/02/2025</u> Project Monitoring and Evaluation
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Public Administration, Public Management/Degree (NQF level 7) in Social Science/Human Settlements/BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Administer the submission of project management monthly reports, Receive and record incoming monthly reports. Sort and reconcile the reports. Disseminate the reports to the relevant project management units. File consolidated and approved reports. Provide admin support on National Home Builders Registration Council applications (NHBRC). Receive and record enrolment applications. Submit completed and compliant enrolment applications to NHBRC offices. Receive and file the acceptance enrolment letters. Process paperwork for the payment of NHBRC fees. Provide general admin support to the unit. Procure goods and services. Arrange travelling and accommodation. Liaise with internal and external stakeholders in project management related issues. Prepare attendance registers for unit meetings. Monitor leave and attendance registers. Provide financial administrative support services for Project Management Unit. Request and analyse BAS reports. Capture and update expenditure in the commitment register. Compile cash flow projections conduct the shifting of funds.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/96</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS34/02/2025</u> Grant Management
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Internal Auditing/Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA) and DORA (Division of Revenue Act).
<u>DUTIES</u>	:	Provide administrative support in the management of the Provincial Housing Funds (Conditional Grant). Verify budget loaded on BAS against the approved conditional grant business plan. Receive payments and confirm funds available for project payments on confirmation schedule and on payments. Identify non-moving projects and guide programmes on shifting of funds. Draw BAS report, identify misallocations and reconcile to expenditure commitment sheet. Give instructions to subordinates on journals to be compiled and captured on BAS. Authorise journals on BAS. Distribute monthly reports to programmes to enable reporting. Populate the DORA reporting template with conditional grant expenditure from BAS on a monthly/quarterly basis. Finalise the DORA report in terms of the DORA framework and submit with all the supporting reporting to Provincial Treasury and National within prescribed dates. Prepare reports for interim financial statements (IFS) and Annual Financial Statements (AFS). Coordinate housing project payments and related transactions. Verify payments for full compliance with PFMA requirements, Treasury Regulations and Housing Policy. Verify data captured on BAS against the supporting documentation on the claims and on BAS. Authorise all payments on BAS. Verify if the checklist is attached to all claims and signed off before filling process is initiated. Follow up on ageing or problematic claims. Provide information upon request to Internal/External Auditors and other stakeholders. Provide admin support in the monitoring and reporting on Trust Accounts. Reconcile and verify

bank statements and reconciliation statements received from account administrators. Write letters to entities to follow up on outstanding recons/bank statement/interest and other anomalies identified. File all correspondence per entity. Receive and record all interest received. Record all Trust Account balances on reporting tool. Manage the allocated resources. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Attend to Internal Audit and AGs RFI, outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/97 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS35/02/2025 (X2 POSTS)**
Land Acquisition and Tenure Services

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Administration/Public Management/Human Settlements Development/Administration Management/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of service delivery (Batho Pele), sound knowledge and understanding of transfer and land ownership. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate the appointment, instruction and monitoring of conveyancers. Identify conveyancers to be appointed from the database and allocate projects to them. Ensure the conveyancers follow appropriate supply chain processes, assist in giving out instructions and monitor their progress. Provide technical advice to Municipalities on housing transfer processes and land related issues. Checking the status of land for the development of houses. Going to Municipality to check whether they have a piece of land for the development. Advise municipalities over the phone, through emails and physical visits on issue regarding land, title deeds to be transferred and title deeds to be handed over. Give them advice on how to handle different beneficiary issues. To ensure handing over of title deeds to approved beneficiaries. Liaise with the Municipality, Regions, and the office of the MEC on the number of title deeds to be handed over, venues and awareness of beneficiaries. Conduct beneficiary verification and facilitate handing over ceremonies. Facilitate the transfer of housing units to qualifying beneficiaries in conjunction with Conveyancers and Municipalities. Identify projects and beneficiaries to be transferred. Check their status on HSS. Liaise with municipalities and regions to confirm projects. Instruct and monitor conveyancers. Prepare payments for conveyancers and draft reports.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/98 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS36/02/2025**
Networks, It Infrastructure Management

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B.Degree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Public Administration/Public Management or equivalent qualification as recognised by SAQA with 2 years' experience as ICT technical support and ICT service management. Knowledge of human settlements ICT policies and procedures, Information Management, ICT Government policies and procedures and prescripts, Public Service Regularity Framework and performance management. Knowledge of SITA Acts and procurement processes.

<u>DUTIES</u>	:	Monitor the opening and closing of ICT support calls. Receive incoming ICT support calls. Log in the ICT support calls on the Service Desk System. Maintain accurate and update records of incidents, requests and problems. Provide first line support. Confirm if calls are attended to and closed. Conduct ICT asset verification. validate ICT assets against the Departmental asset register. Update departmental asset register. Receive hardware stock. Administer GICTM Procurement. Prepare draft procurement strategy. Draft specification. Present approved specification to Bid Specification Committee. Draft procurement memorandum. Receive hardware stock, sign delivery notes and invoices from service provider. Submit invoice to General Payments.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/99</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: DHS37/02/2025</u> HRP Information Systems & HRA Services
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Human Resource Management/Public Management/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Facilitate implementation of recruitment and selection process. Approve the advertisement on the e-recruitment system. Prepare packs for shortlisting and interviews. Provide secretariat support in the shortlisting and interview processes. Approve appointments on the PERSAL System. Issue appointment letters to successful candidates. Appoint successful candidates on the PERSAL System. Facilitate administrative support in structuring and re-structuring SMS, MMS and OSD members. Advise SMS, MMS and OSD members on how to structure their remunerative packages. Approve the transactions on PERSAL. Capture the transactions on PERSAL. Facilitate administrative support in the approval of all transactions in terms of appointments, transfers, movements, relocations, translations in rank and adjustments on PERSAL, internships, confirmation of probation and acting allowances. Draft a memorandum of approval to HOD for internal/horizontal transfers from other departments. Draft a memorandum of approval for acting allowance/acting in a higher post. Draft appointment letters, disseminate to employees and file the copy. Verify and approve transactions on the PERSAL System. Advise employees on their probation status. Approve internships transactions on the PERSAL System. Approve acting allowances on the PERSAL System. Facilitate the approval of payments on PMDS pay progression. Receive and verify PMDS (pay progression) qualifying list from HRD. Approve transactions on the PERSAL System. Supervision of staff. Manage performance of the employee. Manage sound employee sound relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of subordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communications. Facilitate the opening of employees files and send them to Registry as per NIMR requirements including the correct information on the PERSAL System. Request outstanding documents (marriage certificate, dependents certificates, divorcee decree, change of address, improved qualifications etc) from all employees. Verify and approve transactions on the PERSAL System.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/100</u>	:	<u>SENIOR WORKSTUDY OFFICER REF NO: DHS38/02/2025</u> Organisational, Design and Service Excellence
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Management Services / Production Management / Public Management / HRM / BAdmin / Public Administration / Social Science / Industrial Psychology / Business Analysis or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Must possess a valid drivers' licence.
<u>DUTIES</u>	:	Facilitate the development, implementation and review of the Service Delivery Model, OFA and Organisational Structure. Provide support in the development of the OFA and SDM. Coordinate the development of project implementation plan. Coordinate the appointment and capacitation of the task teams. Collect the data. Develop the plan for consultative sessions. Organise logistics for consultative sessions. Provide secretariat support duties during the sessions. Provide support in the analysis of the functional and post establishment structure. Provide support in the development and review of the organisational structure. Facilitate departmental business process management. Organise logistics to conduct the business process management. Analyse and review departmental business processes in consultation with process owner. Model the business processes using MS Visio. Development of departmental standard operating procedures (SOPs) in consultation with process owner. Coordinate the signing of the business processes and SOPs. Facilitate the Job Evaluation (JE) process and the development of job descriptions. Identify JDs that have reached the 5 year term and with changed texture. Develop the annual and monthly JD plans. Analyse, develop and review of JDs. Maintain JD database. Organise consultative sessions. Conduct interviews with job incumbents and supervisors. Capture jobs on the JE system. Capture jobs on excel spreadsheet. Organise JE quality assurance session with Office of the Premier. Facilitate the implementation and monitoring of service excellence. Identify directorates that require Change Management. Provide support in the development of the Change Management project plan. Provide support in the identification and capacitation of change champions. Organise logistics during the commemoration of Public Service Month. Provide support during the identification and capacitation of Batho Pele role players. Provide support during the hosting of the Batho Pele awards. Provide support during the culture survey process. Remind directorates about the submission of business cases and service excellence reports.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/101</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS39/02/2025</u> Cashflow And Debtors' Management
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Cost and Management Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Pubic Financia Management Act (PFMA).
<u>DUTIES</u>	:	Administer departmental bank accounts. Monitor day to day inflow and outflow from PMG account. Reconcile money transfer to the Exchequer monthly. Reconcile drawings to ensure that the Provincial Treasury reports are correct. Monitor the maintenance of the buffer. Monitor revenue collection. Draw report from BAS for revenue collected. Draft revenue pay-over and forward to the departmental bank.

		Draw bank statement from online banking app to ensure that revenue collected is transferred to Provincial Treasury (Provincial Exchequer Account). Safeguard all revenue financial records. Administer departmental debts. Receive request documents from end-users for debt creation. Capture all debtors accounts. Compile debt file. Update all debtor files and keep records of the movement of debts. Compile debtor's reconciliation and age analysis. Administer interest on trust accounts. Receive payment advisor statement. Draw bank statement. Draw BAS interest on trust account report. Reconcile money received on trust accounts.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/102</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS40/02/2025</u> Financial Control
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financia Management Act (PFMA).
<u>DUTIES</u>	:	Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payments and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Capture the verified journal on BAS and submit the journal for approval on BAS. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliation. Submit for inclusion in the Treasury instruction Note No. 02 of 2023/2024 before due date. Clear account to achieve zero balance required by Treasury. Submit for inclusion in National Treasury Instruction No. 03 of 2022/23 before due date. Records management. Verify journals before filing. File journals passed during the month. File reconciliation statements in accordance with monthly order.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (X2 POSTS)</u> Housing Programme Facilitation and Administration
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo Region (Kokstad) Ref No: DHS41/02/2025 Amathole Region (East London) Ref No: DHS42/02/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Provide administrative support in the registration of beneficiary applications. Liaise with all the relevant stakeholders involved in the housing development. Capture and verify subsidy application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. File application forms according to master list as endorsed by the municipality. Submit

subsidy approvals to Head Office. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Conduct social facilitation relating to social project issues. Establish project steering committee. Facilitate appointment of community liaising officer. Training project steering committee and community liaising officer. Audit project steering committees. Conduct home owners workshop. Facilitate beneficiary profile for ceremonial handing over. Provide administration support in the verification of requests from designated stakeholders. Communicate with all relevant stakeholders earmarked for housing projects. Conduct door to door verification. Refer reports to head office. Provide admin support in the District Office. Compile HSS formatted reports. Circulate HSS formatted report to project managers, local municipality and the service providers. Attend to HSS related queries. Supervision of staff. Develop employee job descriptions. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/104 : **ADMINISTRATIVE OFFICER REF NO: DHS43/02/2025**
Human Settlements Property and Assets

SALARY : R308 154.per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Office Management and Technology/Management Assistant/Administrative Management/Public Management/BAdmin/ Public Administration/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Attend to enquiries. Make photocopies. Distribute documents/packages to various stakeholders. Keep and maintain the filing system. Type basic letters and other correspondence. Keep and maintain the incoming and outgoing register. Provide personnel administration within the component. Maintain a leave register. Keep and maintain the attendance register. Keep and maintain personnel records. Arrange traveling and accommodation. Provide financial administration support services. Capture and update expenditure in the commitment register. Conduct the shifting of funds. Check correctness of subsistence and travel claims. Provide supply chain clerical support services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to the procurement.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/105 : **INTERNAL AUDITOR REF NO: DHS44/02/2025 (X2 POSTS)**
Internal Audit

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Internal Auditing or related fields majoring in Internal Auditing, BCom Degree with Auditing and Accounting as major subjects or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of International Standards for the Professional Practice of Internal Auditing,

DUTIES

monitoring and evaluation, information management, performance management and human settlements policies and procedures.

: Administer an internal audit project plan. Identify internal audit project risk and scope. Organise a team briefing session. Create a manual and electronic internal audit project file. Distribute an internal audit notification letter. Conduct a preliminary survey. Source/research/legislative and policy mandates relevant to the Internal Audit project. Develop engagements objectives and timeframe. Organise an engagement meeting with the auditee. Populate an objective, risk and control matrix. Obtain and document an overall understanding of the business process flow. Conduct an internal audit walk through test. Evaluate adequacy of controls. Prepare an internal audit programme. Update an internal audit planning checklist. Update internal audit project planning documents. Execute the internal audit programme. Design and develop an internal audit working paper. Obtain new professional developments and align to the relevant audit project plan and execution. Request auditee information. Conduct internal audit tests. Update internal working paper. Identify and discuss an internal audit exceptions. Deliberate on action plans. Align working papers with the audit programme. Update internal audit project execution documents. Conduct internal audit project follow up. Provide support on internal audit reporting. Prepare an exception standard report. Discuss draft internal audit report inputs. Reference internal audit findings to the working paper. Upload draft internal audit report on the system. Organise exit meeting. Update internal audit file. Prepare an internal audit checklist. Provide support to the departmental audit committee. Organise logistical arrangements for meetings. Develop and distribute agendas for the committee-initiated meetings, timeously issue invitations and reminders. Collect and compile necessary documentation for the committee meetings. Record minutes, resolutions of the meetings and communicate decision to relevant stakeholders. Co-ordinate and track the implementation of decision taken in all internal audit committee meetings. Safe-keep all documentation. Provide general administration and internal audit quality assurance functions. Prepare and follow up an internal audit evaluation checklist. Conduct internal audit performance appraisal. Update quality assurance improvement documents. Align internal audit project performance appraisals to Internal Audit Standards. Prepare project itinerary and logistics. Provide input to the post audit evaluation. Update internal audit project file.

