

Eastern Cape Department of Education

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ANNEXURE M

PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF COMMUNITY SAFETY

It is the intention of the Department to promote fair representation through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given preference.

APPLICATIONS

: The applications must be submitted to the via one of the following options: (i) Recruitment Centre, Community Safety P/BagX0057, Bisho, 5605, OR (ii) Hand Deliver to: The Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605, OR (iii) use the provincial e-Recruitment system available at: <https://erecruitment.ecot.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@safetvec.gov.za. Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system

FOR ATTENTION CLOSING DATE

: Ms B. Mndindwa or Ms L. Mazwi
: 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted except where specified.

NOTE

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

disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 17/98 : **DEPUTY DIRECTOR CLUSTER & PARLIAMENTARY COORDINATION:**
HOD REF NO: DOCS01/05/2025

SALARY : R896 436 - R1 055 958 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree or National Diploma (NQF level 6/7) as recognized by SAQA in Public Administration/or other relevant social sciences studies. A minimum of 3 years' proven relevant experience as Assistant Director and A valid Driver's license. Competence: Knowledge of the legislative frameworks such as the Public Service Act and public service regulations. Computer Literacy in MS Office. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Work under pressure to meet deadlines. Apply ethics and integrity in work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.

DUTIES : The incumbent will be responsible for coordination of cluster: JCPS. Convening of the Social Cohesion, Moral Regeneration and Nation Building Working group. Consolidate working group report to the JCPS Cluster and follow up on implementation of working group resolutions. Drafting of cabinet memos and follow up on cabinet resolutions. Attend and assist in coordination of the PSS workstream. Facilitate development of the JCPS annual Programme of Action and drafting of indicators. Compile presentations and report for JCPS cluster and follow up on resolutions from multi-sectoral stockholders. Coordinate submission of EXCO resolutions and all resolutions from other Clusters relating to the Department. Coordinate timeous submission and quality assurance of Parliamentary questions. Coordinate tabling of strategic documents and departmental reports to the Legislature. Attend relevant Safety and Security workstream meetings. Attend to any activity which may emanate from the cluster.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za

POST 17/99 : **ASSISTANT DIRECTOR: OVERSIGHT REF NO: DOCS 02/05/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Alfred Nzo
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/Public Management/Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license.

DUTIES : Office Administration, Implement and supervise Safety Brigades, Safety Patrollers and CLO's, Manage and analyse impact assessment of monitoring tools, guidelines and systems. Implement and monitor complaints management. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance reports. Build relations with governmental stakeholders.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za

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| <u>POST 17/100</u> | : | <u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNES REF NO: DOCS: 03/05/2025</u> |
| <u>SALARY</u> | : | R468 459 - R561 894 per annum (Level 09) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate and appropriate bachelor's Degree/Diploma (NQF Level 6/7) as recognised by SAQA in Psychology or Social Work or any relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license. Registration with the HPCSA as a counsellor will be an advantage. Competencies: Legislation and prescripts; Policies pertaining to the field Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management Diversity management. |
| <u>DUTIES</u> | : | Facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za . |
| <u>POST 17/101</u> | : | <u>COMMUNITY LIASON OFFICER REF NO: DOCS: 04/05/2025</u> |
| <u>SALARY</u> | : | R397 116 - R467 790 per annum (Level 08) |
| <u>CENTRE</u> | : | Buffalo City Metro |
| <u>REQUIREMENTS</u> | : | National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Social Science, Police Science and Public Management or Administration. A minimum of 1-2 years of relevant experience. Competence: Knowledge of the Constitution of RSA, 1996 , Civilian Secretariate for Police Service Act, 2011 , Independent Investigative Directorate Act 1, of 2011 , National Crime Prevention Strategy , 1996 , Domestic Violence Act, 1998 , Child Care Act , 1983 , Criminal procedure Act of 1977 , Promotion of Public Administrative Justice Act of 2000 , Promotion of Access to Information Act , 2000, Report writing skulls and Financial management and valid driver's license is essential. |
| <u>DUTIES</u> | : | Conduct effective oversight to the South African Service Police. Conduct Policing accountability engagements. Conduct delivery service at Police Stations. Strengthening Community policy relations in the district. Conduct assessment of functionality of the CPF's structures within the district. Oversee CPF elections. Establish and monitor the functioning of the and village committees. Conduct capacity-building programmes for CPF's in the district. Conduct social crime prevention awareness. Support Municipality with the establishment of the, Participate in IDP and IGR sessions. Facilitate the establishment, payments and monitoring of Safety Patrollers. Compile and submit performance reports. Submit verify monthly progress reports on activities conducted as per the district Operational Plan. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za |
| <u>POST 17/102</u> | : | <u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: DOCS: 05/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Financial Accounting/ Financial Management/Cost and Management Accounting. A minimum of 1-2 years of relevant experience in accounting services a valid south African driver's licence. Competencies: Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and the BAS. Computer skills, effective communication skills, both written and verbal, and problem-solving |

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| | | skills. A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines. |
| <u>DUTIES</u> | : | Clear suspense accounts. Follow-up on unallocated transactions in suspense accounts. Compile all relevant information for the preparation of financial statements. Ensure processing of inter-departmental claims as per PFMA. Capture departmental debt take-on. Follow-up on outstanding debts and inter-departmental claims. Monthly, quarterly, and annual reporting on departmental debts and suspense accounts. Prepare credible quarterly interim financial statements and annual financial statements with supporting working paper files. Proper filing of supporting documents. Ensure clearing of banking and revenue related exceptions on BAS. Prepare revenue pay-overs for the department's collection. Preparation of the monthly revenue reconciliation and Revenue IYM. Prepare monthly reports for compliance certificate. Ensure timeous and accurate month end and year closure of accounting records. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za . |
| <u>POST 17/103</u> | : | <u>CHIEF PROVISSIONING ADMIN OFFICER: SCM REF NO: DOCS: 06/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate (NQF Level 4), Diploma or Degree (NQF Level 6/7) in Supply Chain Management, Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing/ Business Management/ Public Administration or Public Management/ with 1-2 years' relevant experience chain management environment and LOGIS certificate). Competence: Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act. Practical work experience on LOGIS & BAS systems and interpretation of the system generated reports. A valid Code 08 driving license is essential. |
| <u>DUTIES</u> | : | Implementing procurement strategies, coordinating implementation of Procurement Plan. The incumbent will be responsible for ensuring that the quotation process is complied with i.e. generate purchase orders. Perform quality checks on every order before generating an order to avoid wasteful, unauthorized, and fruitless expenditure. Managing commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Perform functions related to Procurement Committee/ Quotation Evaluation Committee. Assist in performing other functions assigned to the supply Chain Management unit. Advice and provide report to the Assistant Director- Supply Chain Management. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za |
| <u>POST 17/104</u> | : | <u>ACCOUNTING CLERK: PAYMENT REF NO: DOCS: 07/05/2025</u> |
| <u>SALARY</u> | : | R228 321 - R268 950 per annum (Level 05) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing and valid south African driver's license will be added Advantage. Competence: supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. |
| <u>DUTIES</u> | : | Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditors' reconciliation. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix PAID stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za |

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| <u>POST 17/105</u> | : | <u>ACCOUNTING CLERK: SALARIES REF NO: DOCS: 08/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) |
| | : | Bhisho |
| | : | National Senior Certificate and appropriate NQF level 6 in Finance/ Accounting or equivalent relevant qualification will be an added advantage. With 0-1 year of relevant experience. PERSAL and Logis Certificate BASS Computer skills (MS Word and Excel). Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). |
| <u>DUTIES</u> | : | Process employees' claim, allowances and deductions. To provide information about the financial position, performance and changes in the financial position of the department. To provide administration and support to staff members in order to improve the unit's performance. To provide distribution services. status Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prep. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za . |
| <u>POST 17/106</u> | : | <u>ADMIN CLERK: STORES REF NO: DOCS: 09/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) |
| | : | Bhisho |
| | : | National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) In Logistics / Inventory / Public Management and a valid south African driver's license will be added advantage. |
| <u>DUTIES</u> | : | Ordering, Receiving and issuing of stationery, consumables and cleaning material. Maintain stock levels. perform quarterly stock taking. Maintaining supplier lead times and updating bin cards. Receiving invoices on LOGIS. Attending official queries, handling complaints, and ensuring employees have a positive experience. Compiling monthly reports for inventory management. keep records of items ordered, issued and received. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za |
| <u>POST 17/107</u> | : | <u>ADMIN CLERKS REF NO: DOCS:10/05/2025 (X2 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) |
| | : | Bhisho |
| | : | A National Senior Certificate with no experience, however, National Diploma or Degree (NQF Level 6/7 in Public Administration or relevant qualification and exposure to the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system. |
| <u>DUTIES</u> | : | Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify queries missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components. |
| <u>ENQUIRIES</u> | : | can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za |
| <u>POST 17/108</u> | : | <u>GENERAL ASSISTANTS REF NO: DOCS: 11/05/2025 (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R138 486 - R163 131 per annum (Level 02) |
| | : | OR-Tambo & Alfred Nzo |

Department of Education

REQUIREMENTS : A Grade 10 qualification, standard 8 or Level 2-4–ABET level 4 or NQF level 1 to 3. With no years of experience. Competence. Communication (verbal & written), customer service orientation, integrity and honesty and ability to work under pressure: Report writing, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Knowledge of relevant legislation, prescripts, policies, and procedures.

DUTIES : Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing, and waxing the floors. Vacuuming and shampooing floors, cleaning walls, windows, and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the restrooms. Refilling hand wash liquid soap, replacing toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning material.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za



DEPARTMENT OF EDUCATION

APPLICATIONS : The applications must be submitted only via provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@ecdoe.gov.za. Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system

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MANAGEMENT ECHELON

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| <u>POST 17/109</u> | : | <u>DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: DOE01/05/2025</u> |
| <u>SALARY</u> | : | R1 741 770 – R1 962 090 per annum (Level 15), (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha astern Cape Department of Education requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have: An appropriate recognized bachelor's degree (NQF level 8) in Human Resource Management/ Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above-mentioned fields will serve as an advantage. 8 years' experience at the senior management level in Human Resource Management, Corporate Services or related. field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants). |
| <u>DUTIES</u> | : | As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of EC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the EC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the EC in relevant fora. |
| <u>ENQUIRIES</u> | : | Ms. SA Maasdorp Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |

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| <u>POST 17/110</u> | : | <u>DIRECTOR: INCLUSIVE EDUCATION REF NO: DOE03/05/2025</u> |
| <u>SALARY</u> | : | R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha Post graduate Degree in a relevant field of specialised intervention support in the areas of therapeutic and psychological services. Professional registration with SACE or Health Profession Council of South Africa (HPCSA). Minimum 5 years of experience at middle/senior managerial level in the field of specialization and knowledge of Inclusive Education System and related policies. Knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans will be an added advantage. Valid Driver's License, MS Word, PowerPoint skills is essential. Project management and ability to manage programmes and people on a larger scale. Proven experience of Intersectoral collaboration / governmental partnership. Proven leadership experience and ability to work to work under pressure. |
| <u>DUTIES</u> | : | To develop, maintain and facilitate the implementation of Inclusive directives related to funding and finances, budget management, and financial reporting of all Special Schools, Full-Service schools and Schools of Skills. To develop, maintain and implement Inclusive Education Policy directives across all spheres in the Departments. To respond to all-inclusive education matters with relevant stakeholders, public concern raised as well as inter and intra-directorate concerns. To improve the quality of life of learners and educators in the education system. Promotion of an Inclusive Education Systems dealing with the diverse barriers that learners experience. Coordinate, develop and facilitate appropriate intervention strategies to address all forms of barriers to ensure access to quality teaching and learning. To provide learners with opportunities and skills to enter the job market and becoming productive citizen of societies irrespective of their barriers to learning. To facilitate social cohesion and stakeholder involvement to ensure learner accessibility, retention and improve learner performance. To monitor, evaluate and report on the performance of Inclusive Education directives and programmes. To achieve departmental operational objectives as it relates to addressing barriers to learning. |
| <u>ENQUIRIES</u> | : | Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/111</u> | : | <u>DIRECTOR: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT REF NO: DOE04/05/2025</u> |
| <u>SALARY</u> | : | R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha An appropriate bachelor's degree in education or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years of experience at middle/senior managerial level in the relevant field. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem-solving skills. Policy analysis and development. |
| <u>DUTIES</u> | : | Provide strategic leadership in Health Safety and Learner Enrichment in the Department. Coordinate the promotion pf social support and the provision of |

learner enrichment programmes. Develop systems for the mainstreaming of care and support for teaching and learning within schools. Manage the increase of awareness and knowledge on health promoting behaviours within the Department. Coordinate school health programmes within the department. Develop, conduct, and monitor planning of school health programme and the implementation of school health services. Develop relevant intervention strategies to promote sexual health and life skills within schools. Conduct planning and implementation of sexual health and life skills services within the department. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