ENQUIRIES

: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/106

: **ADMINISTRATIVE OFFICER REF NO: DHS45/02/2025**
Capacity Building and Municipal Support

**SALARY
CENTRE
REQUIREMENTS**

: R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/BAdmin/Development Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES

: Provide admin support in the implementation of the hands-on support programme. Processing of claims of hands-on support. Email payment stubs to hands on support members. Compile and maintain a database of payments to hands on support. Liaise with regional offices on hands on support claims. Liaise with municipalities on the establishment and functioning of the national housing needs register. Coordinate logistics related to National Housing needs register activities. Compiled and maintain database of national housing needs register training. Provide general admin support to the directorate. Provide admin support in the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Make follow up with invited municipalities. Compile a database of nominated participants. Liaise with the university about the logistics of the training and inform participants in writing. Capture application forms of the

nominated participants on the system. Record minutes for the Project Steering Committee meetings. Prepare payments for service providers. E-mail payment stubs to the service provider. File documents. Administer the implementation of the Scholarships Programme. Compile a database of students from various institutions. Provide secretariat duties during stakeholder meetings. Prepare individual student files. Verify documents in each file. File documents. Provide admin support in the implementation of capacity building sessions. Scan and e-mail letters to the identified municipalities. Prepare presentation packs for participants of the capacity building sessions. Inform the presenters about the venue and starting time of the session. File documents. E-mail questionnaire to municipalities. Follow up with municipalities with submission of forms. Capture the forms on the database. Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

ENQUIRIES

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POST 09/107

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ADMINISTRATIVE OFFICER REF NO: DHS46/02/2025
Beneficiary Management

SALARY
CENTRE
REQUIREMENTS

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R308 154 per annum (Level 07)
East London
National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES

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Provide administrative support on beneficiary approvals. Send verified application for searches. Receive list of approved beneficiaries from Grants Management. Forward list of approved beneficiaries to districts. Receive compiled list of approved beneficiaries from the districts. Verify the approved list from Grants Management against the compiled list of approved beneficiaries from districts. File the list of approved beneficiaries. Receive request to edit beneficiaries on Housing Subsidy System from the districts. Provide administrative support to municipalities for Beneficiary Correction Occupation and Beneficiary Allocation Committee. Secure appointments with municipalities and district offices to present Beneficiary Allocation Committees (BAC). Procure venue and accommodation. Draft agenda and attendance registers. Receive the appointment letters of the nominated BAC members from the municipality. Receive the appointment list of nominated BAC members from the district. Circulate draft appointment letters for approval by the Head of Department. File the appointment letters of the BAC Members as per their district. Receive requests from the district offices to conduct Beneficiary Correct Occupation (BCO). Secure an appointment with the district office. Record minutes of the meeting. Conduct door to door physical verification on BCO. Draft a report on the findings pertaining to the verification. Administer the individual housing subsidy process. Disseminate application forms to applicants. Receive complete application forms from conveyancers. Record the submitted applications on the incoming register. Capture completed application forms on the Housing Subsidy System (HSS). Send verified applications on HSS. Draft individual approved letters. Forward approved letters to conveyancers. Receive invoices from conveyancers. Prepare and submit claims to Grant Management. Receive payment stubs from Grant Management and forward to conveyancers. Provide support in the administration of the Directorate. Monitor the directorate expenditure to establish alignment with the operational plan and cash flow projections. Establish whether the expenditure is aligned with the operational plan and within projections. Capture and update expenditure in the commitment register. Compile cash flow projections. Conduct the shifting of funds. Facilitate the submission of progress reports and submission to internal and external stakeholders. Monitor the leave register. Receive, record incoming and outgoing correspondence. Receive PMDS files and update submissions on the spreadsheet. Procure stationery.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/108 : **ADMINISTRATIVE OFFICER REF NO: DHS47/02/2025**
Informal Settlements Upgrading

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Gather documents in respect of investigations, fraud and corruption awareness and ethics awareness programs. Prepare invitations for awareness sessions and other logistical arrangements. Prepare agenda and programmes for the sessions. Compiling relevant material for distribution during the session. Collecting relevant information required by an investigator from specified stakeholders. Assist in planning, preliminary investigation and provide the outcome of the investigation. Facilitate the Assessment, Categorisation and Plans for Informal Settlements for Upgrading in the identified Municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the delivery of assessment, categorisation and plans for Informal Settlements Upgrading in the identified Municipalities in line with the UISPG Framework. Facilitate the activation of Upgrading plans and interactions with the Municipalities in the development of the Informal Settlements plans by identification of projects processes from the upgrading programme in accordance with the UISPG Framework. Facilitate the review the EC provincial informal settlement strategic-Framework and other operational frameworks in line with the UISPG framework including the NUSP Forums. Facilitate the implementation of the Upgrading Plans of the informal settlements in the identified municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the EC Provincial Informal Settlement Strategic Framework and other operational frameworks in line with the UISPG framework. Facilitate the upgrading of informal settlements forum provincial meetings with municipal participation with support from NUSP. Facilitate the upgrading of Informal Settlements implementation plan phases 1 to 3. Facilitate the development of social and economic amenities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the procurement strategy implementation process and contract award (Turnkey methodology). Coordinate and participate in construction processes up to completion. Facilities site handover, project launch. Facilitate project monthly progress meetings. Facilitate processing of project related payments. Facilitate handover of the completed facility to the municipality. Provide project administrative support to the operations of the Directorate including Auditor General matters. Administrative duties. Performance management of staff. Budget. Leave Management. Discipline Management, Auditor-General reports.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/109 : **ADMINISTRATIVE OFFICER REF NO: DHS48/02/2025**
Chris Hani District Support Centre/Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Chris Hani (Queenstown)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework,

		Batho Pele principles, government policies and prescripts and performance management.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents. Administer transport service in the district. Organisation transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/110</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS49/02/2025</u> Admin Support Services Chris Hani
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani (Queenstown)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management.
<u>DUTIES</u>	:	Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/111</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS50/02/2025</u> Housing Programme Facilitation & Administration
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo Region (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Administer the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on housing policy regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct homeowner workshop. Facilitate beneficiary profile for ceremonial handing over. Administer the verification of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the District Office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/112</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS51/02/2025</u> Admin Support Services
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo Region (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for

beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFI and Audit outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/113 : **ADMINISTRATIVE OFFICER REF NO: DHS52/02/2025**
Sales, Transfers and Assets

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Human Settlements/B.Admin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES : Administer immovable asset register. Verify duplications on the assets register. Record movements done to additional or disposals. Capture evaluation values. Liaise with municipalities for valuation rolls not submitted. Administer the transfer of pre-1994 properties to beneficiaries. Process payment claims for conveyancers. Record list of erven transferred on the register. Pre-screen beneficiary list for the Conveyancers appointed by the department. Verify government immovable assets. Liaise with municipalities in the verification process. Request maps and general plans from Surveyor Generals office or municipalities. Conduct physical verification. provide administration support to municipalities on pre-1994 beneficiary administration. Assist beneficiaries with the completion and signing of the deeds of sale. Monitor the signing and processing of the deed of sale forms by delegated municipal official. Monitor the completion and sending of the deed of sale to the departmental appointed conveyancer.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/114 : **ADMINISTRATIVE OFFICER REF NO: DHS53/02/2025**
Institutional Performance and Programme Evaluation

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Development Studies/Internal Audit/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regularity framework, performance management.

DUTIES : Provide administrative support in the coordination of compliance reports. Confirm the log frame of the Annual Performance and Annual Operational Plans. Verify the correctness of the uploaded reporting matrix on the Organisational Performance Management System (OPMS). Update business processes of the programmes. Remind programmes about the uploading of quarterly reports on OPMS. Edit the draft analysis report from the evidence uploaded OPMS. Print the departmental performance reports. Submit departmental performance reports for approval by the Accounting Officer and Executive Authority. Administer programme performance audits. Make follow ups with directorates pertaining to the memorandum intending to conduct back-end-up audit. Identify findings during the back-end-audit processes. Provide administrative support in Project Level Monitoring. Send reminders to relevant districts about the planned Project Level Monitoring visits.

Procure accommodation in preparation for the planned Project Level Monitoring visits in the district. Prepare agenda and organise logistics. Conduct interviews with beneficiaries to verify if they are the rightful owners. Draft report on the outcomes of the Project Level Monitoring visits. Administer programme evaluations. Liaise with the Policy Development unit and identify non-compliance with policy and framework. Circulate the draft appointment letters of evaluation technical groups and steering committees for approval. Collate information in preparation for the development Terms of Reference. Conduct evaluation research. Draft evaluation report.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/115 : **COMMUNICATION OFFICER REF NO: DHS54/02/2025**
Media and Communications

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Relations/Journalism/Communication/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regularity framework, performance management. Must possess a valid driver's licence.

DUTIES : Provide audio visual communication. Record video raw footages of events. Capture high resolutions still images of events. Edit and archive photographs captured. Provide graphic designing. Provide posters, pamphlets, brochures, programs and booklets that confirms to brand manual/style guide. Provide all strategic documents and promotional material designs and layout confirms with brand manual/style guide. Provide videography and photographic services. Provide digital storage. Ensure easy to find footage and photographs archive in systems. High resolution images suitable for use of newsletters (Internal and External). Transfer images after event to social media and media. High quality standard video material suitable for broadcasting. Provide CI management for the department. Provide CI management for the department with reference to branding manual. Branding departmental cars, signage, gear promotional material and stationery. Video editing and knowledge of operating a drone/camera will be an added advantage. Portfolio of evidence of graphic designing and photographs.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/116 : **STATE ACCOUNTANT REF NO: DHS55/02/2025**
Financial Management Reporting

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Provide relevant information/reports from various divisions. Send reminders to relevant stakeholders. Maintain register of information/reports received. Compile financial statements in the required format. Seek approval from the relevant authority. Administer the working paper file. Collate information relate to expenditure, assets, liabilities and disclosure notes. Obtain source documents supporting expenditure that has been disclosed on the financials. Scan all documents in the working paper file. Administer the evaluation of payment vouchers. Withdraw relevant reports on BAS. Obtain the payments vouchers listed on the BAS report. Capture payment vouchers on the excel spreadsheet. Provide

administration and secretarial support services to the Director. Prepare, consolidate and submit monthly, quarterly progress reports. Receive and record incoming and outgoing correspondence. Attend to enquiries from internal and external stakeholders. Record minutes during the directorate meetings. Arrange travelling and accommodation. Monitor the attendance and leave register. Procure stationery. Records management. Make copies, scan and email documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/117 : **STATE ACCOUNTANT REF NO: DHS56/02/2025**
Financial Control

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with the bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payment and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliations. Submit for inclusion in the Treasury instruction note. Clear account to achieve zero balance required by Treasury. File the treasury instruction note. Records managements. File journals passed during the month. File bank statements.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/118 : **STATE ACCOUNTANT REF NO: DHS57/02/2025**
Salary Control and Management

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Administer payment of Human Resource Management Services. Receive, verify and capture all salary related payments. Register, record and verify the completeness of housing allowances for rental and homeowners. Recover departmental debts before processing leave gratuity. Open salary files for employees and stores locked in steel cabinets. Capture S & T and fuel allowances due to employees. Reconcile employees expenditure after supplementary run dates. Receive and verify the authenticity of documentation related to appointments, contracts and promotions. Prepare compliance letters for allowances that will be processed as manual payments. File salary files for new appointments within the department. Prepare, compile and capture manual payments for former employees. Prepare, compile and capture Basic Accounting Services (BAS) payments for S & T interview claims attending and professional registration. Control adjusted cost base recall control account accounting and

adjusted cost base limit. Draw, analyse reports and investigate to check the balances on the suspense account. Prepare recall/s on the excel spreadsheet. Reconcile the ACB recalls: CA account balance and submit to circular with narrative statement before the 15th of each month. Administer settlement of interdepartmental debts and control salary reversal account. Receive and verify interdepartmental claims from PERSAL. Record all interdepartmental claims on the interdepartmental register. Reconcile interdepartmental claims. Capture all the interdepartmental claims to BAS. Send payment stubs to the claiming department. Reverse undue payments. Records management. Update excel spreadsheet after run date for filling purposes. File all documents. Archive documents as prescribed by Treasury Regulations.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/119 : **PROVISIONING ADMINISTRATION OFFICER REF NO: DHS58/02/2025**
Bid Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), (NQF level 7) in Public Management/Public Administration/Supply Chain Management/Purchasing Management/B Admin/Social science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of procurement procedures, bid administration processes, knowledge of human settlements policies and procedures. Sound knowledge of government policies and prescripts including Treasury Regulations, PFMA, PPPFMA 2022 and other relevant prescripts. Must possess a valid driver's licence.

DUTIES : Provide secretariat support duties to technical bid functional committees. Organise sittings of the bid functional committee meetings. Distribute agenda and minutes to members. Record proceedings of the meeting and take minutes. Administer procurement compliance documents. Compile and prepare compliance reports for bid functional committee. Verify the supplier status on central supplier database (CSD). Compile and update request for quotations (RFQ) register weekly. Upload awards on departmental website and e-procurement portal system. Administer the submission of documents to contracts management. Request returnable documents written on the appointment letter from the service providers. Submit the procurement file of all awarded bids to contract management. Provide general administrative duties. Assist with the administrative duties of the BAC (Bid Accreditation Committee). Safeguard the bid files. Receive and record contract extension from end users. Collate information as per AG/Internal Audit Request for Information (RFI). Retrieve bid files from the strong room (storeroom). Submit information to internal and external stakeholders.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/120 : **STATE ACCOUNTANT REF NO: DHS59/02/2025**
Internal Control

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of standards for accounting practice and ethics, general recognised accounting principles, PFMA and accompanying treasury regulations, public service regulatory framework, information management, knowledge of human settlements policies and procedures, government policies and prescripts and performance management.