ENQUIRIES

: Mr. LB Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

POST 17/112

: **DIRECTOR: TRAINING INSTITUTE (TECHNICAL AND VOCATIONAL) REF NO: DOE08/05/2025**

SALARY

: R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Nelson Mandela Bay (Gqebera)
: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A Minimum 5 years of experience at middle/senior managerial level in the relevant field; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and thorough understanding of the Education Sector. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES

: Managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; Managing the finances of the Directorate in line with the Public Finance Management Act; All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and

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| | | 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. |
| <u>ENQUIRIES</u> | : | Mr. MA Jack Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/113</u> | : | <u>DIRECTOR: OPERATIONS MANAGEMENT AND COORDINATION (CLUSTER B) REF NO: DOE09/09/2025</u> Candidates who applied previously for this position are advised to re-apply |
| <u>SALARY</u> | : | R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Minimum 5 years of experience at middle/senior managerial level in relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license is a requirement. Ability to work under pressure and long hours. |
| <u>DUTIES</u> | : | Coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate human resources management services in the cluster. Manage the information flow regarding the implementation of a standard /uniform mode of operation for schools at cluster level. Ensure coordination of consistent implementation of corporate service in the Cluster. Ensure the coordination of knowledge and records management services for the cluster. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. 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. |
| <u>ENQUIRIES</u> | : | Mr. TJZ Mtyida Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/114</u> | : | <u>DIRECTOR: FACILITY, SECURITY AND KNOWLEDGE MANAGEMENT REF NO: DOE11/05/2025</u> Candidates who applied previously for this position are advised to re-apply |
| <u>SALARY</u> | : | R1 216 824 – R1 433 355 per annum (Level 13), (inclusive package). 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha An appropriate Bachelor's Degree qualification in the Build Environment/ Property Management or related field / Bachelor of Arts / Public Management/ |

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| | Public Administration/ Facilities Management at NQF level 7 as recognized by SAQA. A Minimum 5 years of experience at middle/senior managerial level in the relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours. |
| <u>DUTIES</u> | : Render facility management and general support services. Provide security management and vetting services. Provide strategic direction and oversight on departmental knowledge and records management. Provide auxiliary services. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. 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 and resource are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. |
| <u>ENQUIRIES</u> | : Mr. T Masoeu Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |

OTHER POSTS

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| <u>POST 17/115</u> | : <u>CHIEF ENGINEER: STRUCTURAL: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE10/05/2025</u> |
| <u>SALARY</u> | : R1 266 450 – R1 446 921 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD) |
| <u>CENTRE REQUIREMENTS</u> | : Zwelitsha : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years of post-qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to design and construction of concrete structures (such as industrial, residential and office buildings; water and wastewater treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates. |
| <u>DUTIES</u> | : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detailed design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. |

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| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/116</u> | : | <u>CHIEF QUANTITY SURVEYOR: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE12/05/2025 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R1 099 488 – R1 250 907 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD) |
| <u>CENTRE</u> | : | Zwelitsha |
| <u>REQUIREMENTS</u> | : | At least a B-degree in Quantity Surveying (Postgraduate qualification will be an added advantage). A minimum of 6 years' relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's license. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential. |
| <u>DUTIES</u> | : | Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors. |
| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/117</u> | : | <u>CONTROL GISc TECHNOLOGIST: PHYSICAL RESOURCE MANAGEMENT REF NO: DOE13/05/2025</u> |
| <u>SALARY</u> | : | R921 900 – R1 051 461 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD) |
| <u>CENTRE</u> | : | Zwelitsha |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor's Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC)/PLATO as a GISc Technologist. Job related Knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license. Willing to travel throughout South Africa. Willing to adapt to a work schedule in accordance with office requirements. |
| <u>DUTIES</u> | : | Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of |

geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Always ensure easy access to spatial information. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customise them to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

ENQUIRIES

: Mr. M Mduba Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

POST 17/118

: **DEPUTY DIRECTOR: SCHOOL NUTRITION REF NO: DOE14/05/2025**
Candidates who applied previously for this position are advised to re-apply

SALARY

: R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Zwelitsha
: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management or Administration, Food and Nutrition / Food Security / Food Production plus 3 - 5 years as an Assistant Director in Financial management / Administration. A valid driver's license. Proven knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage.

DUTIES

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

ENQUIRIES

: Mr. LB Zenzile Tel No: (040) 608 4200

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| <u>POST 17/119</u> | : | <u>DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT (X2 POSTS)</u> |
| <u>SALARY</u> | : | R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. |
| <u>CENTRE</u> | : | Amathole West District Office Ref No: DOE15/05/2025 Chris Hani West District Office Ref No: DOE16/05/2025 |
| <u>REQUIREMENTS</u> | : | NQF 7 in Finance/ Accounting/ Public Management or Administration/ Purchasing 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. 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. Knowledge of Education Sector will be added advantage. |
| <u>DUTIES</u> | : | 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 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 analyse 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 EC. Develop and maintain EC contract register. Monitor 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. |
| <u>ENQUIRIES</u> | : | Mr. Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecd.gov.za |

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| <u>POST 17/120</u> | : | <u>DEPUTY DIRECTOR: YOUTH AND SPECIAL PROGRAMMES REF NO: DOE17/05/2025</u> |
| <u>SALARY</u> | : | R896 436 – R1 055 958 per annum (Level 11), inclusive package. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha NQF 7 qualification, five (5) years' experience in administration, 5 years' as Assistant Director level in public sector experience in the mainstreaming youth development programme, computer literacy, strategic leadership, project management, and valid driver's license required. |
| <u>DUTIES</u> | : | To develop sector specific policies/strategies, mainstream youth development within policies and programmes, and to lead in conceptualization and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate youth development at all various levels. Provide analytical research and strategic support as well as coordination role on Eastern Cape Provincial Government departments in respect of mainstreaming of youth development issues in their departmental programmes and budgets. Development of provincial plan of action on Youth development. Monitor the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the province, assessing impact in improving the lives of youth in Eastern Cape. Performance review mechanisms are to be established to continuously monitor and evaluate all programmes as informed by the status quo report as well as the 5 years Programme of action (POA). |
| <u>ENQUIRIES</u> | : | Ms. N Mgijima Tel No: (040) 608 4043 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |
| <u>POST 17/121</u> | : | <u>ELECTRICAL ENGINEER: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE18/05/2025</u> |
| <u>SALARY</u> | : | R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha An NQF level 6 qualification as recognized by SAQA in Electrical Engineering or relevant qualification; Registration with Engineering Council of South Africa (ECSA) as Professional Engineer; 3 years post qualification Electrical Engineering experience required; Knowledge of Programme and Project management, Architectural design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership. |
| <u>DUTIES</u> | : | Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from an engineering perspective; Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources. |

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| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecd.gov.za |
| <u>POST 17/122</u> | : | <u>ENGINEER: STRUCTURAL: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE19/05/2025</u> |
| <u>SALARY</u> | : | R879 342 – R938 061 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD) |
| <u>CENTRE</u> | : | Zwelitsha |
| <u>REQUIREMENTS</u> | : | At least a BSc or BEng in Civil Engineering. A minimum of 3 years' relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of structural engineering particularly in the field of buildings and aspects related thereto. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. |
| <u>DUTIES</u> | : | Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various structural engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised structural engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects. |
| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecd.gov.za |
| <u>POST 17/123</u> | : | <u>EDUCATIONAL PSYCHOLOGIST: INCLUSIVE EDUCATION (GRADE 1) (X5 POSTS)</u> |
| <u>SALARY</u> | : | R872 709 - R957 300 per annum |
| <u>CENTRE</u> | : | Chris Hani West (Komani) Ref No: DOE20/05/2025 Amathole West Ref No: DOE21/05/2025 Joe Gqabi Ref No: DOE22/05/2025 Sarah Baartman (Humansdorp) Ref No: DOE23/05/2025 Nelson Mandela Bay (Merryvale School) Ref No: DOE24/05/2025 |
| <u>REQUIREMENTS</u> | : | A recognised master's degree in Educational Psychology; registration with the Health Professions Council of South Africa (HPCSA) as an Independent Educational Psychologist; and relevant experience, knowledge, and skills in education and psychological services. Applicants must have a sound understanding of education and psychology legislation and policies, including the Public Service Act, Public Finance Management Act (PFMA), Performance Management and Development System (PMDS), Children's Act, White Paper 6, the Policy on Screening, Identification, Assessment and Support (SIAS), and the South African Schools Act (SASA), particularly Section 12. Strong communication skills (both written and verbal) and excellent command of the English language are essential. |
| <u>DUTIES</u> | : | The Educational Psychologist will serve as a member of the district-based Support Team (DBST), providing psychological services within all the District Circuit Management Centres (CMC) and/or school context. Duties include supporting the implementation of the SIAS policy by identifying and assisting learners experiencing barriers to learning and development. Services must align with the Scope of the Profession of Psychologists as outlined by the HPCSA (2008). The incumbent will be responsible for delivering a range of psychological and therapeutic interventions, such as psychotherapy, counselling, trauma debriefing, and making appropriate referrals to specialists. |

Furthermore, the psychologist will design and implement educationally responsive programmes to address learner diversity, including parental and educator guidance, targeted interventions to address barriers to learning, and recommendations for assessment accommodations. The role also includes maintaining annual HPCSA registration, complying with Continuing Professional Development (CPD) requirements, and conducting psychological research and interventions in accordance with applicable legislation such as the Health Professions Act, Mental Health Act, and Children's Act, as well as the ethical guidelines set by the HPCSA and the Professional Board for Psychology.

ENQUIRIES

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

POST 17/124

: **EDUCATIONAL PSYCHOLOGIST: LSPID (GRADE 1) (X2 POSTS)**

**SALARY
CENTRE**

: R872 709 - R957 300 per annum
: Or Tambo Inland Ref No: DOE25/05/2025
Buffalo City Metro Ref No: DOE26/05/2025

REQUIREMENTS

: An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. 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.

DUTIES

: Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. 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.). Conduct all relevant administrative activities relating to the core mandate of this position. 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. Putter Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

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| <u>POST 17/125</u> | : | <u>EDUCATIONAL PSYCHOLOGIST: LSPID (GRADE 1) (X2 POSTS)</u> |
| <u>SALARY</u> | : | R872 709 - R957 300 per annum |
| <u>CENTRE</u> | : | Or Tambo Inland Ref No: DOE27/05/2025 Buffalo City Metro Ref No: DOE28/05/2025 |
| <u>REQUIREMENTS</u> | : | An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. 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> | : | Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. 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.). Conduct all relevant administrative activities relating to the core mandate of this position. 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. |
| <u>ENQUIRIES</u> | : | Mr. Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/126</u> | : | <u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (GRADE-A) REF NO: DOE29/05/2025</u> Candidates who applied previously for this position are advised to re-apply |
| <u>SALARY</u> | : | R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD |
| <u>CENTRE</u> | : | (Zwelitsha) |
| <u>REQUIREMENTS</u> | : | Degree in Quantity Survey or relevant qualification. Three (3) years of post-qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good |

DUTIES

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

ENQUIRIES

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

POST 17/127

- : **QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (GRADE-A)**
REF NO: DOE30/05/2025
Candidates who applied previously for this position are advised to re-apply

SALARY

- : R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE REQUIREMENTS

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

DUTIES

- : Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education Norms & Standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost

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

ENQUIRIES

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

POST 17/128

: **ARCHITECT: PHYSICAL RESOURCE MANAGEMENT (GRADE A) REF NO: DOE31/05/2025 (X2 POSTS)**

SALARY

: R761 157 - R816 852 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE

REQUIREMENTS

: Zwelitsha
: B degree in Architecture or relevant qualification, three (3) years' post qualification experience in Architectural field, Registration with SACAP as a Professional Architect. A valid Drivers' license. Knowledge of Architectural Design and analysis knowledge, Architectural principles Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel, ensure adherence to the requirements of professional

registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes, Administer Performance management and development. Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure, report on expenditure and service delivery. Research and development; Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise, liaise with relevant bodies/councils on architectural-related matters.

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| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/129</u> | : | <u>CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DOE32/05/2025 (X2 POSTS)</u> (Contract Posts) |
| <u>SALARY</u> | : | R761 157 - R807 864 per annum, (an all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals) |
| <u>CENTRE REQUIREMENTS</u> | : | Zwelitsha National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory 30 Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills. |
| <u>DUTIES</u> | : | To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Facilities Management; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Facilities Management; Office administration: Provide inputs to Director: Facilities Management with tender administration; Liaise and interact with service providers, client and management under the guidance of the Director: Facilities Management; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management. |
| <u>ENQUIRIES</u> | : | Mr. M Mduba Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |

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| <u>POST 17/130</u> | : | <u>EDUCATION THERAPIST SPECIALIST - SPEECH AND LANGUAGE THERAPIST: INCLUSIVE EDUCATION REF NO: DOE33/05/2025 (GRADE 1) (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R605 550 per annum Chris Hani West Ref No: 34/05/2025 Or Tambo Coastal Ref No: 35/05/2025 Joe Gqabi Ref No: 36/05/2025 Alfred Nzo East Ref No: 37/05/2025 |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree in Speech-Language Therapy that allows for registration with the Health Professional Council of South Africa (HPCSA). Current registration as a Speech-Language Therapist with the HPCSA is required, and proof of this registration must be provided. Applicants should have at least 5 years of relevant experience as a Speech-Language Therapist following their community service. Experience as an Education Therapist will be considered an added advantage. A valid driver's license is required. |
| <u>DUTIES</u> | : | To provide therapeutic and educational services to Public Ordinary and Public Special Schools within the Education District. Implement therapeutic capacity-building programmes for early identification of interventions relating to barriers to learning. Train educators, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum.; Conduct assessments; provide short term curriculum interventions to learners experiencing barriers to learning. Provide specialised therapeutic support to strengthen District and School-based Support Teams (DBSTs/SBSTs). Collaborate as multi-disciplinary teams with DBST to support learners experiencing therapeutic barriers to learning. Provide therapeutic support advisory services to SBST. Provide direct therapeutic support services to learners when necessary. Monitor support programmes for learners with high level needs referred and not yet placed in Special Schools or High-Level Support Programmes. Conduct discipline specific research (Speech and Language) and gather information to identify trends and address these needs within the district. Participate in inter- and intra-sectoral networks and collaborations. Collaborate on therapeutic support matters with multi-disciplinary teams at the Special Schools / Resource Centres and Full-Service Schools / Inclusive Schools to include learners who experience curriculum barriers to learning. Provide/manage professional supervision of the therapists in Public Special Schools within the District. Monitor and support the process of assessment, reporting, referrals and placement of learners according to levels of need. Monitor and support the implementation of administration- and record-keeping processes. Ensure the compliance of Therapists in the special schools to the Health Professions Council of South Africa (HPCSA) Continuous Professional Development (CPD) policy. Report on the implementation of therapeutic support intervention programmes for early identification of barriers to learning, therapeutic participation in and contributions to inter- and intra-sectoral networks, therapeutic interventions. Monitor and manage assistive devices Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning. |
| <u>ENQUIRIES</u> | : | Mr. Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/131</u> | : | <u>CHIEF EDUCATION THERAPIST SPEECH AND LANGUAGE THERAPIST: LSPID (GRADE 1) (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R577 770 - R638 856 per annum OR Tambo Inland Ref No: DOE38/05/2025 Nelson Mandela Bay Ref No: DOE39/05/2025 |
| <u>REQUIREMENTS</u> | : | RVQ 13/14 qualification in Speech & Language Therapist and Audiologist recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist and Audiology. Registration with |

the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES

: Assess the learner's level of functioning to identify barriers to learning based on the Speech/Language Therapists' scope of practice: Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multidisciplinary team discussions and make recommendations and/or referrals. Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect Speech-Language Therapy services based on an Speech-Language Therapy plan to learners in public special schools and public ordinary schools; determine individualized and group Speech-Language Therapy; prescribe, issue and maintain assistive devices; maintain records of Speech/Language Therapy, effective administration practices and report to supervisors as required: Engage in therapeutic capacity-building programmes and skills sharing on related therapy matters: Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Speech/Language Therapy students as required. Manage Therapy support materials and equipment: Request appropriate and adequate Speech-Language Therapy support materials and equipment based on learner needs; safeguard therapy support materials and equipment; maintain records of therapy material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter- and intra-sectoral networks and collaborations. Participate in inter- and intra-sectoral networks and collaborations: Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non-Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities. Management and Administration: Manage effective administration practices of Speech/Language Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirements.

ENQUIRIES

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

POST 17/132

: **ASSISTANT DIRECTOR: SCHOOL NUTRITION REF NO: DOE40/05/2025 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS

: R468 459 – R551 823 per annum (Level 09)
: Zwelitsha
: NQF 6/7 equivalent qualification in Financial Management / Project Management / Public Management or Administration or a closely related field as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector in a legislative and regulatory environment. Proven experience in report writing. A valid driver's license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail

and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organizing, planning and problem-solving skills, Supervisory and Interpersonal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners, and other role-players. Computer skills in MS Word, Excel, Access and PowerPoint. Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES : Provide support on guidance on the implementation of related legislative frameworks: Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies, and procedure for nutrition services. Develop and monitor the implementation of the related plans and programmes. Provide support on the implementation of school nutrition programme in the department: Coordinate the implementation of the conditional grant for the school nutrition programme. Report on the implementation of the conditional grant for the school nutrition programme. Provide support to districts on the management of the school nutrition fund. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure 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.

ENQUIRIES : Mr. LB Zenzile Tel No: (040) 608 4200
For e-Recruitment Enquiries, eMail: erecruitment@ecd.gov.za

POST 17/133 : **ASSISTANT DIRECTOR: SCHOOL HEALTH AND LIFE SKILLS REF NO: DOE41/05/2025**

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Zwelitsha
REQUIREMENTS : A NQF 6/7 qualification in Health Promotion/Nutrition and Health Promotion/Public Health or related field. Five years' experience of which 3 years' relevant experience in School Health and Life Skills field must be at supervisory level (7/8). The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and reliable when under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. Skills: Problem solving and decision making. Team leader. Planning and Organising. Managing interpersonal conflicts & resolving problems. Networking and building bonds. Impact and influence. Diversity management. Develop others. Citizen focus and responsiveness. Communication and information management. Budgeting and financial management. Knowledge of Education Sector will be added advantage.

DUTIES : Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plans organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and propose remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.). Provide project management

expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and “standardizing” project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the EC accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices, and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

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| <u>ENQUIRIES</u> | : | Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/134</u> | : | <u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT AND INFRASTRUCTURE REF NO: DOE42/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 – R551 823 per annum (Level 09) Zwelitsha 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy. |
| <u>DUTIES</u> | : | To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipments in the Department, including the disposal thereof in terms of Treasury regulations. |
| <u>ENQUIRIES</u> | : | Mr. Nototo Tel No: (040) 608 4200 |
| <u>POST 17/135</u> | : | <u>PROJECT OFFICER: HIV/AIDS LIFE SKILLS CONDITIONAL GRANT (CONTRACT) REF NO: DOE43/05/2025 (X2 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 – R551 823 per annum (Level 09) Zwelitsha A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level-headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. |
| <u>DUTIES</u> | : | Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan, organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits |

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| | | and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme). |
| <u>ENQUIRIES</u> | : | Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecd.gov.za |
| <u>POST 17/136</u> | : | <u>SOCIAL WORKER: EARLY CHILDHOOD DEVELOPMENT (GRADE 1) (X8 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R325 200 - R382 374 per annum, (OSD) |
| | : | BCM CMC-King Williams Town Ref No: DOE44/05/2025 |
| | : | Joe Gqabi (Mount Fletcher) Ref No: DOE45/05/2025 |
| | : | Amathole West: Peddie CMC Ref No: DOE 46/05/2025 |
| | : | Amathole West: Amahlathi CMC Ref No: 47/05/2025 |
| | : | Amathole East: Dutywa CMC Ref No: 48/05/2025 |
| | : | Sarah Baartman: Graaf Reinet CMC Ref No: 49/05/2025 |
| | : | Sarah Baartman: Humansdorp Ref No: 50/05/2025 |
| | : | OR Tambo Coastal: Ntabankulu CMC Ref No: 51/05/2025 |
| <u>REQUIREMENTS</u> | : | BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's license. Competencies And Attributes: Problem solving and decision making, facilitation, planning, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders. |
| <u>DUTIES</u> | : | Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. |
| <u>ENQUIRIES</u> | : | Ms. Chiliza Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/137</u> | : | <u>SECRETARY: EXECUTIVE GOVERNANCE & SUPPORT REF NO: DOE52/05/2025</u> |
| <u>SALARY CENTRE</u> | : | R228 321 - R 268 950 per annum (Level 05) |
| <u>REQUIREMENTS</u> | : | Zwelitsha 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 and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date |

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| | | about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Mr. NP Mtshotane Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>ENQUIRIES</u> | | |
| <u>POST 17/138</u> | : | <u>ADMINISTRATION CLERK: YOUTH AND SPECIAL PROGRAMMES REF NO: DOE53/05/2025</u> |
| <u>SALARY</u> | : | R228 321 - R268 950 per annum (Level 05) |
| <u>CENTRE</u> | : | Zwelitsha |
| <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. N Mgijima Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za |
| <u>POST 17/139</u> | : | <u>ADMINISTRATION CLERK: CLUSTER-A REF NO: DOE54/05/2025 (X4 POSTS)</u> |
| <u>SALARY</u> | : | R228 321 - R268 950 per annum (Level 05) |
| <u>CENTRE</u> | : | Zwelitsha |
| <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 |

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| | | 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 17/140</u> | : | <u>ADMINISTRATION CLERK: CLUSTER B REF NO: DOE55/05/2025 (X4 POSTS)</u> |
| <u>SALARY</u> | : | R228 321 - R268 950 per annum (Level 05) |
| <u>CENTRE</u> | : | Zwelitsha |
| <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 17/141</u> | : | <u>ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: DOE56/05/2025</u> |
| <u>SALARY</u> | : | R228 321 - R268 950 per annum (Level 05) |
| <u>CENTRE</u> | : | Zwelitsha |
| <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 |

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| | | 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 Govind Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |
| <u>POST 17/142</u> | : | <u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DOE57/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) Arah Bartman (Makanda) |
| | : | 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 De Bruyn Tel No: (047) 491 0647 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |
| <u>POST 17/143</u> | : | <u>ADMINISTRATION CLERK: LEARNER DEVELOPMENT AND SOCIAL SUPPORT REF NO: DOE58/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) Nelson Mandela Bay (Gqebera) |
| | : | 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 |

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| | | 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. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |
| <u>POST 17/145</u> | : | <u>ADMINISTRATION CLERK: TRAINING INSTITUTE TECHNICAL AND VOCATIONAL REF NO: DOE59/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) Nelson Mandela Bay (Gqebera) 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> | : | Dr. Hendricks Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |
| <u>POST 17/146</u> | : | <u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT REF NO: DOE60/05/2025 (X6 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R228 321 - R268 950 per annum (Level 05) BCM CMC-King Williams Town Ref No: DOE61/05/2025 (X2 Posts) Amathole West -Fort Beaufort Ref No: DOE 62/05/2025 (X1 Post) Amathole West-Amahlathi Ref No: 63/05/2025 (X1 Post) Amathole East- Dutywa Cmc Ref No: 64/05/2025 (X1 Post) Amathole East -Elliotdale Ref No: 65/05/2025 (X1 Post) Sarah Baartman-Humansdorp Ref No: 66/05/2025 (X1 Post) |
| <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. |

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| <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. Chiliza Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za |
| <u>POST 17/147</u> | : | <u>DATA CAPTURER: HIV/AIDS LIFE SKILLS CONDITIONAL GRANT REF NO: DOE67/05/2025 (X5 POSTS)</u> (1 Year Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 – R227 766 per annum (Level 04) Zwelitsha Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. |
| <u>DUTIES</u> | : | Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filling and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis. |
| <u>ENQUIRIES</u> | : | Mr. LB Zenzile Tel No: (040) 608 4200 For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za |