DUTIES : Verify supply chain management (SCM) related transactions. Check compliance with applicable SCM prescripts. Check the correctness and completeness of

source documents. Check compliance of authorizations with delegation framework, conditions and budget availability before issuing of orders. Identify discrepancies in submitted documents and check alignment with policies and procedures. Observe the bid closing process. Report on incidents of non-compliance and irregularities. Verify and analyse the submitted payments claims. Check compliance with the delegated framework and conditions. Verify correctness and completeness of Conditional Grant, general payments and salary related claims. Identify discrepancies and facilitate corrective actions. Provide necessary guidance on applicable limits as per the departmental S&T policy. Provide support during the assessment of irregular, fruitless and wasteful expenditure. Identify, and register irregular, fruitless and wasteful expenditure. Run BAS and HSS reports required for assessment or investigation of irregular expenditure. Verify submitted fruitless and wasteful expenditure register on a monthly basis before reporting, Safeguard face value documents. Keep face value documents in strong room issue face value documents on request by users. Monitor closure of face value documents during financial year end.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/121 : **REGISTRY CLERK REF NO: DHS60/02/2025**
Administration Services
Support To the Office of the MEC

SALARY CENTRE REQUIREMENTS DUTIES : R216 417 per annum (Level 05)
: Head Office (East London)
: National Senior Certificate, NQF level 4 with no experience.
: Provide registry services, attend to clients, handle telephonic and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function. 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 send via registered post and record the reference number in the register. Filing and tracking internal audit resolutions and that of all oversight structures. 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 achieved documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/122 : **ADMINISTRATIVE CLERK REF NO: DHS61/02/2025**
Anti-Corruption and Integrity Management

SALARY CENTRE REQUIREMENTS DUTIES : R216 417 per annum (Level 05)
: East London
: National Senior Certificate, NQF level 4 with no experience.
: Provide support in the implementation of the Minimum Anti-Corruption capacity requirements. Procure accommodation for capacity building sessions. Draft and print attendance registers, flyers and notices. Organise venue and confirm the number of attendees. Provide support during the conducting of preliminary investigations on reported cases of fraud and corruption. Source documents and collate information for investigations. Prepare responses acknowledgement letters and close out letters. Manage the flow of documents between the office of the Head of Department and the Unit. Attend to enquiries from internal and external

- stakeholders. Render clerical support services to the unit. Receive, record and scrutinise all incoming and outgoing correspondence. Procure accommodation and travel arrangements. Prepare attendance registers. Record minutes during meetings. Send out reminders for scheduled unit meetings. Draft memorandums for the procurement of stationery. File documents. Provide support in the administration of reported cases. Capture all the reported cases electronically. Prepare documents needed for the investigation of cases. File investigation documents. Attend to enquiries from internal and external stakeholders.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/123** : **RECEPTIONIST REF NO: DHS62/02/2025**
Administrative Support Services
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Nelson Mandela Bay Metro (Gqeberha)
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience. Knowledge of computer literate, sound organisational skills, good people skills, basic written communication skills, client orientation and customer focus, good communication and telephone etiquette.
- DUTIES** : Provide receptionist duties. Receive telephonic calls, messages and channels to relevant role players. Welcome, receive and direct clients to relevant role players. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain and control visit register at reception. Administer departmental fleet in the region. Issue of trip authority numbers. Inspection of vehicles. Check logbooks and close off on the 25th of each month. Attend transport meetings. Report faulty vehicles. Provide general admin services. Type letters or other correspondence when required. Provide assistance in admin tasks for the region. Provide general queries from the public.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/124** : **ADMINISTRATIVE CLERK REF NO: DHS63/02/2025**
Housing Subsidy Systems
- SALARY** : R216 417 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.
DUTIES : Administer invoices and project claims. Receive certified claims/invoices from programs. Verify the availability of supporting documents on claims received and ensure that all the required certification is attached. Verify the availability of project budget and duration of contract on HSS. Administer claims and invoices on Housing Subsidy System (HSS). Draw status report on HSS to check if sites claimed appear on the system and beneficiaries are approved. Capture claims on Housing Subsidy System against the correct payment milestone and classification. Records management of project files. Receive fully signed contracts from Contracts Management. Update index page on project file. File all contracts received on the project file. Retrieve project files required for audit purposes. Administer non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture non-financial data on HSS. Inform supervisor about errors on PIP.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/125** : **REGISTRY CLERK REF NO: DHS64/02/2025**
Information and Knowledge Management
- SALARY** : R216 417 per annum (Level 05)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.

DUTIES : Provide registry counter services. Attend to clients. Handle telephone and other enquiries received. Receive and handle delivery 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 recording management services. Open and close files according to the record classification system. File 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. Open and maintain franking machine register. Frank, post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to delivery to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letter franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/126 : **SENIOR ACCOUNTING CLERK REF NO: DHS65/02/2025**
Rebates Office

SALARY : R216 417 per annum (Level 05)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.

DUTIES : Provide support in the monitoring of tax administration. Complete and file monthly EMP201 before the seventh day of each month. Clear and capture IRP5s accumulations on PERSAL. Collate PERSAL and SARS reports for submission of Annual and Bi-Annual tax reconciliations. Attend to tax related queries. Provide support in the clearing of suspense accounts. Request BAS/PERSAL reports for monitoring of all salary rebates related suspense accounts. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the reconciliation of BAS and PERSAL expenditure reports. Collate BAS/PERSAL expenditure reports. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the deduction and distribution services. Capture applicable deductions on PERSAL as per the employees request. Distribute PERSAL reports timeously to respective financial institutions. Distribute payrolls timeously. Record and file documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/127 : **DRIVER/MESSENGER REF NO: DHS66/02/2025**
Support To the Office of the MEC

SALARY : R183 279 per annum (Level 04)

CENTRE : East London

REQUIREMENTS : Standard eight (8) with a valid driver's licence with a PDP. Work under pressure and difficult deadlines. Assertiveness and confidence.

DUTIES : Provide messenger services to the MEC office. Collect, distribute and control the movement of documents. Safeguard the documents to be delivered. Collect and deliver mail from and to other institutions. Maintain and update the delivery register. Handle routine and ad-hoc admin tasks relevant to the execution of the functions i.e. collect office consumables. Render driving services. Maintain accurate and up to date schedule trip sheets. Perform daily and post trip vehicle inspection. Report incidents and accidents timeously. Transport employees to their destinations.

Provide general vehicle maintenance duties. Keep the vehicle clean for trips. Inform transport officers when the vehicle is due for service or maintenance. Safeguard vehicle equipment. Sign and keep petrol slips safe. Safeguard the petrol card and the vehicle chip. Apply vehicle safety and precautionary measures.

ENQUIRIES

: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

OFFICE OF THE PREMIER

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

: 24 March 2025. 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).

OTHER POSTS

- POST 09/128** : **STATE LAW ADVISOR: LITIGATION REF NO: OTP 05/02/2025**
- SALARY** : R884 268 – R 952 605 per annum (LP 7), OSD
CENTRE : Bhisho
REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. A valid driver's licence. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.
- DUTIES** : Manage all litigation in the OTP and the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Provide opinions and advice as required by the OTP. Attend quarterly provincial legal advisors' forums. Attend State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research, source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Principal State Law Advisor. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the OTP. Render support in identifying, managing and facilitating the investigation of litigation claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Manage area of responsibility: Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Litigation Unit's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually Ensure that performance agreements and development plans are developed and implemented in the Litigation Unit within set timeframes.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : Youth and Persons with disability are encouraged to apply.
- POST 09/129** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATION REF NO: OTP 01/02/2025**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF Level 6/7 National Diploma/ Advanced Diploma /B. Degree as recognized by SAQA in Forensic Investigations /Law/Accounting/Financial Management and Auditing; 5 to 7 years practical investigative experience, of which 3 years must be at an Assistant Director level; Certified Fraud Examiner/ICFP as an added advantage; Appropriate training in Forensic Accounting/Fraud Examination and Affiliation to the Association of Certified Fraud Examiners; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc.; Legality and utilization of investigative techniques and equipment; Understanding of Tender Procurement processes; Departmental business processes; Leadership &

		supervisory skills; Computer literacy and Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Decision-making skills; Analytical thinking; Motivational and negotiation skills; Good interviewing skills; Solution orientated and ability to design ideas without direction; Ability to work under stressful situations; Must be in possession of a valid driver's license.
<u>DUTIES</u>	:	To manage, investigate and report on allegations of fraud and corruption in the Province, and to contribute to the prevention of fraud and corruption in the Province; Manage and Investigate allegations/cases of Fraud, corruption and; or financial misconduct; Evaluation of the allegations/cases and recommend investigation strategy/approach to the Director; PIM (preliminary investigation); Prepare Investigation Plan(s) for approval by the Director: PIM; Compile draft and final investigation reports for submission to the Director PIM for review & issuing to applicable levels of management; Gather comprehensive and complete evidence regarding alleged serious mismanagement of resources or unprofessional conduct; Make recommendations regarding courses of action to be considered; Referral of the alleged serious mismanagement of resources, unprofessional conduct, fraud and corruption to appropriate internal and or external authorities; Conduct, participate, and contribute to fraud awareness and ethics promotion programmes in the Province.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth, Coloured male and Persons with disability are encouraged to apply.
<u>POST 09/130</u>	:	<u>DEPUTY DIRECTOR: ICT OPERATIONS MANAGER REF NO: OTP 02/02/2025</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 - R1 000 908 per annum (Level 11), all Inclusive package Bhisho Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA in ICT-related field. Minimum of three (3) years' experience as Assistant Director in the field ICT Service Desk Management. The industry certification, Microsoft Certified: Azure Fundamentals will be an added advantage. The certification exam will be administered to candidates considered suitable for the post before an offer of employment is made. A valid driver's licence. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency Skills: Public Service Budgeting and Financial Management; Communication and Information Management; Client Focus and Responsiveness; Managing Interpersonal Relations and Resolving Problems; Planning and Organising; ICT Service Management and/or ICT Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/verbal). Expert digital literacy skills in the Microsoft 365 Fundamentals, Azure Fundamentals, and Microsoft Security, Compliance, and Identity Fundamentals. Ability to work long hours. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.
<u>DUTIES</u>	:	Implement and maintain ICT service agreements – align IT-enabled services and service levels with departmental needs and expectations. Publish and maintain live IT-enabled services in the service catalogues. Define and prepare service agreements based on the options in the service catalogues. Implement and maintain ICT suppliers – manage it-related services provided by all types of suppliers: Expertly utilise the SITA Transversal and non-transversal contracts and their applications in different procurement scenarios. Optimise requirements with input from SITA accredited suppliers. Formalise and manage the supplier relationship for each supplier. Manage, maintain and monitor contracts and service delivery. Implement and maintain an ICT quality management system – establish a quality management system (QMS). Focus quality management on customers – Manage the business needs and expectations for each business process, IT operational service and new solutions. Communicate customer requirements and expectations throughout the business and IT organization. Survey customer views on business process and service provisioning and IT solution delivery. Implement and maintain ICT availability and capacity – balance current and future needs for

availability, performance and capacity with cost-effective service provision: Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies. Review trend analysis reports identifying any significant issues and variances, initiating actions where necessary, and ensuring that all outstanding issues are followed up. Address deviations by investigating and resolving identified availability, performance and capacity issues. Implement and maintain ICT operational process controls – continually assess, monitor, and operate the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that the processing controls are aligned with departmental service delivery needs and that information processing is valid, complete, accurate, timely, and secure (i.e., reflects legitimate and authorised business use). Manage the ICT operational roles, responsibilities, levels of authority and segregation of duties needed to support the ICT operational process objectives. Authorise access to any information assets related to ICT operational information processes, including those under the custody of the business, IT and third parties. Manage ICT operational process exceptions and errors and facilitate their correction. Include escalation of ICT operational process errors and exceptions and the execution of defined corrective actions.

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

NOTE : Youth candidates are encouraged to apply.

POST 09/131 : **DEPUTY DIRECTOR: RESEARCH COORDINATION & POLICY DEVELOPMENT REF NO: OTP 03/02/2025**

SALARY CENTRE REQUIREMENTS : R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
 : Bhisho
 : A National Senior Certificate. NQF Level 7 Degree or Advanced Diploma certificate in Policy Analysis or Development Studies or Public Administration or Public Management. Minimum of three (3) years' experience at an Assistant Director level in a Policy, Research and Evaluation environment. Qualification in Evaluation Studies will be an added advantage. Must be in possession of a valid driver's license. Knowledge and an in depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government and planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal, Conflict Management, Problems Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, Communication (verbal & written).

DUTIES : Develop and review protocols, processes and guidelines for conducting research and policy development periodically and communicate these to stakeholders to guide effective research in the province, Support Provincial Departments to Develop and implement their Departmental Evaluation Plans. Support the Development and Implementation of the Provincial Evaluation Plan. Coordinate and Monitor the Implementation of Evaluation and Research Outcomes (Recommendations). support evidence-based policy decisions, Development and maintain a central information hub as a repository of research products for the province, Dissemination the research and Evaluation results to inform policy development, planning and service delivery improvement interventions, Support departments, district municipalities, metros and public entities on policy development processes, Coordinate and support the convening and functionality of the Research and Evaluation forum Development of the Provincial Research

agenda and plan that support evidence-based policy decisions and planning to ensure the attainment of provincial and national objectives, Coordinate implementation of the research agenda of the province, Support the management of the creation of new Research and Evaluation content and maintain existing research collections.

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

NOTE : White females and Youth are encouraged to apply.

POST 09/132 : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 04/02/2025**
(12 Months fixed contract)
Re-advertisement

SALARY : R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
CENTRE : Bhisho
REQUIREMENTS : Matric with an NQF Level 6/7 Degree/National Diploma as recognised by SAQA in Human Resource Development, Public Administration/Management, Development Studies, Management and Training Development, Social Science, Bachelor of Arts in Education or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three (03) years must be at an Assistant Director level in the related field. National Diploma in Occupational Directed Education Training Development Practices will be an added advantage. A valid driver's license. HRD Technical Knowledge and Skills are required: Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, QCTO, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. Computer literate and have knowledge of working on skills development systems.