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| <u>APPLICATIONS</u> | : | The applications must be submitted only via the provincial e-Recruitment system available at: https://erecruitment.ecotp.gov.za/ (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@ecotp.gov.za . Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system |
| <u>CLOSING DATE</u> | : | 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted |
| <u>NOTE</u> | : | Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a |

requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

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| <u>POST 17/148</u> | : | <u>DIRECTOR: SPECIAL PROGRAMMES REF NO: OTP 01/05/2025</u> |
| <u>SALARY</u> | : | R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, An NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognized by SAQA in Public Administration/Management, Development Studies, Social Sciences, Social Work or any related field. 5 years of experience at a middle/senior managerial level within the Public Service environment and NGOs. A valid driver's license EB. Pre-Entry certificate for the Senior Management Services (SMS). Sound insight into the South African and global economy. In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, financial management skills. Practical experience in the development of policies and |

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| | | high-level policy implementation skills. Insight into the South African and global economy. |
| <u>DUTIES</u> | : | Lead in the coordination of transformation and special programmes working with all spheres of government and sectors of society. Promotion of initiatives focusing on people with disabilities. Facilitate efforts towards the advancement of children's and older people's rights. Guide the province towards enhancement of the status of women and gender development. Establish mechanisms to coordinate the mitigation of violence against women and children. Monitor, evaluate and report the rollout of transformation and mainstreaming programmes to designated groups with emphasis on communities in disadvantaged areas. Ensure institutionalized days for designated groups are commemorated within the context of International, Regional and National directives. Ensure effective and efficient coordination of the system of special programmes in the Provincial Government. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. |
| <u>ENQUIRIES</u> | : | can be directed to: Ms. N. Mafu at 082 562 2347 |
| <u>POST 17/149</u> | : | <u>DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 02/05/2025</u> (Fixed term contract of 12 months) |
| <u>SALARY</u> | : | R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate: B-Degree or B-Tech (NQF Level 7) as recognized by SAQA undergraduate in Economics / Development Economics /Business Admin or any related field. An additional postgraduate qualification in Economics/ Commerce related field/ Public Management will be an added advantage. 5 years of experience at a middle/senior managerial level in Economy Trade and Investment area, Policy coordination, development and research environment. A valid driver's license, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Advanced knowledge of strategy development, management, and coordination. Knowledge of legislation, prescripts, policies and frameworks related to Economy Trade and Investments. Advanced knowledge of policy formulation, implementation and review. Key Competencies: -Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management. Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy. Practical experience in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. |
| <u>DUTIES</u> | : | Render strategic policy advisory services on economic development, trade, and investment in the province. Co-ordinate and support all relevant Institutions in the Province on economic development, trade and investment. Provide strategic advice on all matters pertaining to economy, trade and investment in the province and for the benefit of the province. Facilitate the positioning of the Eastern Cape as an investment destination and promote collaborations that will foster international trade partnerships with the province. Co-ordinate advocacy on trade and investment in the province: in collaboration with relevant partners, facilitate establishment of platforms for comprehensive briefings to South African Heads of Diplomatic Missions and Trade Attachés on the strengths of the Eastern Cape as a destination for FDI, tourism and export opportunities prior to their departure for posting abroad. Facilitate capacity building on international trade and investment for all Provincial Government institutions to promote conducive trade and investment environment across the province. Facilitate establishment of relations with Trade/Investment Attachés of all major economic hubs that are prioritized in the Provincial International Relations and Cooperation Strategy. Identify opportunities for the Eastern Cape to receive exposure in influential international publications and audiences. Ensure strategic positioning of the Eastern Cape in DIRCO, DTIC, Brand SA and other relevant institutions to ensure that the Eastern Cape participates in outward trade and investment missions and further hosts inward trade, investment and tourism |

missions/exhibitions. Ensure the provision of economic development policy analysis and research support to Economic Advisors in the Province: Create a repository of accurate, reliable socio-economic data on investment opportunities, incentives and regulatory framework which could be customized into a pitch for responding to investor enquiries. Facilitate capacity building programmes and support departments, district municipalities, metros and public entities on economic development, trade and investment policy development processes. Co-ordinate relevant role players, economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Foster and manage collaboration with relevant role players including DEDEAT, ECDC, ELIDZ, COEGA IDZ, the ECPTA, metropolitan and district municipalities, etc, in ensuring mainstreaming of trade and investment in all twinning arrangements with international partners. Track and monitor implementation of the provincial economic development priorities and flagship projects. Conduct an analysis and validation of Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Economic Development Flagship projects. Present the Economic Development Flagship projects to decision making platforms. Monitor implementation of resolutions of economic advisory structures and platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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| <u>ENQUIRIES</u> | : | can be directed to: Ms. N. Mafu at 082 562 2347 |
| <u>POST 17/150</u> | : | <u>DIRECTOR: PUBLIC RELATIONS, MARKETING AND BRAND MANAGEMENT REF NO: OTP 03/05/2025</u> |
| <u>SALARY</u> | : | R1 216 824 - R1 43 355 per annum (Level 13), all-inclusive remuneration package. |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, An NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognized by SAQA in Strategic Brand Communication, Public Relations, Corporate Communications, Marketing Management, Journalism. Five (5) years' experience at a middle/senior managerial level within the field of Communication, Public Relations, Brand Management. A valid driver's license. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership. |
| <u>DUTIES</u> | : | Brand Management: Develop and implement comprehensive brand strategies to achieve ECPG goals, build and maintain a positive public image, and enhance Eastern Cape brand equity. Oversee all brand management activities, including brand positioning, messaging and identity. Ensure consistent brand messaging and positioning across all marketing channels. Ensure the development and application of brand assets, ensuring consistent messaging and visual identity across all channels (traditional and digital media channels). Develop and maintain the ECPG brand guidelines and standards. Analyze communication research reports to understand stakeholder needs and perceptions. Analyze brand performance data to identify trends, opportunities and areas for improvement. Oversee the creation and distribution of brand content across various channels. Develop and implement social media strategies to increase brand presence and engagement. Oversee digital marketing initiatives related to brand management. Identify strategic opportunities for the Eastern Cape to receive exposure in influential publications and audiences to drive brand awareness. Partner and collaborate with relevant stakeholders including departments, entities and municipalities to align branding and marketing of the province to national and international audiences. Public Relations & Event Management: Manage public relations activities, including events management. Develop and maintain relationships |

with key stakeholders including industry influencers. Facilitate the development and implementation of an annual calendar of strategic events to showcase brand Eastern Cape. Develop and implement marketing campaigns, advertising and online media strategy aligned to the overall ECPG objectives. Provide strategic support in planning, organizing and execution of provincial and OTP events. Support line function managers in the development of event concepts and provide strategic advice to improve brand interface with stakeholders. Manage and coordinate the development of policies and frameworks to guide provincial government brand and marketing management initiatives in line with national protocols. Manage the coordination of transversal platforms to enhance collaboration, promote the sharing of best practices and ensure the functionality of the Branding and Marketing Forum. General Management Responsibilities: Facilitate the identification of risks and support the development of departmental risk management interventions for PR, Marketing and Brand Management practices and processes in departments. Manage the allocated resources (human, financial and physical) of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

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can be directed to: Ms. N. Mafu at 082 562 2347

POST 17/151

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DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: OTP 04/05/2025

SALARY

:

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

**CENTRE
REQUIREMENTS**

:

Bhisho

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Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) in Human Resource Management, Labour Relations, Public Policy, Public Administration, Human Resources Development. 5 years of experience at a middle/senior managerial level within Human Resources Planning field. A valid driver's license is required. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and organizing, Problem Solving and Decision Making, Project Management, Team Leadership.

DUTIES

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Manage and coordinate the development and implementation of the HRM &D policies, strategies and frameworks: Manage the provision of support in the development and implementation of HRM&D policies, strategies and frameworks in provincial departments and ensure alignment with national and provincial strategies and policies. Provide policy advocacy to ensure the institutionalisation of the HRM&D policy framework in the province. Promote the maintenance of employee wellness and diversity management in the province by facilitating the provision of strategic and technical support. Develop and implement employment equity policies and action plans. Ensure compliance with national employment equity legislation and regulations (e.g., Employment Equity Act, EEOC guidelines). Collaborate with leadership to align employment equity strategies with organizational goals. Facilitate mechanisms for improvement of HRM&D practices and processes in provincial departments: Facilitate the provision of support and the monitoring of the implementation of EW in departments. Manage the coordination of transversal functional fora, promote the sharing of best practices and ensure the functionality. Facilitate the identification of risks and support the development of departmental risk management interventions for HRM&D practices and processes in departments. Conduct equity audits and workforce analyses to identify gaps in representation and advancement. Oversee the coordination of the HR Effectiveness Assessment in provincial departments as well as the development and implementation of turn around plans. Manage the facilitation of the development and implementation of credible HR plans and talent management plans that are aligned to the strategic plans and service delivery requirements of the departments: Manage the facilitation and coordination of the development and implementation of credible HR Plans in provincial departments in line with the National Guidelines. Manage the facilitation of the development and implementation of attraction, retention and succession

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| | | management plans in provincial departments. Facilitate the development of, and monitor implementation of employment equity plans in order to achieve set national targets. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. |
| <u>ENQUIRIES</u> | : | can be directed to: Ms. N. Mafu at 082 562 2347 |
| OTHER POSTS | | |
| <u>POST 17/152</u> | : | <u>SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 05/05/2025</u> |
| <u>SALARY</u> | : | R1 195 110 per annum (OSD – LP 9), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | LB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post admission legislative drafting and advisory experience. Applicants must understand the public service prescripts/laws and its application. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: - Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws. |
| <u>DUTIES</u> | : | Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analyzing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/153</u> | : | <u>DEPUTY DIRECTOR: STRATEGIC SKILLS DEVELOPMENT COORDINATION REF NO: OTP 06/05/2025</u> |
| <u>SALARY</u> | : | R896 436 - R1 055 958 per annum (Level 11), all-inclusive package |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with NQF Level 6/7 (Diploma/bachelor's degree) as recognised by SAQA in Human Resource Development/ Public Administration/Management, Developmental Studies, Training and Development, Education or equivalent qualification. Minimum of three (3) years' experience at Assistant Director level within the skills development environment. A valid driver's license. Knowledge required : Advanced knowledge and understanding of the Skills Development Act and related |

DUTIES

legislations, Research experience related to skills development is necessary, Team leadership, 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 skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours.

: Facilitate and coordinate special skills development projects and programmes: Contribute the development of the Provincial Skills Development Strategy and Plan, monitor implementation and ensure alignment with National Strategies. Liaise and coordinate stakeholder engagements e.g. Provincial Skills Development Forum (PSDF). Source, manage and report on funding from skills development funding agencies, including SETAS. Liaison with public and private sector employers for placement. Coordinate, monitor and report on learnerships, internships, apprenticeships and other skills programme relating to youth public service employees: Develop and facilitate provincial reporting tools and standards to ensure compliance to stakeholder requirements. Coordinate the development of required skills in identified priority areas such as ocean economy, infrastructure in spatial planning. Facilitate the implementation of the provincial bursary interventions including Premiers scholarships, academic institutions and departmental based bursaries and overseas studies. Coordinate funding priorities supporting learnerships, internships and apprenticeships. Provide learner support to the youth programmes to stakeholders and learners. Implement awareness and advocacy interventions that support the implementation of learnerships, internships and apprenticeships. Monitor and report on the implementation of learnerships, internships and apprenticeships. Coordinate and monitor the placement of youth in workplaces, including provincial departments to enable them to gain experiential learning, report on the effectiveness thereof: Facilitate placements, workplace and learner agreements in line with the contractual arrangements and the management of associated risks. Facilitate identification of workplaces to support learner placements. Report on the completion rate of projects and submitting report to funding agencies. develop and manage a credible database of bursary beneficiaries, internships, learnerships and apprenticeships in the province. Track and monitor progress of bursary beneficiaries, internships, learnerships and apprenticeships. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

: can be directed to: 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 17/154

: **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: OTP 07/05/2025**

SALARY CENTRE REQUIREMENTS

: R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
: Bhisho
: National Senior Certificate with NQF 6/7 (Diploma / Degree) as recognized by SAQA in Social Science / Public Administration/Management or any related field. Minimum of 3 to 5 years' appropriate administrative experience as an Assistant Director. A valid driver's license. Skills required: Language skills & the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, sound organizational skills, High level reliability, written communication skills. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Experience in supporting Executive Leadership will be an added advantage.