DUTIES : Support the Strategic Skill Team with expertise in Skills Project implementation of donor funded projects. Identify opportunities and take action to build strategic relationships to help achieve L&D objectives. Maintain and manage stakeholder relations. Build professional relationship through engagement and regular communication and feedback with strategic partners. Analysing the SETA sector skills plan to ensure alignment to L&D strategic programmes. Contribute to the learning and development operations plan. Develop a skills Development monitoring, evaluate and reporting framework to measure effective implementation principles. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.

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

POST 09/133 : **DEPUTY DIRECTOR: BRANDING REF NO: OTP 06/02/2025**

SALARY : R849 702 - R1 000 908 per annum (Level 11), all Inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing/ Public Relations/Communications. Minimum of three (3) years' experience at an Assistant Director level in related fields. A valid driver's licence is required. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail.

Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours.

DUTIES : Implement the provincial branding strategy: Manage the development and implementation of the provincial branding strategy; Implement the branding strategy and policy to appeal to various targets. Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand.; Implement branding strategy to position EC Province as a preferred destination for trade, investment, and tourism. Implement creative branding campaign to strengthen brand eastern cape national and internationally. Implement the branding protocols and the supply branding materials to all provincial and special programs: Develop and implement the branding protocols; Develop and manage implementation of branding and exhibition plans for departmental, provincial events and national events executed in the province, including co-branding guidelines. Identify structures, platforms, and partnerships to effectively communicate the programmes of government: Identify branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Profile the work of government, through presenting a credible and professional image of the provincial government at exhibitions. Implement measures to evaluate the marketing and branding strategy impact to the brand equity. Support provincial departments and municipalities in communicating the vision and policies of government to the public: Guide Departments on the Marketing and Branding of the Provincial Government and Brand EC. Monitor application of the corporate identity of Provincial Government. Stay abreast of changes in the environment and implement adjusted branding 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: Lead and manage the staff and operations of the Branding sub directorate, reporting to the Director: Public Relations, Marketing and Branding.

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

NOTE : (Coloured females and Persons with disability are encouraged to apply)

POST 09/134 : **ASSISTANT DIRECTOR: SYSTEMS/ APPLICATIONS DEVELOPMENT REF NO: OTP 07/02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, NQF Level 6/7- Diploma/ Degree/ or Advanced Diploma in ICT (Informatics or Computer Science) with a minimum of three (03) years of experience as System Developer /Database Administrator at salary level 7/8. A valid driver's license. Knowledge: knowledge of IT Risk Management, Algorithms, data structures, operating systems and databases, understanding of the user requirement process, understanding of various tools and techniques in identifying functional requirements of software, Software development process and its technologies, design and develop test plans and software simulator to facilitate different levels of testing, Understanding of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models and Understand the requirements for verification and validation of design documentations; verify and validate. Skills: ASP.Net - C#, Microsoft SQL, Microsoft Azure, Microsoft SharePoint Online, ITIL, Microsoft Power Platform, Project Management principles, SDLC Methodologies, Knowledge of DevOps, Excellent Logical and Analytical Skills, Quality Assurance, Mobile Application Development and Integrating AI to Application Development and Databases.

<u>DUTIES</u>	:	Development of provincial systems/applications and databases (including websites, intranet, and extranet) in line with provincial branding and departmental needs. Provide database support to Office of the Premier and provincial government departments. Create, test, maintain and monitor database security features including database restore, login accounts settings, security updates, remote access settings, database audit settings, automate safe access, encryption, user management and more. Troubleshoot database related incidents. Generate database related scripts and reports. Design and share database technical designs. Migrate databases to newer and recommended technologies. Assist in development of mobile applications. Assist in enhancement of existing systems and applications. Collaborate with systems integration teams and stakeholders. Assist in securing, testing and deploying developed systems/applications. Assist other departments in systems/application development and hosting. Assist in rendering training and awareness sessions to all the provincial departments. Integrate developed systems and databases to produce one reporting dashboard.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Coloured females, Youth and Persons with Disability are encouraged to apply.
<u>POST 09/135</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 08/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Bhisho National Senior Certificate, NQF Level 6/7- Diploma/ Degree/ or Advanced Diploma in Social Sciences or Public Administration. Three (03) years of experience in strategic planning or performance monitoring and evaluation / reporting environment at salary level 7/8. A valid driver's license. Knowledge: knowledge of strategy development, strategy management and strategy monitoring and review processes, Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management.
<u>DUTIES</u>	:	Assist in the co-ordination of strategic and operational planning processes of the Department. Support the implementation of the annual performance planning process; Assist in the collection of inputs leading to the development of strategic documents and reports. Validate programme performance reports and PoE's. Provide feedback to programmes on the quality of submissions, reports and/or plans. Organise, store and maintain a database of all POE's and support the process of Performance Audit/s. Capture performance information and reports on the eQPRS system, as well as publish OTP strategic documents. Assist in the administrative work of the directorate.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	White males and Youth are encouraged to apply.
<u>POST 09/136</u>	:	<u>ASSISTANT DIRECTOR: M&E DATA SYSTEMS REF NO: OTP 09/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Bhisho National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Public Administration/Social Sciences/Development Studies. A postgraduate qualification in Monitoring and Evaluation and or membership of SAMEA would be an added advantage. 3 years' relevant training and work experience in monitoring and evaluation. A valid driver's licence. Knowledge and experience of working with data evaluation systems. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work

		independently with limited supervision; People management skills and computer literacy.
<u>DUTIES</u>	:	Provide overall performance monitoring and analysis support and perform the following functions: -Facilitate submission of quarterly Branch performance reports and supporting evidence. Analyse reports against planned targets. Developed quarterly dashboards to provide feedback to Management. Verify submitted evidence against reported progress for reliability, relevance and accuracy. Capturing and updating of data on the monitoring and evaluation. Make follow-up with provincial departments on outstanding and/or insufficient evidence for reported progress. Facilitate the consolidation and submission of quarterly performance reports. Provide support during audits of performance information; Participate and provide support to other activities of the Directorate.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	White females and Youth are encouraged to apply.
<u>POST 09/137</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: OTP 10/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with an NQF Level 6/7 Diploma/ Degree or Advanced Diploma qualification as recognised by SAQA in Social Sciences or Public Administration with a minimum of three (3) years' experience in performance monitoring and evaluation reporting environment at salary level 7/8. A valid driver's licence. Knowledge of strategy development, management, and monitoring, modern systems of governance and administration, legislative framework and government procedures on public finance, human resource management and transformation and Governance planning framework. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management and Citizen Focus and Responsiveness.
<u>DUTIES</u>	:	Provide support in monitoring and verifying the implementation of Provincial Priority Service delivery programmes: Support the verification of project delivery in government departments and municipalities. Render assistance in monitoring the implementation of commitments made during SOPA, SONA and Public participation programmes. Develop project reports for presentation in IGR structures for advice and action recommendations. Support the facilitation of the strengthening of institutions for improved service delivery: Facilitate the provision of feedback to management on identified delivery Facilitate the implementation of improvement plans developed by institutions as informed by MPAT and FSD findings and Monitor progress. Conduct assessment of the functionality of war rooms. Provide feedback on issues resolved by war rooms in appropriate IGR war rooms. Facilitate the resolution of service delivery complaints: Investigate stakeholders' concerns and make referrals, prepare service delivery reports, Escalate long standing unresolved issues to provincial management and other relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	(Youth candidates are encouraged to apply)
<u>POST 09/138</u>	:	<u>GIS ANALYST REF NO: OTP 11/02/2025</u>
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 6/7 qualification recognised by SAQA (Degree or Advanced Diploma) in GISc or equivalent qualification. Compulsory Registration to PLATO/SAGC as a GIS Technologist; valid driver's licence. Minimum of three years post-qualification experience in corporate GIS Technology work environment. Knowledge Required: Advance knowledge in designing and developing spatial

information applications - running on Windows/ SQL Server and Linux / PostgreSQL environment. Knowledge of GIS data management issues. Understand relevant spatial information legislation, i.e. SDI Act, NSIF policies, etc. Knowledge of the internal policies regarding all sections/departments. Key Competencies: Applied Strategic Thinking, Communication and Information Management, Customer Focus and Responsiveness, Networking and Building Bonds, Project Management, Problem Solving and Decision Making and Team Leadership.

DUTIES

: Design, plan and perform GIS analyses to address the strategic objectives of the provincial departments. Assist with Developing spatial information applications according to the policies and procedures of OTP. Assist with Developing relevant spatial models according to stakeholder requirements. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata onto the OTP website. Assist with coordinating the design, development and creation of geospatial Web Applications. Assist with conducting spatial analysis and visualisation of data to meet the stated requirement and specifications. Manage and implement processes and procedures in terms of aerial and satellite images. Facilitate the implementation of GIS to maximise the availability of information according to stakeholder requirements. Perform system audits and conduct needs analysis in terms of GISc Technology requirements. Assist with the Development and implementation of project plans, according to the operational and project requirements to ensure delivery within the agreed timelines. Assist with Drafting Terms of Reference for GIS projects to ensure the parties involved share and accomplish a common goal. Continuously monitor trends and developments in GIS to recommend appropriate interventions. Research and investigate the feasibility of the latest GIS technologies. Recommend and compile appropriate plans to respond to the research problem. Assist in Developing innovative methods/technologies for solving spatial data problems. Assist with Research and implementing latest GIS standards. Assist with Develop training manuals for end users on skills regarding innovative GISc Technology. Assist with managing and implementing knowledge sharing initiatives e.g. short-term assignments within and across operations, in support of individual development plans, operational requirements and return on investment.

ENQUIRIES

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

POST 09/139

: **ASSISTANT DIRECTOR: ICT USER SUPPORT TRAINER REF NO: OTP 12/02/2025**

SALARY

: R444 036 - R532 602 per annum (Level 09)

CENTRE

: Bhishe

REQUIREMENTS

: National Senior Certificate NQF Level 6/7 as recognised by SAQA in an IT-related field with a minimum of five (05) years professional experience of which a minimum of least three (3) years professional experience in an ICT user support and/or ICT learning delivery focused role. The industry certification, Microsoft Office Specialist: Expert (Office 2019); and/or Microsoft 365 Certified: Fundamentals will be an added advantage. The one of the two certification's exam will be administered to candidates considered suitable for the post before an offer of employment is made. A valid driver's license. Knowledge of IT systems and support, Budget Processes, Policy Development and Management, Public Finance and ICT procurement processes. Skills: Project Management, People Management, Planning and execution, Interpersonal Relations, Analytical thinking, Good communication skills and computer literate.

DUTIES

: Research, plan and develop digital literacy training framework – Research Digital Literacy Training (DLT) course content information to establish a baseline. Assess learner's current skill level and compare results with course prerequisites. Assess organizational needs for learning outcomes. Analyze results of needs assessment of the learner in relation to learning objectives. Modify learning materials to meet specific needs of organization, learner, situation, or delivery tools without compromising original course design. Methods and media for instructional delivery – Use delivery methods including media/tools as intended for the course and adapt

them to meet learning objectives and a variety of learning styles. Organize and introduce content in a variety of ways (for example, compare, steps in a process, advantages, and disadvantages). Identify and implement learning activities that are relevant to the course objectives and monitor learner comfort level during participatory activities. Stimulate interest and enhance learner understanding through appropriate examples, demonstrations, media clips, slides, anecdotes, stories, analogies, and humor. Use activities that allow learners to contribute to the discussion and review and apply content at appropriate intervals. Instructor credibility and communications – Provide and elicit from learner's practical examples of how knowledge and skills will transfer to their workplaces. Explain and clarify content points through inflection, emphasis, and pauses. Ensuring verbal and non-verbal communication is free of bias (for example, sexual, racial, religious, cultural, and age) and employ purposeful pointers, body language and/or vocal intonation to enhance learning and call attention to critical points. Evaluate the training events – Monitor learner progress, administer appropriate assessments, assess learner knowledge, evaluate learning objectives, and reinforce learning objectives. Monitor learner progress during training, develop, select, and administer appropriate assessments that follow recognized and accepted measurement principles. Gather objective and subjective information that demonstrates learner knowledge acquisition and skill transfer. Prepare a report documenting end-of-course information and submit reports to customers and/ Departmental units in accordance with requests. Administrate ICT training requirements – Annually review the Departmental ICT (DICT) staff skills gap analysis. Conduct and facilitate the ICT training procurement process where necessary. Control daily attendance registers and submit these to the relevant manager with relevant feedback. Keep a list of Frequently Asked Questions (FAQ's) to feedback to main project. Identify and register requests or suggestions regarding training and give feedback through the relevant manager.

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

NOTE : White males, Youth and Persons with disability are encouraged to apply.

POST 09/140 : **ASSISTANT DIRECTOR: RISK & SCM PERFORMANCE REF NO: OTP 13/02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, An NQF level 7 B. Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting/Auditing with at least three (3) years' experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration Decision making, Background in procurement or competencies in administration of bids, Computer skills, Problem solving, Writing skills, Creativity, Ability to engage with service providers with matters related to acquisition of goods or services, Highly motivated, Good understanding of acquisition/ demand management processes, ability to work under pressure.

DUTIES : Render support in ensuring optimum compliance within SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligations. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring compliance assessment report writing. Ensure accuracy of information on the compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate implementation of risk management interventions of SCM unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits

		(AG). records all SCMU related complaints on the complaints register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes with the department.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth and coloured males are encouraged to apply.
<u>POST 09/141</u>	:	<u>USER SUPPORT TECHNICIAN: PROVINCIAL ICT REF NO: OTP 14/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF Level 6 Diploma as recognized by SAQA in Computer Science, Information Systems, Software Development. A minimum of 1-2 years' appropriate experience in System Training and Help desk support. Knowledge: Knowledge of ITIL (information technology infrastructure library) (basic) and Knowledge of computer networks (basic). 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 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Whites, Indians, Youth and Persons with Disabilities are encouraged apply.
<u>POST 09/142</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR -GENERAL REF NO: OTP 15/02/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6 as recognised by SAQA in Office Management/ Office Support qualification with a minimum of 3-5 years' experience in a similar role in the office of an Executive Manager would be an added advantage. Knowledge: Good Understanding of Government Operations, basic knowledge of Financial and Human Resource processes. Skills: Good communication skills, Computer Skills and Telephone etiquette.
<u>DUTIES</u>	:	Provide a secretarial/ Receptionist Support to the Director- General, Render Administrative Support Services, Provide Support to the Director -General regarding meetings, Support the Director-General with the Administration of the budget, 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 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth, white females are encouraged to apply.
<u>POST 09/143</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: OTP 16/02/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate with NQF 6/7 as recognised by SAQA – Diploma / Degree in Financial Management / Public Finance / Finance Accounting / Administration or any other related field with minimum 3 years' experience in relevant area. Understanding and application of the Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies and other relevant acts, policies and regulations.
<u>DUTIES</u>	:	Provides a Secretarial/Receptionist support service to the CFO: Receive telephone calls in an environment where, in addition to the calls for the CFO, discretion is required to decide to whom the call should be forwarded. Perform advanced typing work, utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Coordinate with and sensitizes/advises the manager regarding engagements, Compile realistic schedules of appointments. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the CFO, Ensure the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies, Obtain inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports, Management reports, Respond to enquiries received from internal and external stakeholders, Draft documents as required, File documents for the manager and the unit where required, Collect, analyse and collate information requested by the CFO, Ensure that travel arrangements are well coordinated, Prioritise issues in the office of the CFO, Manage the leave register, Handle the procurement of standard items like stationary, refreshments etc for the activities of the CFO, Obtain the necessary signatures on documents. Provides support to CFO regarding meetings: Collect and compile all necessary documents for the CFO's meetings and distribute to relevant stakeholders, Record minutes/decisions and communicates to relevant role players, follow-up on progress made, coordinate logistical arrangements for meetings when required. Supports the CFO with the administration of the Unit's budget: Keep record of expenditure commitments, monitors expenditure and alerts CFO of possible over- and under spending., Check and correlate BAS/LOGIS reports to ensure that expenditure is allocated correctly, Identify the need to move funds between items, consults with the CFO and compiles draft memos for this purpose.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply.
<u>POST 09/144</u>	:	<u>PROTOCOL OFFICER REF NO: OTP 17/02/2025</u>
<u>SALARY</u>	:	R308 157 – R 362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6 as recognised by SAQA in studies relating to Public Relations and Protocol Services with a minimum of 1-2 years' relevant experience in a similar role. Knowledge: Knowledge of legislative framework that governs the Public Service, Security Standards and interpretation and understanding of Service level Agreements and contracts. Skills: Communication skills: Verbal, written, presentation (basic), Interpretation and understanding of Service Level Agreements (SLA) and contracts (intermediate).
<u>DUTIES</u>	:	Provide protocol services to state functions and events: Establish necessary procedures for receiving VIPs during an event. Render protocol services to Presidency, Ministers, Deputy Ministers, Premier, Members of the Executive Council, Executive Mayors of District Municipalities and Metros, Kings/Queens and Other Stakeholders, Coordinate briefing sessions for Principals. Provide advisory and consulting services related to protocol matters: Hanging of Official Photographs, Placement of National Symbols, Ensure that Order of Precedence is adhered to when crafting a programme, Ensure that Rubrics is adhered to when crafting Seating Plan. Participate in planning of events: Participate in plenary meetings, Develop protocol plan which entails the following: Application to host the event, Invitations and guest list, Programme, Holding rooms, Seating Plan, Accreditation and categories, Venue of the meeting, Floor plan, National Symbols, Ushering, Media Schedule, Sign Language Interpreters, Develop Order of

		Proceedings for Principals during events, Maintain Provincial Guest List. Provide support in the preparations for protocol training in provincial departments district municipalities and other stakeholders: Assist in the coordination processes of the Protocol Forum, Assist in the preparations for Protocol Training, Develop presentations for Protocol Training.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	(Coloured males, Youth and persons with disability are encouraged to apply)
<u>POST 09/145</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: OTP 18/02/2025</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417- R254 928 per annum (Level 05) Bhisho National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents, Monitoring of compliance with auditor Generals check list and Verification of indexing and files.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth encouraged to apply.
<u>POST 09/146</u>	:	<u>CALL CENTRE OPERATOR REF NO: OTP 19/02/2025</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.

- DUTIES** : 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 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : African females, youth and persons with disabilities are encouraged to apply.
- POST 09/147** : **GENERAL ASSISTANT SUPERVISOR REF NO: OTP 20/02/2025**
- SALARY** : R183 279 – R215 892.per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. No experience needed. Core and Process Competencies: Working procedures in respect of working environment and equipment operation. Knowledge: Cleaning methodology, equipment usage, consumables, general hygiene materials and basic OHS will be required for job performance. Skills: Time Management, Problem solving, Hygiene cleaning, Strong teamwork, interpersonal and basic literacy.
- DUTIES** : Performing cleaning supervisory services to include the following; Design and Implement weekly schedule/roster for the cleaning of facilities. Allocating designated areas to each team member and rotate were necessary to mitigate against business/service interruption. Ensure the cleanliness of offices and floors daily by sweeping, mopping and where necessary polishing and/or buffing systematically to allow employees to pass freely. Ensure that warning signs are placed during cleaning times. Ensure that office dustbins are emptied and waste dispose daily in the refuse bin for collection. Inspect and report all defects in the offices to the maintenance officer. Ensure periodical cleaning of windows on the inside at least quarterly on a rotational basis. Ensure that the team wears uniform /protective clothes daily and has sufficient cleaning materials/equipment. Facilitate the allocation and preparation of office cleaning material and cutlery, tea, water for meetings/trainings. Maintain a high standard of cleanliness and hygiene within the office. Ensure team performance by conducting monthly and quarterly performance reviews for subordinates.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : African males are encouraged to apply.
- POST 09/148** : **GENERAL ASSISTANT REF NO: OTP 21/02/2025**
- SALARY** : R131 265 – R154 626.per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : ABET level 4 or NQF level 1/2 qualification, no experience needed. Knowledge: Knowledge of cleaning materials will be required for the job properly, Knowledge on the utilization of cleaning material and knowledge on health and safety. Skills:

time Management skills, Problem solving skills, cleaning skills and strong teamwork and interpersonal skills.

DUTIES

: To perform General Assistant work; Load and offload furniture, equipment and any other goods to relevant destination, execute cleaning services according to departmental policy and procedure and standardized cleaning practices, Clean relevant workstation as assigned by supervisors and assist to move all materials from offices and passages to storage areas. Maintain premises and surroundings clean premises and vacuum specified areas as per supervisor's requests and surroundings and Empty dirt bins and remove refuse from premises. Maintain equipment and tools; Store and safekeep all maintenance equipment and tools, Detect and report malfunctioning of all maintenance equipment and tools and Keep availability and efficient use of all maintenance equipment and tools by checking stock to determine inventory levels.

ENQUIRIES

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

NOTE

: African females and youth are encouraged to apply.

PROVINCIAL TREASURY

APPLICATIONS

: Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za .and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person. For Attention: Ms T. Nkonyile

CLOSING DATE

: 24 March 2025

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be

well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In Terms of DPSA Directive on Compulsory Capacity Development, Mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

- POST 09/149** : **DIRECTOR: OD & CHANGE MANAGEMENT REF NO: PT 01/02/2025**
 Purpose: To manage Organisational Development and Change Management programmes in the Department.
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive)
 : Bhisho
 : A Degree (NQF level 7 as recognised by SAQA) in Public Administration/Public Management/ Industrial Psychology / Social Science/Production Management/Operation Management/Management Services, coupled A Degree (NQF level 7 as recognised by SAQA) in Public Administration/Public Management/ Industrial Psychology / Social Science/Production Management/Operation Management/Management Services, coupled with Minimum of 5 years' work experience at a middle/senior managerial level. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government). Nyukela Certificate (certificate for entry into the senior management service from the National School of Government). Skills And Competencies: In-depth knowledge of the legislative framework that governs the Public Service, Sound knowledge of OD, HR Management prescripts and legislations change Management principles, methodologies and tools. Strategic Capability and Leadership, Project and Programme Management, Financial Management, Change Management. People Management and Empowerment Information Management. Continuous Improvement, Managing Interpersonal. Conflict Management. Problems Solving. Planning and Organising, Decision Making. Communication (verbal & written).
- DUTIES** : Manage The Facilitation of Organisational Development and The Implementation Thereof. Ensure the management, development, facilitation and review of the service delivery model. Manage the development, facilitation and implementation of OD interventions. Ensure organisational review and redesign processes is in line with prescribed prescripts. Ensure organisational structure is aligned with departmental strategy and service delivery model. Ensure Job Evaluation is conducted in the department. Ensure workload analysis (determine post provisioning norms) is identified. Manage and ensure business process improvement initiatives is conducted. Ensure mapping and work method improvement and standard operating procedures is developed. Ensure organisational functionality assessments of department's internal systems and processes is conducted. Ensure The Development Of Change Management Interventions In The Department. Develop change management framework, methods and the implementation. Evaluate the impact and effectiveness of change management framework. Develop and facilitate the implementation of change management policies and strategies. Compile management reports through interacting with relevant stakeholders and the implementation of organisational development interventions. Facilitate the executive decision making on the change agenda of the department. Establish change management structure and build the capacity of designated change agents. Manage and lead training of change agents within the department. Manage Change Management Interventions. Engage the

line and executive managers on change strategies and facilitate the executive decision making on the change agenda of the department. Manage and lead the training of change agents within the department. Ensure development of capacity to deliver change management internal consulting services by HR Practitioners. Manage and Coordinate the Implementation of Transformation Programmes. Ensure the development of transformation policies, programmes and strategies and ensure monitoring of implementation thereof. Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. Ensure development of coherence service standards and service delivery improvement plans. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions (Batho Pele Programmes e.g. community and coalface engagements, public service week/month/day, service delivery awards, service delivery improvement deployments and unannounced visits). Manage development and provision of Service Charter and Service Standards Services. Design and implement change management initiatives (culture, behaviour, systems and organisational climate assessment). Manage customer relations and frontline improvement services. Manage Area of Responsibility. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Implement Manage Risk, Finance and Supply-Chain Management Protocols And Prescripts In Area Of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts, Ensure the Unit's assets are managed, maintained and kept safely, Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVS).

NOTE : EE Target: Coloured Female / African Male

OTHER POSTS

POST 09/150 : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES REF NO: PT 02/02/2025**

Purpose: To manage and monitor Financial Recovery Services to financially distressed municipalities.

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

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Public Finance / Business Economics / Accounting / Economics coupled with Minimum of 5 years' relevant work experience of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the municipalities, Supply Chain Management policies and practices, Risk Management policies and practices. Asset Management policies and practices, Departmental policies and procedures, Financial ratios and their interpretation, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, Project Management, Technical report

writing, Negotiation and facilitation, Knowledge Management, Information Management Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES

: Manage The Implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof. Monitor submission of monthly reports and conduct review of progress reported. Assist with solving any implementation and reporting issues. Proactively promote and enforce the government's actions, steps taken and consequence management in terms of the legal framework, and demanding actions to be implemented by municipalities. Assist the Provincial Treasury to sufficiently exercise their mandate in respect of local government monitoring, oversight, and intervention duties. Support Municipalities with Their FRP's and Interventions: Provide hands-on support to municipalities with the implementation of approved Financial Recovery Plans. Ensuring that the monthly reports on the Financial Recovery Plan are submitted to both Provincial Treasury and National Treasury and provide advice to the municipalities continuously. Ensure that FRP's are regularly reviewed and updated. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Promote Compliance by Municipalities On All Intervention Processes: Ensure timely submission of reports. Assess the performance of municipalities to determine the triggers to intervention and the mode of intervention in municipalities. Ensuring compliance with reporting framework. Verify the information on reports submitted to ensure that reporting is a true reflection of actual progress. Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare report on findings. Manage Area of Responsibility: Expend networks and collaborative effort with other role players in the province/district toward promoting effective planning and implementation of Financial Recovery Plans. Prepare management reports on the status of FRP implementation in municipalities. Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date. Follow up any non-compliance with reporting timeframes. Verify progress and prepare a report on findings. Report all areas of slow progress and non-compliance for Escalation to National Treasury.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/151

: **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS AND CAPACITY MANAGEMENT AND DEVELOPMENT REF NO: PT 03/02/2025**

Purpose: To monitor compliance with financial management and annual reporting framework

SALARY

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

CENTRE

: Bhisho

REQUIREMENTS

: A Degree (NQF level 7 as recognised by SAQA) in Finance / Accounting / Commerce / Economics coupled with Minimum of 5 years' work experience in Economic / Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes, Economic and business models, GRAP, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising,

DUTIES

Technical report writing, Negotiation and facilitation, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

: Monitor The Implementation of Accounting Standards (GRAP), And Review And Report On The Quality Of Annual Finance Statements: Develop a support plan for municipality on the preparation/compilation of annual financial statements. Review the Assistant Directors draft and In-year financial statements assessment. Direct, guide and advise stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Monitor Compliance with The Reporting Requirements: Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies through Forums and workshops. Review the submissions of audit reports, management letters and audit action plans. Review, monitor, support and report on the implementation of the audit action plans. Prepare & consolidate report on the annual and oversight reports tabled as required by Municipal Financial Management Act. Support municipalities in resolving audit queries escalated by Districts. Monitor And Support Departments On Financial Management And Reporting On Assets And Inventory: Monitor and support departments and public entities on asset register, trial balance and expenditure. Perform reviews of Annual Financial Statement (AFS)/ Interim Financial Statements (IFS) on asset and inventory management of municipalities. Monitor and Support municipalities on the development and implementation of audit action plan. Provide support on resolving audit findings on non-current and current assets of municipalities. Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Manage The Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/152

: **DEPUTY DIRECTOR: MUNICIPAL BUDGET REF NO: PT 04/02/2025**
Purpose: To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive)
: Chris Hani District
: A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 5 years' work experience in Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment,

DUTIES

Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

: Monitor and Provide Specialist Support on Budget Planning and Implementation: Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a budget assessment framework and provide comment and feedback to municipalities. Compile a tabled budgets assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Monitor and Support Municipalities on Governance and Institutional Management, In Line with MFMA Requirements: Assess MFMA implementation, compile reports and submit to the supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of those structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/153

: **DEPUTY DIRECTORS: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 05/02/2025 (X2 POSTS)**

Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.