DUTIES

: Manage the provision of secretarial services to Provincial Management: Review draft Agenda for each meeting. Ensure that Cabinet documents to be considered by Provincial Management are received, processed and distributed in a timely and secure manner. Attend and support Assistant Director in the Provincial Management meetings. Ensure that the memoranda being submitted by Departments complies with the Cabinet Handbook guidelines. Review meeting minutes and make necessary corrective amendments. Ensure

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| | | timeous distribution of action list of decisions taken at the meeting to all relevant parties. Ensure safekeeping of Provincial Management. Manage the provision of secretarial services to the Social Protection Community and Human Development Cabinet Committee. Coordinate meeting invitations to Members. Review the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Compile minutes of the meetings. Review and submit Cabinet Committee Memo to EXCO. Coordination the verification and update of exco files and documents: Ensure the resolutions and original documents of the Executive Council are filed in a secure and chronological manner. Oversee the development of a database of Executive Council resolutions and minutes. Extract resolutions after the Executive Council meeting and securely communicate the same to Provincial Departments. 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> | : | can be directed to: 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: e-recruitment@ecotp.gov.za |
| <u>POST 17/155</u> | : | <u>DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP 08/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R896 436 - R1 055 958 per annum (Level 11), all-inclusive package Bhisho National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognized by SAQA in Events Management, Public Relations, Corporate Communications, Marketing Management, Strategic Brand Communication, Journalism. Minimum of three (3) years' experience at an Assistant Director level in the field of public relations / events management / communication management. A valid driver's license. Skills required: 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 Organizing; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours. |
| <u>DUTIES</u> | : | Events Management: Develop best practice strategies and plans for Departmental and Provincial Government events; Develop procurement plans for the logistical needs for events; Plan, develop and ensure the maintenance of an Events Calendar for the Department, Provide strategic events advisory support to the Department including conceptualization of events to improve brand interface with stakeholders; Engage with internal and external stakeholders to determine the needs for the events; Manage guidelines and logistical arrangements for the events (venue, equipment, etc.); Manage a database of events venues in the Eastern Cape; Liaise with relevant programmes to coordinate agreements with suppliers, contractors and clients with regard to events; Monitor and evaluate the outcomes of events; Liaise with relevant programmes to monitor expenditure for the events and draft expenditure report. Public Relations Management: Contributes to the development and implementation of overall communication strategies, ensuring alignment with organizational goals. Creates and curates content for various communication channels, including websites, social media, and other products. Analyze media coverage and public perception reports and identify communication opportunities. Build and regularly maintain positive relationships with internal and external stakeholders to sustain good public relations image of the Department government and the Premier. Assist in planning, implementing and coordinating communication projects and other related events. Assist with drafting and implementing communication plans for various communication projects. Monitor and evaluate Public Relations campaigns. |
| <u>ENQUIRIES</u> | : | can be directed to: 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 17/156 : **DEPUTY DIRECTOR: KNOWLEDGE AND RECORDS MANAGEMENT REF NO: OTP 09/05/2025**

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with an NQF level 6/7 (Degree/National Diploma) recognized by SAQA in Records Management/Information Science/Archives Studies/ Library and Information Science or Studies. Minimum of three (3) years' experience at an Assistant Director level in Knowledge and Records Management environment. A valid driver's license. Positive attitude towards learning and development, demonstrated by a record of continuing professional development. Self-motivated, able to work as a team and independently. Ability to work under pressure and manage priorities appropriately. Security consciousness. Able to plan and implement culture change. High level of interpersonal skills including the ability to lead, influence and motivate staff at all levels. Competencies and capabilities: Disposal Indexing skills. Consulting skills such as stakeholders' information and consensus building. Strong collaborative skills. Content analytical skills. Ability to consult and elicit agreement. Information stewardship skills. Archiving skills. Information analytics skills. Knowledge and understanding of the relevant Public Service legislation such as (National Archives and Records Service Act, Promotion of Access to Information Act, Electronic Communication and Transaction Act and Protection of Personal Information Act). Knowledge of Enterprise Content Management Solutions/Electronic Document and Records Management Systems and Information retrieval software applications. Knowledge of international and national records keeping standards and practices such as: ISO 23081 Information and documentation-Records Management processes ISO 15489- 1 information and Documentation Records Management. Sound knowledge of contemporary electronic documents and record management practices. Knowledge of project management approaches, tools, and phases of the project lifecycle development and delivery of content management programme. Demonstrate knowledge of current issues in information management in content management setting Interface between Promotion of Access to Information and Protection of Personal Information and Data Protection. Broad awareness of corporate and records management issues.

DUTIES : Implement Records Management Strategies and Policies. Design and develop automated filing systems, classification schemes and undertake records surveys. Consult business areas with the intention to look at correspondence system utilized. Give advice on new records management policies to the department for the maintenance of the Filing system. Oversee the management of electronic and paper-based information. Identify the most appropriate records management resources. Implement Records Disposal Programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Manage and coordinate the Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPIA). Manage administration support and give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries.

ENQUIRIES : can be directed to: Mr N. Mhlawuli at 76 783 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 17/157 : **DEPUTY DIRECTOR: RAPID RESPONSE AND PRIORITY PROGRAMMES REF NO: OTP 10/05/2025**

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with an NQF level 6/7 degree (Diploma /B/Tech/ Degree) as recognised by SAQA in Public Administration/Management, Social Sciences. Public Relations: Minimum of 3 - 5 years' experience in public sector at assistant management level in areas of Stakeholder Relations/Management. A valid driver's license. Programme Coordination and knowledge of relevant legislation, policies, and prescripts that govern the public sector, constitution of the Republic of South Africa, Intergovernmental Relations Framework Act. Key Competencies: Communication and Information Management; Problem

solving, conflict management, decision making; Networking and Building Bonds; Planning and Organising; Impact and influence; Coordination and Facilitation.

DUTIES

: Coordinate and facilitate development and implementation of the annual programme of action for the Moral Regeneration. Coordinate the planning and execution of activities aimed at promoting moral values, ethical behavior, and social cohesion in communities; Work closely with government departments, civil society, religious groups, and community leaders to ensure that the Moral Regeneration's objectives are reflected in the Programme of Action and that its initiatives are implemented effectively; Ensure ethical conduct is enforced and moral regeneration across diverse social and cultural groups; Coordinate and implement a comprehensive system to monitor and verify the effectiveness and integrity of Moral Regeneration activities, Create a framework to ensure accountability and generate reports on the progress of initiatives that promote ethical values, social cohesion, and moral regeneration. Facilitate the implementation of Military Veteran's government support plan. Develop policies that address critical areas such as healthcare access, mental health support, job training, housing assistance, and social reintegration; Overseeing the planning, coordination, and execution of various support services for military veterans; Manage stakeholder relationships, monitoring service delivery, and ensuring the smooth operation of the support plan to improve the quality of life for veterans; Ensure collaboration among stakeholders and veteran organizations. Ensure proper resource allocation, and alignment with veterans' needs. Coordinate implementation and consolidate reports of the provincial development agenda on the ex-mine worker's programme. Oversee and coordinate relevant provincial and national government departments, State Owned Entities, Industry stakeholders, and ex-mine workers to ensure effective delivery of services such as healthcare, skills development, social support, compensation of occupational health, Unemployment Insurance Fund, Injuries at work and Provident Funds. Coordinate provincial steering committee meetings for annual planning, monitoring of implementation and review of progress. Coordinate emerging intervention as required. Provide secretariat services to the steering committee. Keep records and files of the content material essential to intervention process. Develop monthly, quarterly and annual progress reports for the programme. Facilitate the development of the ex-mine workers intervention programme communication plan and its implementation. Coordinate multi sectoral stakeholders and services to ensure that benefits and compensations of all ex-mine workers in the province. Facilitate integration, centralization and verification of a provincial database from Government, Non- Governmental and private sector stakeholders. Profile and mobilize potential multi-sectoral stakeholders provincially, nationally and internationally, capable of contributing towards achieving the goals of the programme. Facilitate mobilization of resources for the planned interventions. Coordinate support from the three spheres of government, non-governmental and private sector stakeholders for the implementation of services on wheels/outreach activities in the province. Consolidate and prepare reports and presentations for the attention of decision-making structures in the province. Coordinate implementation of socio-economic activities targeting ex-mine workers and their beneficiaries. In area of responsibility, manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts.

ENQUIRIES

: can be directed to: 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 17/158 : **DEPUTY DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 11/05/2025**

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF level 6/7 (National Diploma/B-Degree) as recognized by SAQA in Industrial Engineering / Industrial Psychology / Public Administration/Management / Human Resource Management. Minimum three (3) years' experience at an AD in Change & Organizational Development environment. A valid driver's license. Knowledge of evolving OD principles and techniques Change Management, Batho Pele principles, Project management procedures, In-depth knowledge of legislative framework that governs the Public Service.

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

ENQUIRIES : can be directed to: 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 17/159 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP 12/05/2025**

SALARY : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with NQF Level 6/7 (Diploma/B-Degree) as recognized by SAQA in Human Resource Development/ Public Administration/Management Developmental Studies, Training and Development, Education. Minimum of three (3) years' experience at Assistant Director level within the skills development environment. A valid driver's license. Knowledge required Advanced knowledge and understanding of the Skills Development Act and related legislations, Research experience related to skills development is necessary, Team leadership, Budgeting and Financial

DUTIES

Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organizing; Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skills (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Ability to travel across the province and work long hours. Facilitate development and implementation of a Provincial HRD Strategy: Support development of provincial HRD strategy through liaison with provincial departments. Develop a provincial framework and guidelines for the development and alignment of workplace skills plan. Coordinate consultative processes for the development of WSP's in provincial departments. Facilitate and coordinate appointment and registration of skills development facilitators with PSETA and other relevant SETAs. Ensure and supervise alignment of SSP's of SETAs with the WSP planning process. Support and contribute to the implementation of a provincial HRD strategy: Work collaboratively with all the SETAs in support of implementing a provincial HRD strategy. Develop a provincial women database for leadership and management capacity development series. Organize and prioritize sessions for women leadership and management development. Support all other initiatives/strategies geared towards preparing women into fill in Leadership and management positions in the public sector. Facilitate hosting of provincial/national/international women awards ceremonies. Facilitate identification of coaches and mentors for leadership and management capacity development programme. Support implementation process of a provincial coaching and mentoring programme. Render administrative support services to the implementation of the HRD strategy: Develop memoranda and invitation letters for HRD sessions Compile the required HRD reports/ plans. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

can be directed to: 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 17/160

LANGUAGE PRACTITIONER: PROV. LEGAL SERVICES REF NO: OTP 13/05/2025

**SALARY
CENTRE
REQUIREMENTS**

R468 459 - R551 823 per annum (Level 09)

Bhisho

National Senior Certificate with NQF Level 6/7 (National Diploma/Degree) as recognised by SAQA in Linguistics, Languages (English and Xhosa), Language practice, Editing and Translation, Communication and or Journalism. 3 years' experience in editing and translation in English and Xhosa and relevant experience in the similar environment at salary level 7/8. A valid driver's license. Knowledge of editing, linguistics, current social, developmental and economic affairs. Ability to translate to Sesotho or Afrikaans and understanding of the language legislative framework and multilingual context of the country will be an added advantage. Competencies and capabilities: Knowledge of MS Office Suite and English grammar and vocabulary and its application. Good communication, research, numerical and statistical language editing, good writing skills. Ability to work faster and accurately, think more broadly. Ability to sort out work related priorities, willingness to travel and work long hours to meet deadlines.