SALARY CENTRE REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive)
: Bhisho
: A Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery of which 3 years should be at an Assistant Director Level. Valid driver's licence is compulsory. Previous experience in monitoring or working in municipal environment is essential. Professional registration as Engineer or Technologist or Technician with Engineering Council of South Africa (ECSA) will be an added advantage. Skills And Competencies: In-depth understanding of legislative framework that governs the

Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES

: Conduct Technical Advisory Support and make inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Assessment of Local Government Infrastructure Asset Management planning processes. Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, wear services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support infrastructure institutional structures. Facilitate capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Produce, Monitoring and Evaluation Assessment Reports on Budget and Expenditure Outcomes Affirmed Through Physical Verification of Infrastructure Projects For Department And Municipalities: Assessment of Section 71 reports. Validation and alignment between Municipalities database and sector specific reporting models. Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Monitor And Review Construction Procurement Strategy to Ensure Procurement Optimisation in Relation To FIDPM: To reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Manage Area of Responsibility; Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance ,training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/154

: **DEPUTY DIRECTORS: FINANCIAL ACCOUNTING, REPORTING & TRAINING REF NO: PT 06/02/2025 (X2 POSTS)**
Purpose: To manage the effective implementation of Accounting Practices and provide technical assistance and training to Provincial Departments

SALARY CENTRE REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive)
: Bhisho
: A Degree (NQF level 7 qualification as recognized by SAQA) in Financial Accounting / Financial Management coupled with 5 years relevant experience of which 3 years' experience should be at a middle managerial (Assistant Director level) in accounting environment. Skills And Competencies: Understanding and ability to apply legislative prescripts. In depth understanding and application of

Human Resource Policies and Regulations. BAS System, LOGIS system. PERSAL System. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds. Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Presentation and Computer Literacy.

DUTIES

: Monitor and Report on The Preparation of Afs and Implementation of Audit Improvement Plan (AIP): Monitor and provide support to departments and entities on the preparation of AFS to ensure they are prepared in accordance with relevant accounting standards and guidelines. Review Interim and Annual Financial Statements of the departments and entities provide feedback. Review the achievement of milestones on the Audit Improvement Plan (AIP) and AFS plan and prepare reports. Provide Technical Support to Provincial Departments and Public Entities: Provide support and technical advice on the interpretation of MCS and GRAP standards to both departments and entities and, during the audit. Analyse and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Prepare and submit consolidated financial statements to auditor general and respond to audit queries thereof. Manage The Implementation of Training Interventions: Review and update course manuals. Conduct training and report thereof. Develop Financial Management Training Plan, coordinate financial management related interventions in provincial departments and Public Entities and evaluate effectiveness thereof. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safely.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/155

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 07/02/2025**
Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)
: Sarah Baartman District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Supply Chain Management policies and practices, Asset Management policies and practices, Risk Management policies and practices, Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client

DUTIES

Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Team work.

: Render Technical Support on Budget Planning And Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Provide Support to Municipalities on Governance and Institutional Management, In line with MFMA Requirements. Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Administer The Monitoring Compliance of Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

<u>NOTE</u>	:	EE Target: African Male / Indian Male / Female
<u>POST 09/156</u>	:	<p><u>ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS REF NO: PT 08/02/2025</u></p> <p>Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks and Asset Management issues in municipalities.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R444 036 per annum (Level 09)</p> <p>Joe Gqabi District</p> <p>A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Asset Management policies and practices. Investment and cash management. Financial reporting on GRAP by municipalities. mSCOA Regulations. Computer literacy (MS Office). Ability to analyse and interpret financial information. Ability to interact with municipal officials responsible for financial accounting reporting, FMCMM reporting and mSCOA reporting.</p>
<u>DUTIES</u>	:	<p>Assist on improving the understanding of the technical application of accounting standards and financial reporting within municipalities as required by the municipal finance management act. Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Assist to roll out new accounting reforms and policies for implementation; provide training on reforms and provide support during AFS preparation. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA, Provide guidance on the compilation of audit action plans, also analyse audit action plans received and provide recommendations on how to address issues and provide a report to the Deputy Director; Assist in investigating areas of concern with regard to municipal financial health (financial ratios analysis) which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Assess the implementation of the Financial Management Capability Maturity Model (FMCMM) and monitor municipal action plans for remedial actions on areas where gaps have been identified and provide report to the Deputy Director. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Asset Management (AM). Assist in the analytical assessment framework for AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on AM policies against the legislated framework; Collate all the AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance. Manage Area of Responsibility: Review Asset Management and make recommendations to improve the efficiency and effectiveness of the Asset Management. Report on Asset Management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation</p>

and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure the management of assets in the area of responsibility: Ensures that assets are managed, maintained and kept safely.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/157 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 09/02/2025**
Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance, and report on MFMA implementation

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Chris Hani District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Supply Chain Management policies and practices, Asset Management policies and practices, Risk Management policies and practices, Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Team work.

DUTIES : Render Technical Support on Budget Planning And Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly, and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Provide Support to Municipalities on Governance and Institutional Management, In Line with MFMA Requirements. Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and

processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Monitor Compliance of Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, financial statements, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Assist municipalities to improve audit outcome. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/158 : **ASSISTANT DIRECTOR: MACRO ECONOMIC ANALYSIS & RESEARCH REF NO: PT 10/02/2025**
Purpose: To research and analyse economic, socio-economic parameters and imperatives within the provincial context.

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: A Degree (NQF level 7 as recognised by SAQA) In Finance / Economics / Statistic / Data Science coupled with Minimum of 3 years' work experience in Economic analysis environment at an Officer level (Level 7 or higher). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Knowledge of Policy Development and Analysis, Data Analysis/Analytics and Monitoring systems, Understanding of government budgeting, monitoring and reporting processes, Understanding of government financial regulatory frameworks (PFMA and Treasury Regulations, Intergovernmental Fiscal Relations, Division of Revenue, etc.), Risk Management policies and practices, Asset Management policies and practices, Planning, Programme and Project Management, Technical report writing, Negotiation and facilitation, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Financial Management, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written).

DUTIES : Analyse Key Economic Variables, Their Interrelations and Relevance For The Budget Through Inter Alia: Analyse the potential and constraints for growth and development and their interaction within governmental spending and revenue patterns/trends. Analyse alternative budgeting and expenditure impact scenarios

on selected key economic growth and development indicators (provincial economic review). Assess impact of previous fiscal policy objectives and selected economic variables. Assist in development of institutional coordination and sector integration. Perform Periodic Analyses, Maintenance and Update of The Provincial Socio-Economic Indicators Database: Source information to develop and maintain socio economic database. Analyse information contained in socio economic database to support evidence based policy decision making. Conduct Research and Contribute to Departmental Publications: Collect information for research and publications. Analyse data collected for research purposes and write reports to provide advice and guidance on socio-economic developmental issues. Provide logistics to disseminate information and engage stakeholders. Provide Support in Socio Economic Research, Analysis and Development; Provide inputs into socio economic section of the IDP's and LED strategies. Provide data/information to municipalities/ departments. Compile, prepare and access credible data to advance evidence-based budgeting.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/159 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING AND FINANCIAL ASSETS REF NO: PT 11/02/2025**

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Alfred Nzo District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Economic and business models, GRAP, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES : Assist On Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT: Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Web Based Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies through district Forums and

workshops Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities and overall sustainability. To Provide Practical Assistance And Control Mechanism On Issues Of Compliance To Supply Chain Management (SCM) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Assist Deputy Director in monitoring that policy that has been tabled before the municipal council and report on approved SCM Policy as per aligned to legislative framework; Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director to develop structured support plan.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/160 : **ASSISTANT DIRECTOR: FIS SYSTEMS ANALYSIS REF NO: PT 12/02/2025 (X2 POSTS)**

Purpose: Perform development, enhancements, support and provide expertise in Data Warehouse and Reporting Applications through the writing of relevant queries and the development of data analysis and Business Intelligence (BI) reports. This role requires a combination of technical expertise, report writing, problem-solving skills, and a strong understanding of data management principles.

SALARY : R444 036per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) In Computer Science / Information Systems / Financial Information Systems / IT coupled with Minimum of 3 years' work experience at an Officer level (Level 7 or higher) in data warehouse developer, data analyst, data scientist, or Business Intelligence Developer, and with at least 2 years' experience working with MS SQL. Experience and knowledge of any BI tools (e.g. MS Power BI) will be an added advantage. Skills And Competencies: Advanced knowledge and experience in relational databases. Strong communication skills, presentations and report writing. Proficiency in MS SQL including ETL (SSIS), T-SQL, and experience with data warehousing technologies. Proficiency in MS Excel. Knowledge of data modelling techniques. Strong understanding of data management principles, including data integration, and data security. Ability to troubleshoot and resolve issues related to data warehouse performance and data quality. The ability to work effectively with other team members and stakeholders to understand their data requirements and ensure the data warehouse meets these needs. Ability to design, analyse, and interpret complex data warehouse structures and schemas. Experience in database design for data warehouse and business intelligence applications, including relational database structures and normal forms. Responsiveness, Team

DUTIES

Player, Interpersonal Skill, Communication, Collaboration, Planning and Organising, Problem Solving and Decision Making and Project Management.

: Business Analysis: Analysis of requests for automation of business process that have a financial implication. Conduct business requirements needs analysis. Reviewal of and reengineering of business processes related to financial systems that require process improvement. Define reporting and alerting requirements of stakeholders as well as key reporting points and metrics to be tracked. Analysis of requests for financial systems data to identify common areas that require standardised reporting - Provide input into the enhancement of the financial information systems data warehouse standard operating procedures. Support In Identifying Relevant Data Sources and Extract Transform and Load Data For The Financial Information Systems Data Warehouse; Assist in identifying relevant data sources for the financial information systems data warehouse. Integrate data from various sources into the financial information systems data warehouse, ensuring consistency and accuracy. Develop and manage ETL (Extract, Transform, Load) processes to move and transform data between systems. Cleanse, import, and store data into the financial information systems data warehouse. - Implement and maintain mechanisms to ensure the quality and accuracy of data within the financial information systems data warehouse. Implement and manage data security measures to protect sensitive data. Analyse the data in the Financial Information Systems Data Warehouse; Optimize financial information systems data warehouse performance to ensure fast and efficient data retrieval. Monitor and analyse data using Business Intelligence tools and techniques. Design data models to accurately represent business processes and support data analysis. Collaborate with the relevant internal and external stakeholders to ensure the financial information systems data warehouse meets these needs. Manage data requests to ensure prioritisation of stakeholders and timeous responses. Work as a member of the financial information systems data warehouse team to deliver business intelligence information to the stakeholders in a timeous manner. Assist in the analysis of the data in the financial information systems data warehouse to determine trends / patters and potential anomalies that require further review. Development and maintenance of standardised reports based on identified trends and patterns. Project Management and Functional Support (Training); Providing project management support to FIS and related project and data initiatives. Provide project administration. Ensuring that all project activities are accurately documented. Monitoring project implementation against planned targets. Escalation of project delays. Supporting project implementation and Change Management initiatives. Development of required training material related to project implementation and data initiatives. Provision of Functional support and training of users. Training of users on the data provided in response to requests for information and how to use available tools e.g. MS Excel and PowerBI etc. Administration; Communication of plans and unit performance to critical stakeholders. Maintain knowledge systems by keeping updated records of all critical business processes. Annual Performance Plan (APP) and Operational Plans are developed and implemented within the set standards. Work from the unit (letters, memos, plans, reports) is of acceptable levels of quality and within the timeframes agreed in the service standards. Provide input into the quarterly reporting of the performance of the financial information systems data warehouse unit. Comply with standard administrative responsibilities.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs)

NOTE

: EE Target: African Male / Indian Male / Female

POST 09/161

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 13/02/2025**
Purpose: To ensure optimal and sustainable budget management.

SALARY
CENTRE
REQUIREMENTS

: R444 036 per annum (Level 09)
: Amathole District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years'

work experience in budget or financial reporting environment at an Officer level (Level 7 or higher). Previous experience in budget or financial reporting in local government environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework ,Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, monitoring systems and processes, accounting principles, strategic capability and leadership, programme and project management, budget and financial management, planning and organising, technical report writing, negotiation and facilitation, numeracy, change management, knowledge management, information management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication (verbal & written), computer literacy, extensive strategic planning.