DUTIES

Provide inputs on the units' procedure, standards and plans, processes and guidelines. Responsible for ensuring the provision of translation, editing, proofreading and interpreting services: Provide input into policy and procedures regarding provincial language service; Implement the necessary policy and procedures regarding provincial language service. Render language advisory services, Provide inputs and promote usage of the style guide according to latest language practices. Translate Bills and other legal documents, and translate general documents in the official languages while maintaining legal meaning and intent; edit documents to ensure consistency, grammatical accuracy, and compliance with legal terminology and standards; render provincial interpreting services; liaise with freelance language practitioners; quality check all documents and products produced by the unit, including work of freelance practitioners; develop and record terminology;

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| | | compile and maintain database relating to language services rendered; perform administrative tasks e.g. Record keeping; develop processes and procedures related to the core function, including quality assurance. Maintain the Gazette Office / Library, filing gazettes, searching for Gazettes as and when required. Financial administration. Ensure that procurement prescripts are applied regarding the language services function; Align expenditure to the cash flow. Human Resources management: Monitor workflow of the unit; Supervise, direct and support staff, where necessary. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/161</u> | : | <u>ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING (SOCIAL PROTECTION, COMMUNITY & HUMAN DEV. CLUSTER) REF NO: OTP14/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate, NQF Level 6/7- National Diploma or Degree as recognized by SAQA, in Public Administration/ Development Studies/ Social Science. At least 3 years' experience in strategic planning or a similar environment at salary level 7/8. A valid driver's license. Knowledge and Skills: Knowledge and understanding of legislative framework that governs the Public Service, Government planning, knowledge of planning framework and government planning cycle (long-term, medium-term and short-term planning) Understanding of modern systems of governance and administration. Excellent communication, analytical, report writing, and coordination and consolidation skills. Teamwork orientation. Good inter and intrapersonal skills. Computer literacy, with good knowledge of MS Office. |
| <u>DUTIES</u> | : | Support the Social Protection, Community & Human Development (SPCHD) cluster departments with the coordination of development and implementation of cluster plans. Support the process of developing the medium- and long-term provincial and sectoral plans and monitor the implementation process. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals (SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Ensure alignment of sectoral strategic plans, policies, and service delivery programs in the provincial departments. Support the development of Provincial short-term Strategic goals. Support the departments in the development of short-term provincial strategic and sectoral plans, i.e., 5-year Strategic Plans and Annual Performance Plans (APPs), to ensure alignment to provincial priorities and conformance to planning frameworks. Provide support in the analysis of the draft APPs of the provincial departments in line with the DPME planning framework. Provide support on the analysis of the municipal IDPs and DDM One Plans. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies, and sectoral service delivery programmes across the province through the cluster system. Coordinate an internal engagement process with different stakeholders on the planning process and outputs to ensure alignment and maximize buy-in into the provincial plans. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/162</u> | : | <u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP15/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate with an NQF level 6/7 qualification (National Diploma/Degree) as recognised by SAQA in Social Sciences/Public Administration. Minimum of 3 years' appropriate experience in |

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| | | Intergovernmental Relations, policy Development and Co-ordination of Programmes at salary level 7/8. A valid driver's license. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. |
| <u>DUTIES</u> | : | Coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNIMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organization of EXCO outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Managing area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/163</u> | : | <u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP16/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 - R551 823 per annum (Level 09) Bhisho National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/Degree) as recognised by SAQA in Human Resource Management / Public Administration/Management or any related field. Minimum of 3 -5 years' appropriate experience in the relevant field as Human Resource Practitioner at salary level 7/8 in Performance Management Development System. Knowledge of PERSAL with proven certificates. A valid driver's license. Relevant legislation, policies and prescripts governs PMDS, Policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Problem Solving, Communication, Facilitation and planning cycles within government, good presentation & negotiating skills and report writing skills. |
| <u>DUTIES</u> | : | Facilitate the development of PMDS policy: Confirm approved PMDS policy and identify gaps. Facilitate research for development of PMDS Policy. Compile and circulate policy for input. Facilitate meetings with stakeholders. Facilitate training on PMDS and related functions Verify PMDS training and development requirements. Facilitate the management of the PMDS database: |

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| | | Verify the capturing of data on PERSAL. Facilitate the compilation of statistics for submission. Confirm accurate database and systems for reporting. Facilitate the implementation of PMDS performance incentive scheme: Compile statistics per programme. Provide secretarial services to departmental moderation committees. Render advice to committee members on PMDS procedures. Facilitate payment of incentives. Verify timeous and accurate processing of all PERSAL transactions (pay progressions etc). Verify, check and approve transactions on PERSAL. Provide input on annual reports on PMDS incentive schemes implemented. Manage areas of responsibility. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/164</u> | : | <u>ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: OTP17/05/2025</u> Re-advertisement |
| <u>SALARY</u> | : | R468 459 - R551 823 per annum (Level 09) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/Degree) as recognized by SAQA in risk management/Internal Audit/Public Administration/Law. A minimum of three (3) years' experience in the Risk/Anti-Corruption/Ethics Management space. Certification as an Ethics Officer is an added advantage. Valid Driver's license. Knowledge of public service anti-corruption strategy. Public Service Regulations, 2016, National Anti-Corruption Hotline, Lifestyle Audit Framework. Technical knowledge in the application of ethics management concepts and principles. Knowledge of Risk Management and Ethics Risk Assessments, Knowledge and understanding of the concepts of fraud and ethics management, standards and procedures. Ability to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analysing information, public service and provincial procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing, minute taking, and verbal, excellent facilitation, presentation and conducting awareness sessions, and communication skills. Good interpersonal relations skills, honesty, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty. |
| <u>DUTIES</u> | : | Provide support in effective and efficient implementation of ethics governance frameworks. Provide ethics risk management support. Provide support on investigations and management of cases internally and externally. Provide support in ensuring compliance, advisory, and facilitation of management of ethics programme. Drafting reports, taking minutes, development of case registers and data analysis. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/165</u> | : | <u>VETTING INSPECTOR/ OFFICER REF NO: OTP18/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with an NQF Level 6/ 7 qualification (National Diploma/B. Degree) in Social Sciences or any related field. Three (03) to five (05) years' experience in Security/ Vetting. Advanced knowledge of SVIS system, Basic Vetting Course is compulsory. A valid driver's license, and analysis, conflict management, listening & interviewing skills and be Computer literate. |
| <u>DUTIES</u> | : | Conduct quality, confidential, secret and Top-Secret investigations: Formulate investigation objectives and action plans. Issue security clearance form (Z204) to officials. Submit completed Z204 forms to SSA. Maintain the security clearance database: Correct capturing of data on the system and system update. Tend to the record keeping of the security clearance and vetting data and ensure the effective safeguarding thereof. Communicate with stakeholders (SAPS and SSA) regarding the integrity check of personnel. Creating awareness on information security: Developing promotional material for |

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| | | awareness programmes. Organisation of information and vetting workshops Establish the integrity checking capacity: Liaise with HR management division on the integrity or record check of employee. Identify employees who are working in strategic areas and who are exposed to potential high risk of leakage of information. Compile departmental vetting status report. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr. N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms. A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/166</u> | : | <u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: PCAS REF NO: OTP19/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, NQF level 6/7 qualification (National Diploma/B-Degree) as recognized by the SAQA in Public Admin / Management/ Office Management/ Secretarial Diploma qualification with 360 credits. Knowledge of Microsoft Office suite literacy at intermediate level. Minimum of 1-2 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. A Driver's license will be an added advantage. Knowledge and Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. |
| <u>DUTIES</u> | : | Provides a secretarial/receptionist support service to the Chief Directors office. Receive telephone calls in an environment where, in addition to the calls of the Chief Director, discretion is required to decide whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize 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. Coordinate with and sensitize/advise the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. 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 manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationery, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to Chief Director regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him/her of the contents. Record minutes/decisions and communicate to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the Chief Director with the administration of the office budget. Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure |

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| | | commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and inform the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly and remains up to date regarding the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/167</u> | : | <u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: OTP20/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with NQF 6/7 (National Diploma/Degree) as recognized by SAQA in Human Resource Management / Public Administration/Management or any related field. 1-2 years relevant experience in Human Resource Development field. A suitable applicant must have an in-depth knowledge of legislative framework that governs the Public Service. Knowledge and application of legislative framework, policies that governs the skills development. Knowledge of PERSAL with proven certificates. |
| <u>DUTIES</u> | : | Provide support with the facilitation of the implementation of skills development legislation: Track the compliance of training programmes with relevant legislations. Provide input with the compilation and development of WSP. Organize the implementation of ABET and skills development programmes. Organize training and development of employees: Provide support with the coordination of training, development policies, and programmes. Provide support with coordinating the implementation of induction and orientation programmes. Provide support with coordinating the implementation of monitoring of departmental HRD strategy. Maintain departmental training and developmental databases. Provide input with the compilation of monthly, quarter and annual training and development reports. Administer bursaries and study assistance. Organize the implementation of learnerships and internship programme. Provide support with coordinating the establishment and implementation of learnership programmes. Provide support with coordinating the implementation of learnership guidelines and curricula. Identify learnership areas. Provide administrative support for mentorship programmes. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/168</u> | : | <u>USER SUPPORT TECHNICIAN REF NO: OTP21/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognized by SAQA in IT industry, with 1-2 years' experience in ICT End User computing support and Service Desk operations. Advantageous Industry certifications: Microsoft 365 Certified: Modern Desktop Administrator Associate certification or other relevant Microsoft Technical Certifications. Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. |
| <u>DUTIES</u> | : | Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and |

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| | | configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/169</u> | : | <u>STATE ACCOUNTANT: INTERNAL CONTROL UNIT REF NO: OTP22/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, NQF level 6/7 qualification (National Diploma/Degree) in Commerce/Financial Management or Accounting or Auditing with minimum of 2 years' experience in Finance/Auditing/SCM. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding of Financial Management best practises. Knowledge of the Financial Management Systems (PERSAL, BAS&LOGIS). Internal control procedures and systems. Modified cash basis and SCOA, HR and SCM prescripts. |
| <u>DUTIES</u> | : | Render assistance in the establishment and implementation of governance systems: assist in the development/renewal and implementation of departmental internal control policies, procedures, and processes. Conduct pre-audit on procurement processes, orders, and payment vouchers prior to processing to obviate fraud and errors. Assist in the implementation of effective financial management: internal control measures within the department: perform pre-audit on the authenticity of payment vouchers. Analyse, review, and correct internal controls. Safeguard assets including financial information. Check compliance and completeness of S&T claims processed. Check allocation codes on LOGIS after an order is generated. Check if all required documents are attached in the payment's vouchers and S&T claims are accurate, valid, and correct. Follow up on auditor general and internal audit recommendations: Assist in the development of the system description and attend to audit queries. Assist in the development of audit intervention or action plan based on Auditor General final management report by gathering POE. Keep and maintain files of all the reports from Auditor General and Internal Auditor recommendations with agreed action plans that are implemented. Perform administrative duties for the unit. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/170</u> | : | <u>ADMIN OFFICER: FACILITIES REF NO: OTP23/05/2025</u> |
| <u>SALARY</u> | : | R325 101 - R382 959 per annum (Level 07) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, NQF level 6/7 qualification (National Diploma/Degree) in Office Administration/Business Administration/Building Environment/ Equivalent qualification. 2-3 years relevant experience. A valid driver's license. Competencies: Work experience as a Facilities administrator or similar role. Strong knowledge of facilities management operations. Familiarity with office equipment and security systems. Hands on experience with facilities management. Understanding of safety regulations in offices. Well-organized. Sound judgement and the ability to think quickly during emergencies. Be Computer literate. |
| <u>DUTIES</u> | : | Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras). Create the schedule for cleaning |

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| | | and disinfecting the building. Assist in monitoring activities that happen outside the building, such as proper waste disposal, landscaping, gardening and recycling. Assist in fixing minor malfunctions in office and security equipment. Assist in coordination of office and parking space allocation. Keep track of regular and ad-hoc facility and security expenses. Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards). Assist in researching new services and appliances to facilitate operations. Assist in ensuring compliance with health and safety regulations. Assist in scheduling directorate meetings, minutes and records management. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/171</u> | : | <u>REGISTRY CLERK: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP24/05/2024</u> Re-advertisement |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 - R268 950 per annum (Level 05) Head Office: Bhisho National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative processes. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Basic knowledge of administrative processes. 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 telephone 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 closing files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring compliance with auditor Generals check list and Verification of indexing and files. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/172</u> | : | <u>MESSENGER / DRIVER: EXECUTIVE SUPPORT TO THE PREMIER REF NO: OTP25/05/2025</u> Re-advertisement |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 - R227 766 per annum (Level 04) Head Office: Bhisho Requirements: NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. |

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| <u>DUTIES</u> | : | Render messenger services to the executive support of the Premier: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to The Executive Support to The Premier: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms. Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/173</u> | : | <u>MESSENGER / DRIVER: KNOWLEDGE AND RECORDS MANAGEMENT REF NO: OTP26/05/2025</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 - R227 766 per annum (Level 04) Bhisho Requirements: NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Three (3) years driving. Messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. |
| <u>DUTIES</u> | : | Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za |
| <u>POST 17/174</u> | : | <u>DATA CAPTURERS: ISIQALO YOUTH FUND REF NO: OTP27/05/2025 (X2 POSTS)</u> (Fixed term contract of 12 months) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R193 359 - R227 766 per annum (Level 04), annual salary plus 37% in lieu of service benefits) Bhisho National Senior Certificate/ Grade 12 with no experience in office administration, secretariat and experience in data capturing will be an added advantage. Competence: A good understanding of appropriate computerized systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy. |

DUTIES

: Preparation, compilation, sorting, capturing and management of data of beneficiary information in Isiqalo youth fund and other related youth development programmes. Verifying all necessary documents attached to the application form; collecting and receiving application forms for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining to the application; controlling and capturing of beneficiary information capturing of data from various source documents into the computer system for storage, processing and management purposes. Manage the procurement process of IYF awardees including the entire procurement value chain; Perform equipment delivery to the awarded beneficiaries; Maintain Isiqalo YF consolidated dashboard. Serve as a secretariat for Financial Support initiatives within the unit. Capture and store data from available records in the required formats e.g., databases, table, spreadsheets, log sheets, etc.; review and validate all data from the records; submit data of all applications received; keep and maintain records and files: Establish relevant databases, e.g. beneficiaries of Isiqalo Youth Fund, SMME Development Programmes, unemployed youth, etc. Make regular backups of databases and information on youth development in the province. Update registers and statistics. Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports related to data collected.

ENQUIRIES

: can be directed to: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.

For eRecruitment enquiries email: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS

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

FOR ATTENTION CLOSING DATE

: Ms T. Nkonyile
: 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply for SMS (senior management service) posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an

evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

POST 17/175 : **CHIEF DIRECTOR: INFRASTRUCTURE BUDGET MANAGEMENT REF NO: PT 01/05/2025**

Purpose: To enhance the planning and monitoring of infrastructure performance of provincial departments and public entities

SALARY
CENTRE
REQUIREMENTS

: R1 436 022 - R1716 933.per annum (Level 14), (all-inclusive)
:
: Bhisho
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: A Three-year Degree (NQF level 7 as recognised by SAQA) in Accounting / Economics / Built Environment coupled with 5 years of experience at Senior Management level (Level 13 or higher) in Financial Management / Business / Built Environment with an emphasis in Public Sector Infrastructure Delivery and Procurement. Applicants should have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government). Skills and Competencies: In-depth knowledge of legislation that governs the Public Service, Knowledge and application of legislative framework that governs financial management in the Public Service, Contract Management incl. Construction Procurement, Financial Modelling (Analysis of Economic viability, Knowledge and application of PFMA, Risk Management Policies and Practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy – must have advanced Excel.

DUTIES

: Enhance The Planning and Budgeting Planning Process of Infrastructure Delivery by Provincial Departments and Public Entities: Integrated Portfolio Management Plans; Oversee alignment in Provincial Infrastructure Planning across sectors and spheres of Government; Ensure IDMS is provincialised and institutionalised in all Provincial Departments and that there is compliance with the IDMS project management gateway system. Oversee the development of and monitor the implementation of the provincial infrastructure framework. Enforce a transparent, effective and efficient Construction Procurement System in the Province which considers the development of local suppliers. Ensure that the IDM Risk Management System is implemented; Mediate to ensure that unresolved disputes are addressed. Ensure that capacitation strategies are developed and implemented, based on monitoring findings. Validate alignment of Provincial Infrastructure Plans with the National and Integrated Development Plans of Municipalities in line with the District Development Model and Provincial Budgeting process. Enhance The

Monitoring of Infrastructure Budget and Expenditure Performance by Provincial Departments and Public Entities: Infrastructure Budget and Expenditure Performance Report. Validate infrastructure committed budget proposals in terms of norms and standards, priorities, affordability, provincial goals, life cycle costing and maintenance plans and make recommendations thereafter. Ensure that infrastructure projects are managed efficiently effectively, economically and equitably. Ensure that the Implementing Agents comply with the PFMA, IDMS, DORA and PIDF requirements. Ensure the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Facilitate that the provincial infrastructure capacitation challenges are resolved (including resourcing and training). Manage Spending for Infrastructure Projects of Provincial Departments in terms of value for Money Considerations: Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Ensure that there is alignment to norms and standards in terms of infrastructure delivery. Ensure that the infrastructure site visits take place to investigate elements of value for money, where payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports. Ensure that research is undertaken on best practices regarding the implementation and monitoring of infrastructure performance so as to determine new methods to improve infrastructure delivery. Manage Area Of Responsibility: 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 managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Annual Performance Plan and Strategy is developed and implemented to realise the objectives of the organisation / Transversal Audit Risk and Forensic Services. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh.

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

POST 17/176 : **CHIEF DIRECTOR: INFRASTRUCTURE SCM MANAGEMENT REF NO: PT 02/05/2025**
Purpose: To enhance the Procurement Planning, PPP projects, Contract and Physical Asset Management of infrastructure delivery of Provincial Departments and Public Entities

SALARY : R1 436 022 per annum (Level 14), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in the Built Environment coupled with 5 years of experience at Senior Management level (Level 13 or higher) with an emphasis in Public Sector Infrastructure Delivery and Procurement environment. Professional Registration with the relevant body is also required. Applicants should have obtained the pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government prior to appointment). Skills And Competencies: In-depth knowledge of legislation that governs the Public Service. Knowledge and application of legislative framework. that governs financial management in the Public Service, Extensive knowledge and understanding of public service policies and procedures, Working knowledge

DUTIES

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of the functioning of National / Provincial as well as Local Government. Contract Management incl. Construction Procurement. Financial Modelling (Analysis of Economic viability. Knowledge and application of PFMA. Risk Management Policies and Practices. Strategic Capability and Leadership. Project and Programme Management, 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 – must have advanced Excel.

Ensure To Institutionalize Infrastructure Procurement Planning, Policy, Norms and Standards: Ensure infrastructure procurement plans and B5 budgets are credible. Provide advice / inputs regarding the review of infrastructure procurement processes during different procurement stages. Ensure the development of procurement strategies focusing on the promotion of effective and efficient implementation of infrastructure projects and standards. Monitor, evaluate and report on infrastructure procurement and major capital projects. Ensure implementation of FIPDM are compliant with the CIDB standard for uniformity, LEDPF, SMME development, and contraction procurement strategies. Ensure The Establishment of Infrastructure Contract Management Mechanisms and Enforce Transparency and Effective Management of Movable and Immovable Assets in the Department: Enhance and monitor implementation and institutionalisation of contract management. Promote contract management and strategic procurement management. Promote contract awarding compliance. Ensure development of movable and immovable asset management policies, norms and standards is maintained. Ensure Provincial Department are capacitated on Asset Management. Oversee The Identification and Assessment of Potential Ppp Infrastructure Projects: Guide the conducting of studies / research and benchmarking of service delivery with other institutions within the public and private sector. Promote and guide the development of preliminary evaluations of the models to identify the most suitable model for the Government. Design and oversee the delivery of a PPP marketing strategy, branding, market, targeting, materials, development and distribution. Compile business cases including the processes involved in the appointment and management of transactional advisors. Negotiate PPP's agreements. Oversee The Implementation Of Ppp Infrastructure Projects: Guide stakeholders in the development of shareholder compacts. Guide and lead research on the performance of the PPP and identification of areas for bottlenecks or improvement. Manage the development of appropriate restructuring model of non-core functions for implementation. Direct and support the development, implementation and monitoring of plans for proposed restructuring models. Develop Terms of Reference (ToR) and manage project plans as per contractual agreements of Service Level Agreements (SLA). Obtain appropriate mandates and approvals. Manage And Oversee the Restructuring Projects and Feasibility Studies for Non-Core Functional Services: Ensure the provision of assistance with project inception register. Evaluate capacity at institutions. Guide and support the development of procurement documents and PPP's agreements. Assess value-for-money criterion. Manage technical assistance including all stakeholders. Provide support to Departments and municipalities regarding implementation of contract management. Compliance With Relevant Regulations Governing PPP's: Provide administrative assistance to all Treasury approvals, review and recommendations. Ensure compliance to MFMA, MSA and PFMA (TR16) regarding provision of reviews, recommendations and approvals. Monitor compliance with SLA / contractual agreements. Manage Area Of Responsibility: 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 managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Annual Performance Plan and Strategy is developed and implemented to realise the objectives of the organisation / Transversal Audit Risk and Forensic Services. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is

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| | according to laid down policy and procedure. Ensure The Implementation and Management of risk, finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. |
| <u>ENQUIRIES</u> | : 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: Coloured Female / African Male |
| <u>POST 17/177</u> | : <u>DIRECTOR: BUDGET MANAGEMENT AND PUBLIC FINANCE (EDUCATION, SPORT & SAFETY REF NO: PT 03/05/2025)</u> Purpose: To promote optimal Financial Resource Allocation in the Education sector and other departments, Monitor and report on the financial and non-financial performance, oversee the analysis and monitor the implementation of strategic objectives and targets in the department's Annual Performance Plan. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R1 216 824 per annum (Level 13), (all-inclusive) : Bhisho : A Degree (NQF Level 7) in Financial Management / Public Finance / Economics coupled with 5 years' experience at middle or senior management level in Finance environment. Applicants should have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government submitted prior to appointment). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Understanding of Project Management principles, financial acumen with experience in budget and resource management, Strategic Oversight and collaboration, Leadership & Team Management, Risk and Compliance, Stakeholder Engagement, innovation and Continuous Improvement, Time management, Change Management, Communication and negotiation skills. Conflict Resolution, Decision Making, Presentation & Reporting skills, Advanced MS Project, Excel, Power BI (or similar reporting tools). Risk Management policies and practices, Asset Management policies and practices. |
| <u>DUTIES</u> | : Manage the timely tabling of a Credible Main Budget Within Legislated Timeframes: Ensure that budget circulars are compiled detailing the requirements of departments and their entities on budget submissions. Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Ensure that a close-out report is prepared on the previous year's financial and non-financial information to inform the process of improving provincial resource management. Co-ordinate and ensure that reports are compiled for the provincial Medium Term Expenditure Committee hearings by utilising the first budget submission. Recommend preliminary and final allocations for departments according to national and provincial priorities within the fiscal framework. Ensure that an analytical report is prepared on policy alignment and allocative efficiency as inputs for National Treasury (NT) Benchmark exercise by utilising the second budget submission. Co-ordinate the compilation and consolidation of the budget submission that will be tabled in the Provincial Legislature. Ensure that support is provided to departments to compile their budget submissions. Ensure that a report is compiled on the main budget and that it is loaded on Basic Accounting System (BAS). Ensure that the adjusted Budget Publications Are Within Legislated Timeframes and are At Acceptable Quality Levels: Ensure that a report on recommendations of the departmental roll over requests of conditional grant and equitable share are produced for National Treasury and Executive Council (EXCO.) Ensure that a 'commitment register' is maintained on a department's adjusted budget. Ensure that guidelines are provided to departments for them to complete the adjusted estimates in the prescribed format. Recommend allocations for departments according to PFMA requirements and within the fiscal framework. Compile and consolidate adjusted budget for tabling in the Provincial Legislature. Ensure that support is provided to departments to compile their |

adjusted budget submission. Ensure that a report is compiled on the adjusted budget and that it is loaded On Bas. Ensure that the Departmental Strategic Plans (SP) And Annual Performance Plans (App) Comply with and are in alignment with national and Provincial Policy Priorities; Manage and monitor departmental SP and APP and ensure alignment with national and provincial policy priorities as well as NT frameworks. Do an analysis of the strategic and annual performance plans in order to ensure alignment of budget allocations to them. Manage The Monthly IYM Analysis on Revenue and Expenditure Inclusive of feedback To Departments: Ensure that the consolidation and evaluation of credible and reliable departmental cash flow projections are compiled for NT and EXCO. Ensure that weekly expenditure reports are compiled to inform the monthly IYM. Consolidate analysis of monthly revenue and expenditure for reporting to NT and EXCO. Ensure that monthly IYM feedback is provided to departments on the analysis by PT. Ensure that support is provided to departments to with the implementation and monitoring of the IYM. Ensure the year-end IYM is balancing to the pre-audited and audited AFS for submission to NT. Manage The Quarterly Performance Reports (QPR) Analysis Inclusive of feedback to Departments: Ensure that the analysis of QPR from departments is undertaken and compile consolidated quarterly report. Ensure that quarterly QPR feedback is provided to departments on the analysis by PT. Ensure that the integration, analysis and reporting on non-financial and financial performance information is undertaken in order to ensure the expenditure of departments is aligned to the deliverables espoused to the tabled APP, Policy Speech and the Budget Ensure that support is provided to departments to with the implementation and monitoring of the QPR. Conduct quarterly QPR workshops for with departments and Entities. Ensure that site visits are undertaken and a report compiled at least every quarter to inform budget and other policy decisions. 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 daily 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 implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility). Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B 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

POST 17/178 : **DIRECTOR: INTERNAL AUDIT REF NO: PT 04/05/2025**
Purpose: To ensure the implementation of the Internal Audit Plan, provide assurance on governance risk management and control processes in accordance with ISPPIA and the legislative framework in the department.