DUTIES

: Provide Assistance in Monitoring the Implementation of The Budgeting Framework By Municipalities And Provide Technical Support To Delegated Municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide Assistance and Support on The Provision of Guidance On Budget Planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal web-site) of municipalities' budget and other relevant documents. Provide Assistance and Support in Monitoring, Evaluating & Reporting On In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Provide assistance in the analysis of the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance and Support in Monitoring Compliance by Delegated Municipalities With Respect To MFMA, Dora And Other Applicable Legislations And Regulations: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area of Responsibility; Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

<u>NOTE</u>	:	EE Target: African Male / Indian Male / Female
<u>POST 09/162</u>	:	<u>OD PRACTITIONER REF NO: PT 14/02/2025</u> Purpose: To facilitate and provide support in the implementation of Organisational Development Interventions, JE, process design and productivity improvement.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Bisho
	:	A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Organisational Development / Industrial Psychology / Management Services coupled with Minimum of 3 years' experience in Organisational Development environment. Skills and Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management, Diversity Management. Job Evaluation process & policy. Visio, Web-enabled system. Business Process Modelling / Management. Organisational Development Models, Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Policy Analysis, Project Management, Analytical thinking, Interpersonal Relations, Knowledge Management, Diagnosis Skill, Good Planning & Organising, Good Research Skills, Problem Solving, Facilitation, Consultation Skills, Influencing, Good Communication Skills (verbal & written). Computer Literate.
<u>DUTIES</u>	:	Provide Technical Input in The Reviewal and Re-Design Organizational Structure in Line With Imperatives Set By The Strategic Plan; Render support in the development of organisational review and functional structure. Provide technical input on the alignment of the organisational structure with departmental strategy. Provide the development and consultation on functional organisational structure with internal and external stakeholders in the department, Provide administrative assistance in the analysis and compilation diagnostic report. Render the development and maintaining of functional organisational structure. Render administrative assistance in the formulation and compilation of Service delivery model. Provide administrative assistance in the compilation of organisational climate survey to be in line with change management imperatives. Provide Technical Input In The Reviewal And Re-Design Organizational Structure In Line With Imperatives Set By The Strategic Plan; Provide technical support on the review job descriptions and ensure alignment to the approved organisational structure. Render guidance to all stakeholders on the development of job descriptions. Ensure the development of job description database. Ensure maintenance of the job description database. Identify all positions that are due for job evaluation processing. Coordinate implementation of job analysis and capturing of data in the Job Evaluation system. Present evaluated positions to relevant JE Structures. Draft report requesting approval of JE results and implementation of results. Conduct Business Process Management Service, Sop's, OFA, SDM and Facilitate the Implementation of Operations Management Framework (OMF). Identification and initiation of process improvement. Render administrative assistance in conducting business process analysis (AS- IS) and business process improvement (TO- BE). Render administrative assistance in the development of Standard Operating Procedures for the department in line with DPSA prescripts. Render admin services in the implementation strategy for change processes. Render administrative services in the development and implementation of organisational functionality assessment. Provide support in the facilitation of Productivity / Business Process Improvement Initiatives; Render assistance in the analysis of business processes. Assist in identifying and defining opportunities for automation using relevant tools such Business Activity Monitoring, Workflows, and BPM solutions. Arrange engagement meetings with Business Analysts and Software Developers where process automation options are identified. Render support services in productivity measurement studies in line with DPSA guidelines.

ENQUIRIES

: Provide support in the analysis and documentation of the realization of business benefits. Assist in the implementation of the Operations Management Framework. Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / Indian Male / Female. This post is earmarked for a person with disability.

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

: 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 submit via one of the following options: directing to a specific relevant centre:

Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605

Amathole Museum: Qonce Enquiries. F. Kigozi – 043 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce

Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838/1839. Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Alfred Nzo District: Attention Mr M.B. Gugwana: 039 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Bayworld Museum: Gqeberha Enquiries. Mr. L. Mini Mr. V. Ketelo – 041 584 0650 – Bayworld Museum: Hand deliver to 23 Beach Road, Humewood, Gqeberha

JOE Gqabi District: Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai

Sarah Baartman District: Attention Ms. S. Mpafa: 046 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Chris Hani District: Attention Mr. X. Kwanini / Mr. T. Thomas: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndongdo Building, Komani Hospital.

CLOSING DATE

: 24 March 2025. No Late/ No Faxed/ No e-mailed/ No Posted/ No Hand delivered applications will be accepted.

NOTE

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

subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference.

OTHER POSTS

POST 09/163

: **MUSEUM HEAD REF NO: DSRAC 13/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration)
: Amathole Museum (Qonce)
: National Senior Certificate plus a National Diploma (NQF level 6/7 as recognised by SAQA) in in Social Science or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

DUTIES

: Management of humanities and natural science collection services. Manage curation of anthropology history and mammalogy collection. Manage research and publication of collection. Management of education, exhibition and taxidermist services. Manage and facilitate education and exhibition services. Manage public outreach programmes. Management of communication, marketing, visitor and library services. Manage marketing and promotion of museum services. Manage public programmes and visits at the museum. Manage provision of library services. Management of auxiliary and corporate services. Ensure provision of building and grounds maintenance. Ensure provision and disposal of waste collection. Manage safety and security of museum and its affiliate missionary museum. Manage fundraising initiatives for the museum. Provide and manage human resource services. Provide and manage supply chain services. Provide and manage finance services. Management of the Board of Trustees. Engage with stakeholders (donors and supporters). Manage agreements of the Board of Trustees. Manage and report on financial matters of the Board. Conduct meetings for the Board of Trustees. Report on Board of Trustees matters. Management of general administration support. Give input in the development of strategic, operational / business and procurement plans. Compile and submit reports. Manage allocation of resources. Manage attendance register and leave records. Manage financial resources

		(procurement of goods and services). Manage EPMSD and staff development training needs.
<u>ENQUIRIES</u>	:	F Kigozi Tel No: (043) 642 4506 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/164</u>	:	<u>DEPUTY DIRECTOR: RESEARCH & POLICY DEVELOPMENT REF NO: DSRAC 02/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Qonce
	:	A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by in Public/Business Administration, Social Sciences or any relevant qualification coupled with 3 years' experience in the field of developing, implementing policy and overseeing research and or in related field of which 3 years must be at an Assistant Manager level. Strong business acumen. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid driving license. Key Competencies: Extensive high-level knowledge of Research and Policy Development as well as the interpretation of policies. Analytical and an Innovative Thinker. Events and Project Management. Financial Management.
<u>DUTIES</u>	:	Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Work with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMSD and staff development training needs. Manage attendance register and leave records.
<u>ENQUIRIES</u>	:	R. Swartbool Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities

<u>POST 09/165</u>	:	<u>DEPUTY DIRECTOR: HR ADMINISTRATION AND PRACTICE REF NO: DSRAC 03/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Qonce) A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Human Resource Management or Public Administration or Public Management or any relevant tertiary qualifications coupled with a minimum 3 years relevant experience at AD/ junior management level in the field of Human Resource Management. A valid driving licence. Key Competencies: Knowledge of HR Policies. Knowledge of PERSAL. LOGIS and BAS. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Manage recruitment and selection processes within the Department. Co-ordinate constitution of recruitment panel. Co-ordinate submissions to PCMT. Manage conditions of service and remuneration. Co-ordinate the appointment, remuneration and staff mobility. Monitor allowance benefits payments. Co-ordinate auditing of service records. Co-ordinate auditing of capped leave. Monitor leave trends and PILIR compliance. Monitor service benefits implementation. Coordinate finalisation HROPT project. Provide advice to the departmental institutions on HRA matters. Coordinate HRM forums. Advise departmental employees on remuneration matters. Coordinate pension awareness sessions. Give guidance and interpretation of prescripts on HRA issues. Analyse reports, determine trends and advise management on corrective measures. Analyse PERSAL reports. NMIR biographical data capturing. Co-ordinate audited financial statements. Oversee management of personnel records. Ensure the HR registry compiles with archiving and disposal of files. Facilitate HR records management. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Attend to all audit queries. Manage staff discipline. Compile and manage monthly reports. Manage EPMDS and training needs for the staff. Manage staff coaching and mentoring. Manage leave management. Manage Procurement processes. Manage component assets. Manage staff meetings.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/166</u>	:	<u>SENIOR LEGAL ADMIN OFFICER (MR 6) REF NO: DSRAC 01/03/2025</u>
<u>SALARY</u>	:	R556 356 – R625 059 per annum, (OSD), (an all-inclusive remuneration)
<u>CENTRE REQUIREMENTS</u>	:	Qonce A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or recognised four-year legal degree or any relevant qualification. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.
<u>DUTIES</u>	:	To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to

obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDs and ensure staff development training needs. Manage attendance register, leave records and discipline.

ENQUIRIES : Y. Dlamkile Tel No: (043) 492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/167 : **ASSISTANT DIRECTOR: PERFORMING ARTS REF NO: DSRAC 11/03/2025**

SALARY : R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : 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 (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 visual arts, craft, and design 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 driving licence.

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 : M Cezula Tel No: (043) 492 1400 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/168 : **ASSISTANT DIRECTOR: VISUAL ARTS, CRAFT & CULTURE REF NO: DSRAC 12/03/2025**

SALARY : R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration)
CENTRE : Alfred Nzo District (Mount Ayliff)
REQUIREMENTS : 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 (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 visual arts, craft, and design 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 driving licence.
<u>DUTIES</u>	:	Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural 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. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: Alfred Nzo District (Mount Ayliff), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/169</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSRAC 04/03/2025</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma (NQF 6) as recognised by SAQA in Financial Management, Accounting and Economics Management or any relevant qualification coupled with 3 years relevant work experience in the field of Finance, of which at least 2 years must be at supervisory (SL 7/8) level. Overall understanding of Financial Management database/s. Strong financial modelling skills. Excellent problem-solving and analytical skills. Strong communication and interpersonal skills. Knowledge of financial regulations, laws and policies. Proficiency with Advance MS Excel and PowerPoint Presentation skills. Ability to work under pressure and manage multiple priorities. Leadership and management experience. Ability to give expenditure analysis during the multi-year budget submission and analysis. Customer / Client Orientated Approach. Time and Risk Management bound. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.

- ENQUIRIES** : S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/170** : **CHIEF ACCOUNTING CLERK: INTERNAL CONTROL & COMPLIANCE REF NO: DSRAC 05/03/2025**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
: Head Office (Qonce)
: 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.
- DUTIES** : Perform Pre-Audit and Financial Control Operations. Implement and issue the internal control certificate of approval to order goods/services and exercise control on effective and efficient implementation of procurement policies, processes and procedures. Implement and pre-audit payment documents/vouchers for sub-programmes/ various sections of the department and ensure compliance with financial prescripts, treasury regulations, and legislative framework. Ensure order of goods and services are in compliance with Procurement Procedures and Financial Delegations. Ensure salary related payments are pre-audited and paid correctly. Ensure that BAS and Logis payment vouchers are pre-audited and comply with Legislative Framework. Verify budget availability and expenditure allocations in all commitments and payment transactions. Render finance record services. Monitor filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Ensure that information can be identified and retrieved when required, by providing well-structured records classification systems and records keeping systems. Ensure that all records are kept in a safe custody. Facilitation of the risk and audit process. Ensure access to the financial records for the Internal Audit Unit and Auditor General. Assist in the compilation of the Audit Intervention Plan for the department. Assist in the consolidation of the progress report on the Audit Intervention Plan and submit to Provincial Treasury. Assist in the facilitation of risk assessment for the finance directorate. Assist in the development of risk register and action plan of the finance directorate. Ensure proper maintenance of irregular, unauthorised, fruitless & wasteful expenditure. Identify and record irregular, unauthorised, fruitless & wasteful expenditure. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure to the accounting officer and provincial treasury. Provide inputs on the preparation of interim and annual financial statements.
- ENQUIRIES** : M. Cezula –Tel No: (043) 492 1400 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/171** : **PRINCIPAL PERSONNEL OFFICER REF NO: DSRAC 06/03/2025**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
: Chris Hani District (Komani)
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Human Resource Management or Public Administration or Public Management or other relevant qualifications with at least 1 to 2 years' experience

within the public sector human resource management field. Knowledge of PERSAL and Pension Case Management (PCM). Relevant PERSAL Certificates will be an added advantage. 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. Knowledge of Batho Pele principles. Computer literacy (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.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, probationary periods etc). Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.) Extensive understanding of the Pension Case Management. Termination of service (indicate the steps). Recommend (approve) transactions on PERSAL according to delegations (final authorization should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics.

ENQUIRIES : XT Kwanini/T Thomas Tel No: (045) 492 0030/0054 – (Komani) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/172 : **IT TECHNOLOGIST REF NO: DSRAC 07/03/2025**

SALARY : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)

CENTRE : Joe Gqabi District (Maletswai)

REQUIREMENTS : National Senior Certificate plus a National Diploma/B-Degree (NQF level 6 as recognised by SAQA) in IT; Communications Networks; Desktop Support; Computer Science or other relevant & equivalent qualification. A minimum of 2 years work experience in the ICT environment for server/network infrastructure or ICT Helpdesk/Service support or ICT systems management. Competencies: Proven computer literacy; Planning and coordination skills; Communication (verbal and written) skills; Planning and organizing skills. A valid code 08 driving licence.

DUTIES : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users at the designated libraries and district office. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues at the designated libraries and district office. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be adventitious as maybe required to travel to provide ICT support to other district offices & related institutions (e.g. library, museums, art centres, etc P Masepe Tel No: (051) 492 4806 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/173 : **HERITAGE OFFICER REF NO: DSRAC 14/03/2025**

SALARY : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)

CENTRE : Chris Hani District (Komani)

REQUIREMENTS : National Senior Certificate plus a Diploma (NQF Level 6) in Social Science, Museum & Heritage Studies, Tourism Management, Anthropology, Museology or any relevant qualification with 1 to 2 years relevant experience at production

level. Knowledge of museum and heritage and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.

- DUTIES** : Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports.
- ENQUIRES** : X.T Kwanini/T Thomas Tel No: (045) 492 0030/0054 (Komani), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.

- POST 09/174** : **LIBRARIAN (X13 POSTS)**
- SALARY CENTRE** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
 : **OR Tambo District** (Mthatha) Njiveni (Marhubeni) modular Lib. (X4 Posts)
 Ncise Modular Lib
 Tombo Modular Lib
 Ndimakude Modular Lib Ref No: DSRAC 16/03/2025
Amathole District (East London) Nomaka Mbeki Modular Lib Ref No: DSRAC 17/03/2025 (X1 Post)
Joe Gqabi District (Maletswai) Venterstad Public. Lib (X3 Posts)
 Aliwal North Public Lib. Martin Luther Public Lib: Ref No: DSRAC 18/03/2025
Chris Hani District (Komani) Tsomo Public Lib: Ref No: DSRAC 19/03/2025 (X1 Post)
Alfred Nzo District (Mount Ayliff) Mount Frere Public Lib: Ref No: DSRAC 20/03/2025 (X1 Post)
Sarah Baartman District (Makanda) Humansdorp Public Lib (X3 Posts)
 Jeffrey's Bay Public Lib
 Michael Mcebisi Msizi Public Lib Ref No: DSRAC 21/03/2025

- REQUIREMENTS** : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

- DUTIES** : Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff.

- ENQUIRIES** : X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani)

M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff)
P. Masepe Tel No: (051) 492 4806 – (Maletswai)
S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda)
B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT
Kwanini/ T T
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: These posts are earmarked for persons with disabilities.

POST 09/175

: **HR OFFICER REF NO: DSRAC 08/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R216 417 – R 254 928 per annum (Level 05), (an all-inclusive remuneration)
: Alfred Nzo District – Mouny Ayliff
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or any relevant qualification will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES

: Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

ENQUIRIES

: M Gugwana Tel No: Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

POST 09/176

: **ACCOUNTING CLERK: SALARIES ADMINISTRATION REF NO: DSRAC 09/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
: Head Office (Qonce)
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.

DUTIES

: Check and capture all salary related transactions on PERSAL system. Receive and check to ensure correctness of all required documents from HR department and other stakeholders. Prepare and capture gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Changing of official's banking details. Capturing of fuel reimbursement claims for official's salaries where it is applicable. Check compliance on salary payments. Ensure record keeping and filing of salary related documents.

ENQUIRIES

: M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

<u>POST 09/177</u>	:	<u>REGISTRY CLERK: HOD OFFICE MANAGEMENT SERVICES REF NO: DSRAC 10/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. 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. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an 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 services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/178</u>	:	<u>RESEARCH ASSISTANT: BAYWORLD MUSEUM REF NO: DSRAC 15/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration) Bayworld Museum (Gqeberha) National Senior Certificate or NQF level 4 with no work experience. A National Diploma (NQF level 6 as recognised by SAQA)/ B.Sc. degree in Zoology or related field; computer literacy; good communication and research skills. Registration with South African Council of Natural Scientific Professionals will be an added advantage. A valid driving licence.
<u>DUTIES</u>	:	Support the Research staff in data collection and processing. Collection of specimens. Assist in Sampling and managing research collections. Field trip preparation and participation. Respond to strandings. Conduct educational outreach work.
<u>ENQUIRIES</u>	:	V Ketelo Tel No: (041) 584 0650 (Bayworld Museum), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/179</u>	:	<u>LIBRARY ASSISTANT (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration) OR Tambo District (Mthatha) Nkosimtshazi Comm Lib. Mpatisi Nonk Comm Lib Ref No: DSRAC 22/03/2025 (X2 Posts) Amathole District (East London) Ngqushwa Library Ref No: DSRAC 23/03/2025 (X1 Post) Joe Gqabi District (Maletswai) Chief Sejosengoe - Lower Tsitsana modular Lib Burgersdorp Public Lib: Ref No: DSRAC 24/03/2025 (X2 Posts)

Chris Hani District (Komani) Sabalele Public Library Ref No: DSRAC 25/03/2025 (X1 Post)

Alfred Nzo District (Mount Ayliff) Mango Public Library Ref No: DSRAC 26/03/2025 (X1 Post)

Sarah Baartman District (Makanda) Kenton - on - Sea Library: Michael Mcebisi Public Lib Ref No: DSRAC 27/03/2025 (X2 Posts)

- REQUIREMENTS** : National Senior Certificate plus a Diploma (NQF Level 6) in library and information studies will be an added advantage. Good command of at least two (2) official languages will be an added advantage. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills. A valid driving licence will be an added advantage.
- DUTIES** : Perform all circulations duties in the library. Join and renew library membership. Shelving & shelve reading of all library material. Attend reference queries brought by users. Maintain good public relations with stakeholders. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation / establishment of a library structure & book clubs. Responsible for orientation and children's programmes. Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services.
- ENQUIRIES** : X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani)
M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff)
P. Masepe Tel No: (051) 492 4806 – (Maletswai)
S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda)
B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT Kwanini/ T T
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**DEPARTMENT OF TRANSPORT
GFMS**

OTHER POSTS

- POST 09/180** : **DEPUTY DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY
REF NO: DOT GFMS 01/02/2025**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
East London
- DUTIES** : National Senior Certificate, National Diploma (NQF Level 6) and or Preferably B Degree (NQF level 7) in Computer Science / Information Technology with at least five (5) years' relevant experience in Information Technology Management of which three (3) years must be at an Assistant Director Level/ Junior Management (Salary Level 9). International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. A valid code 08 driving license is essential. Skills And Competencies: Knowledge of Communication Strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT, and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
- ENQUIRIES** : Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Manage the provision and maintenance of the GFMS ICT infrastructure. User support management: Manage and maintain ICT assets, Manage the ICT sub-unit and Manage area of responsibility. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives
- NOTE** : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.
In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/181 : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: DOT GFMS 02/02/2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE: : East London

REQUIREMENTS : National Senior Certificate (NQF 4), National Diploma (NQF 6) and or preferably B Degree (NQF Level 7) in Human Resource Management/ Bachelor of Administration in Human Resource Management / Industrial Psychology and Social Science in Human Resource Management. At least 5 years' relevant experience in Human Resource Management of which three (3) years must be at an Assistant Director level or Junior Management (Salary Level 9). Extensive knowledge of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid code 08 driving license is essential. Skills And Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.

DUTIES : Manage recruitment and selection processes. Management and administration of service benefits. Management of PERSAL. Responsible for the facilitation of HR Development and Performance Management. Management of Employment Relations, Employee Health & Wellness and Personnel Practice. Financial planning and management. Manage, direct and account for the provisioning of Facility and Security Management Services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

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

POST 09/182 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 03/02/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate (NQF Level 4) and B Degree (NQF Level 7) in Finance/ Auditing / Logistics / Purchasing/ Inventory/ Supply Chain Management/ Public Management with at least 3 years' working experience in Supply Chain Management environment at supervisory level or salary level 7/8. Knowledge of Legislation- PFMA, PPPFA, Public Procurement Act, Treasury Regulations, Systems- Central Supplier Database, CIDB, E-Tender Portal. A valid code 08 driving license is essential. Knowledge of SAGE system will be an added advantage Skills and Competencies: Good communication skills verbal and written. Technical Proficiency. Client orientation and customer focus. Analytical thinking and attention to detail. Problem solving and decision making skills. Continuous Improvement, Planning and Organizing, Project Management. Accountability and Ethical Conduct. Ability to work under pressure. Facilitation and Innovative skills. Flexibility and ability to work under pressure and as a team player. Ability to interpret prescripts and an in-depth understanding of legislative framework that governs the Public Sector Procurement.

DUTIES : Manage Demand, Acquisition, Contract and Compliance Management, perform managerial tasks. Support End Users when conducting market research during planning for procurement needs, Consolidate procurement needs into the annual procurement plan. Facilitate implementation of the Procurement Plan. Monitor and report implementation of the procurement plan. Provide guidance in the development of specifications and the selection of appropriate sourcing strategies. Quality assure specifications prior advertising and advertise at prescribed publication platforms. Perform bid administration and facilitate an effective and

efficient bid committee system. Ensure that procurement procedures are adhered to before orders are authorised. Perform contract administration. Manage signing of contracts and facilitate contract amendments. Manage supplier performance. Reconcile supplier invoices. Maintain SCM registers. Manage SAGE transactions. Issue purchase orders. Compile reports monthly, quarterly and annually. Prepare submissions for audits. Manage filing of SCM documents. Supervise employees to ensure a seamless supply chain management function. Manage the allocated resources of the sub-unit.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

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

POST 09/183 : **ASSISTANT DIRECTOR: CLIENT RELATIONS MANAGEMENT REF NO: DOT GFMS 04/02/2025**

SALARY : R444 036 per annum (Level 09)

CENTRE : East London

REQUIREMENTS : National Senior Certificate and National Diploma (NQF Level 6) in Marketing/ Public Relations/ Business Administration/ Business Management/ Management/Public Administration/ Public Management and Communication with at least 3 years' working experience in a Client Relations Management environment at supervisory level or salary level 7/8. A valid code 8 driving license is essential. Skills And Competencies: Proficient knowledge and skills of communication practices including good knowledge of the public service management framework. Good verbal and written communication. Resolving Conflict. Good listening skills. Multi-tasking. Customer Service. Promoting Process Improvement. Problem Solving. Technical Proficiency. Self-driven. Excellent people skills & team player. Practice sound business ethics. Excellent Presentation skills. Time Management and advanced Computer Literacy with proficiency in Microsoft Office package.

DUTIES : Responsible for managing, developing and penetrating the existing customer base. Operate as the lead point of contact for any and all matters specific to customer management. Build and maintain strong, long-lasting customer relationships. Develop a trusted advisor relationship with key accounts, external & internal stakeholders regarding the fleet e.g. fleet analysis, updated fleet registers, account statement, management of traffic fines, service projections. Ensure the timely and successful delivery of services according to customer needs and objectives. Assist with high severity requests or issue escalations as needed. Ensure timeous payment of client invoices. Prepare and communicate reports on account status to internal and external stakeholders. Identify potential new clients and grow opportunities. Computer competency will be tested.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

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

POST 09/184 : **NETWORK CONTROLLER REF NO: DOT GFMS 05/02/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Computer Science or Information Technology plus at least 1-2 years' relevant working experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. A valid Code 8 driving license is essential. Skills And Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. Good communication skills verbal and written. Technical Proficiency. WAN and LAN infrastructure is essential. Flexibility and ability to work under pressure and as a

		team player. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage.
<u>DUTIES</u>	:	Overseeing local and wide area networks (WANs) linked to various computer platforms, operating systems, network capabilities, and topologies. Monitoring network issues and troubleshooting when necessary. Configure and manage network devices such as routers, switches, and access points ensuring consistent security policies and optimal network functionality. Maintain comprehensive network documentation, including network topology diagrams, configuration details, and troubleshooting guides. Reviewing daily tickets and ensuring assigned cases are resolved in a timely fashion. Ensure helpdesk calls are logged and assigned on the Helpdesk call logging system. Provide 1st and 2nd line support services. Escalate unresolved calls to the next level of support personnel. Collaborate with vendor support to resolve technical issues where necessary. Install, configure, and update software for computer systems. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Service, maintain, and repair desktop hardware and other IT equipment such as printers. Maintain a register for ICT equipment upgrades/repairs. User training on systems, hardware and software implemented in the department. Ensure compliance with supply chain policies and procedures.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043)1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/185</u>	:	<u>ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: DOT GFMS 07/02/2025</u>
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi (Maletswai)
<u>REQUIREMENTS</u>	:	Trade Test Certificate in Motor Mechanics (Diesel/Petrol) plus at least 3 years' experience in a technical workshop/ field in a motor industry. Original Equipment Manufacturer (OEM) or Fleet management experience will be an added advantage. Skills And Competencies: Computer Literacy. Communication Skills (verbal and non-verbal). Report Writing Skills. Customer Care. Records Management.
<u>DUTIES</u>	:	Managing GFMS Supplier-Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer insurance processes.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/186</u>	:	<u>STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT GFMS DOT GFMS 06/02/2025</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF level 4), National Diploma (NQF Level 6) and/or B Degree (NQF Level 7) in Finance majoring in Accounting plus at least 1-2 years' working experience in asset management, in an accrual environment. Knowledge of Pastel or a financial system in an accrual environment is advantageous. A valid code 8 driving license is essential. Applicants must attach academic transcripts. Skills And Competencies: Creative thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical Knowledge of Accounting Standards.

<u>DUTIES</u>	:	Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manager maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicle tracker etc.) Preparing reconciliation for all categories for PPE, Leases and Inventory. Other asset management administration.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/187</u>	:	<u>ADMINISTRATION OFFICER: SHORT TERM RENTALS REF NO: DOT GFMS 08/02/2025</u> (One year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07), plus 37% in lieu of benefits East London National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Transport Economics/Transport Management/ Fleet Management/ Logistics Management/Management/Public Management/Business Management / Public Transport & Fleet Management plus at least 1-2 years' relevant working experience in Short-term rentals or Fleet Management. A valid Code 8 driving license is essential. Skills And Competencies: Decision Making, Communication, Problem Analysis, Self-management, Team Membership and Technical Proficiency.
<u>DUTIES</u>	:	Maintaining the short-term rentals vehicles register, Facilitating the procurement and disposal of short-term rental vehicles, Issuing and receiving of short-term rental vehicles to client departments, Facilitating the licensing and servicing of vehicles, Accident management of vehicles, Preparation of documentation for billing of vehicles and fuel usage, Maintaining accurate records of transactions on the short-term rental desk and Compiling performance reports on short-term rental desk activities.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/188</u>	:	<u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 09/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) East London National Senior Certificate (NQF Level 4) and National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance plus at least 1- 2 years' relevant working experience in Supply Chain Management. Knowledge of Supply Chain functions and PFMA, PPPFA, Public Procurement Act, Treasury Regulations, Systems- Central Supplier Database, CIDB, E-Tender Portal. A valid code 08 driving license is essential. Knowledge of SAGE system will be an added advantage. Skills And Competencies: Attention to detail, problem solving, client orientation and customer care. Good Communication skills both verbal and written. Report writing skills, accountability and ethical conduct. Flexibility, ability to work under pressure and as part of a team.
<u>DUTIES</u>	:	Perform Demand, Acquisition, Contract and Compliance Management duties. Facilitate implementation of procurement and demand management plans. Provide secretariat duties during Bid Committee meetings and perform bid administration duties. Ensure completeness of bid process files. Invite quotations, advertise bids. Ensure transactions comply with legislation when processing. Reconcile purchase orders and invoices. Submit purchase orders to finance for payment. Perform contract administration: Maintain SCM registers. Keep a record of all signed contracts, monitor supplier performance, issue contract expiry notices, filing.

Service internal and external stakeholders. Supervise staff and monitor staff performance. Reporting: Submit monthly reports to management. Compile and maintain SCM registers, Implement SCM audit plan, prepare submission of audit information requested, ensure deadlines are met.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

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

POST 09/189 : **ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF NO: 10/02/2025**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: East London
: National Senior Certificate (NQF Level 4). Relevant working experience in fleet management environment will be an added advantage. A valid code 08 driving license is essential. Computer Literacy in Microsoft Office. Skills And Competencies: Good Communication Skills. Good Self-Management. Detail Orientated and work well in a team environment. Creative thinking.

DUTIES : Provide clerical support services within fleet logistics. Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Key management of all vehicles. Perform any other duties assigned sby your supervisor.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za

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