SALARY : R1 216 824 per annum (Level 13), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Commerce at NQF Level 7 with Auditing and Accounting as major subjects with CIA or CA(SA). 5 years' experience at middle or senior management level in Auditing environment. Applicants to have obtained pre-entry Nyukela Certificate (certificate for entry into the Senior Management Service from the National School of Government submitted prior to appointment). Skills And Competencies: In-depth understanding of legislative

framework that governs the Public Service. Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology. Internal Audit regulatory frameworks and policies. Practice of Internal Auditing, Risk Management Strategy, Enterprise Risk Management (ERM)Support, Enterprise Risk Management (ERM)Process, Anti-Fraud Process and Enterprise Risk Management Concepts, framework and methodologies. Strategic Capability and Leadership, Project and Programme Management. Budget and Financial Management, Change Management, People Management and Empowerment.

DUTIES

: Manage The Provision of Internal Audit Services in the Department: Develop the 3-year rolling audit plan. Ensure availability of appropriate resources completion of the audit plan. Institute Audits as requested or as deemed appropriate. Ensure the development / refinement of audit programmes. Monitor progress and completion of the audit plan. Ensure provision of reports to relevant Managers. Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Manage The Provision of Administrative and Technical Support to Audit Committee: Ensure the secretariat duties is performed to the Audit Committee sitting. Ensure Technical support assistance to the Audit Committee is provided. Develop Audit Committee reports annually. Manage And Co-Ordinate the Provision and Management of Internal Audit Service: Develop Internal Audit strategic and operational audit plans in accordance with acceptable audit standards. Guide the provision of internal auditing services and make value added recommendations to enhance the overall performance of organisation. Coordinate and manage all audit assignments. Develop Internal Audit policies and Procedures in accordance with IIA standards. Manage And Monitor Assurance and Consulting Activities: Manage and monitor in compliance with laws and regulations. Ensure acceptable quality and compliance to International Standards for the professional Practice of Internal Auditors issued by the Institute of Internal Auditors. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage The Review of Information Technology and Financial Audits as well as Specialized Audits: Review departmental systems both applications and general controls. Review User access, IT security and data management. Review compliance with ethical and social practices including IT norms and standards. Review of compliance with COBIT 5 and other related frameworks. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Advise management of latest guidelines, resolutions from DPSA relating to Internal Audit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, 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. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B 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

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| <u>POST 17/179</u> | : | <u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION & ACCOUNTING</u> <u>REF NO: PT 05/05/2025</u> Purpose: To manage the implementation of Financial Administration and Accounting Services in the Department. |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | A Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management or equivalent tertiary qualification at NQF level 7 with specialization in Financial Accounting. Minimum of 5 years' work experience in Finance / Accounting management environment of which 3 years should be at an Assistant Director level with specific experience relevant to compiling Annual Financial Statements. Skills And Competencies: Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts. Public Finance Management Act. National Treasury Regulations . GRAP, Annual Financial Statement Guidelines. National Treasury Practice Notes. Financial Management. Document management. Microsoft Excel, Word and PowerPoint. Applied Strategic thinking, Apply 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, Analytical Thinking, Communication (verbal & written), Computer Literate. |
| <u>DUTIES</u> | : | Manage The Reconciliation of Inter-Departmental Accounts and Safekeeping of Financial Records: Ensure that all outstanding inter-departmental debts and balances are followed up and cleared. Ensure reconciliation and clearing of suspense, bank, asset and liability accounts. Reconcile financial records and ensure records properly filed. Ensure sound management verification of payments register. Authorise adjusting journal entries with supporting documentation. Ensure timeous settlement of inter-departmental debts and liability accounts. Manage The Development of Monthly, Quarterly and Annual Financial Reports: Manage compilation of monthly, quarterly and annual financial reports. Ensure preparation of interim and annual financial statement in line with the prescribed annual Financial Statements guidelines. Ensure that suspense accounts reconciliations are carried out monthly. Ensure preparation of age analysis of suspense account and interdepartmental claims and submitted to provincial Treasury. Ensure bank reconciliation is carried out monthly. 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. |
| <u>ENQUIRIES</u> | : | 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 / White Male /White Female |
| <u>POST 17/180</u> | : | <u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF</u> <u>NO: PT 06/05/2025</u> Purpose: To manage the provision of Demand and Acquisition Management Services for the department. |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive) |
| <u>CENTRE</u> | : | Bhisho |

REQUIREMENTS

: A Degree (NQF level 7 as recognised by SAQA) in Supply Chain Management / Public Administration / Logistics / Commerce coupled with Minimum of 5 years' work experience in Procurement environment of which 3 years should be at an Assistant Director Level. Skills And Competencies: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, and BBBEE Act, National Treasury Regulations, Supply Chain Management Practices and Policies, Risk Management Policies and Practices, Asset Management Framework, Preferential Procurement Policy Framework Act, Negotiation techniques, Budget preparation, Bid Administration, Procurement, LOGIS and BAS Financial Systems, Tender and contract administration. 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, Computer Literate, Good Communication Skills (verbal and written).

DUTIES

: Manage, Develop and Implement Demand Management Policies, Procedures and Annual Procurement Plan for the Department: Render guidance and advice to departmental employees on demand management matters to promote correct implementation and sound demand management practices. Design and develop demand management policies processes and procedures. Monitor effectiveness of departmental policies with regards to acquisition management. Perform strategic and annual supply chain demand management planning. Review, analyse and monitor demand management plan. Manage the implementation of the demand management plan. Consolidate and monitor procurement plan for the department. Implement strategic procurement for the depart and develop sourcing strategies. Develop and obtain approval for the procurement management plan. Determine whether specifications should contain any special conditions. Compile tender / quotation specifications, request for proposal as required. Determine whether specification for the relevant commodity exists, if not oversee the collection information and compile specification / terms of reference. Compile and publish request for proposals where required. Ensure functioning of the Bid Specification, Quotations Committees and render a secretariat service to the relevant committees. Conduct market research analysis. Provide inputs for the development of Standard Operating Procedures. Conduct briefing sessions. Manage The Acquisition Management Services and Bidding Process in the Department: Facilitate the development of acquisition management policies processes and procedures. Monitor the acquisition management activities by ensuring compliance to SCM prescripts. Manage the Compilation of bid documents and advertisements. Monitor the process of receipt (closing and opening) of bid documents. Oversee the processing of bid documents by ensuring that all bid documents are complete. Manage the sourcing of quotations from the database according to the threshold values determined by the National Treasury. Facilitate the development of terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Ensure that all required acquisition reports are presented to the relevant committees and submitted for approval to the Head of department on time every time. Ensure that orders are issued on time and no services are rendered without an official order. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B 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 /White Female

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| <u>POST 17/181</u> | : | <u>DEPUTY DIRECTOR: STRATEGIC PROCUREMENT REF NO: PT 07/05/2025</u> Purpose: To manage SCM transversal contracts, strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R896 436 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management majoring in Supply Chain / Finance coupled with Minimum of 5 years' work experience in SCM environment of which 3 years should be at an Assistant Director Level. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Apply 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, Analytical Thinking, Computer Literate, Good Communication Skills (verbal and written). |
| <u>DUTIES</u> | : | Manage Contract Awarding Compliance: Facilitate the review process of business cases and conduct research on opportunities for transversal contracts. Coordination and participation of stakeholders in transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Manage and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Manage and provide support on the drafting of tender adverts and ensure that they are at an acceptable standard. Facilitate the review of Bids received from Departments by ensuring that the right processes of evaluating tenders have been followed; handle any anomalies detected in the review of submission process thereof. Ensure all secretariat services of the convene committee are met. Manage The Implementation and Institutionalisation of Contract Management: Facilitate the development of questionnaires and conduct onsite assessments on current contract management. Manage the development of a contract management plan in conjunction with the Department. Manage the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report Manage support rendered to departments on contract management disputes. Manage the arrangement of contract management workshops and roll-out best practises to institutionalise contract management in the Departments. Promote Contract Management Strategic Procurement: Conduct research on processes and opportunities to improve value for money by analysing spending patterns and identifying more efficient mechanisms for service delivery. Facilitate the implementation and maintenance of price referencing systems for low value/high volume commodities. Coordinate implementation measures and monitor the impact for value for money initiatives Departmental spend. Develop and set targets per department for local economic development. Support initiatives to promote local economic development by directly participating in campaigns i.e. Buy EC Campaign. 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. |
| <u>ENQUIRIES</u> | : | 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). |

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| <u>NOTE</u> | : | EE Target: African Male / White Male /White Female |
| <u>POST 17/182</u> | : | <u>DEPUTY DIRECTOR: MUNICIPAL BUDGET AND REVENUE MANAGEMENT REF NO: PT 08/05/2025</u> 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 |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R896 436 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial 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 overseeing and assessing municipal budgets and Revenue Management combined. 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. |
| <u>DUTIES</u> | : | Monitor And Provide Specialist Support on Budget Planning and Implementation: Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a tabled budget assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Monitor And Support Municipalities on Governance and Institutional Management, In Line with MFMA Requirements: Assess MFMA implementation, compile reports and submit to the Supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Prepare Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Monitor Compliance with Financial Assets and Liabilities and Revenue Management: Assist in monitoring financial asset management compliance and compile a report. Assist in monitoring liability management compliance and compile a report. Assist in monitoring revenue management compliance and compile a report. Monitor and facilitate the implementation of |

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| | | the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. |
| <u>ENQUIRIES</u> | : | 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 / White Male /White Female |
| <u>POST 17/183</u> | : | <u>DEPUTY DIRECTOR: INTERNAL AUDIT, AUDIT COMMITTEE & DC BOARDS</u> Purpose: To promote and enforce internal audit services in the municipalities. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R896 436 per annum (Level 11), (all-inclusive) |
| | : | Bhisho |
| | : | A Degree (NQF level 7 as recognized by SAQA) in Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in auditing and working in a municipal environment is essential. |
| <u>DUTIES</u> | : | Monitor, Enforce and Report on the Effective Implementation of the MFMA, Treasury Regulations and Standards to Ensure Compliance: Develop provincial norms and standards. Develop the assessment tool. Quality review of the assessment reports. Manage the compilation and issuing of assessment report. Review and monitor the implementation of recommendations. Ensure the effectiveness of the implementation of the action plans. Coordinate the effective implementation of combined assurance. Facilitate And Monitor the Establishment of Audit Committees within the Municipalities: Coordinate and oversee the establishment of Audit Committees. Assess and monitor the effectiveness of Audit Committees. Provide inputs on the internal audit strategy. Facilitate internal audit readiness reviews. Provide Support and Capacity Building to Municipalities: Facilitate capacity building initiative. Facilitate internal Audit and Audit Committee Forums. Provide inputs into the development and review of Internal Audit and Audit Committee. Facilitate implementation of external quality assurance review. Manage The Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial management functions. Perform asset management functions. Skills And Competencies: Extensive knowledge of local government prescripts in the areas of internal audit, audit committee, municipal budget reviews; financial management and reporting, expenditure management, cost effective procurement systems and effective asset & liability management. The candidate should be familiar with the auditing and accounting reforms in the municipal space in line with MFMA, GRAP Standards, Municipal Budgets, MBRR and mSCOA. |
| <u>ENQUIRIES</u> | : | 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 / White Male /White Female |

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| <u>POST 17/184</u> | : | <u>DEPUTY DIRECTOR: PHYSICAL ASSETS MANAGEMENT REF NO: PT 10/05/2025</u> |
| | | Purpose: To enhance, monitor and enforce the transparent and effective management of physical assets. |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | A Degree (NQF level 7 as recognized by SAQA) in Accounting / Commerce majoring in Accounting coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in Financial / Asset & Inventory Management environment. A driver's license is essential. Skills And Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of PFMA. Knowledge of Standard Chart of Accounts. Knowledge of International Financial Reporting Standards. Project Appraisals, Applied Strategic Thinking. Apply Technology, Budget 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, Policy Analysis, Project Management. Team Leadership. Audit Skills. |
| <u>DUTIES</u> | : | Manage Physical Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DPWI. Provide Support in Provincial Departments with Asset Management Capacity Building: Conduct annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Conduct workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Manage The Development and Maintenance of Policies, Strategies and Systems for Asset and Inventory Management; Coordinate the development of asset and inventory Management policies/procedure manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of procedure guidelines to promote compliance with the reporting standards. Manage the development of asset and inventory strategies in line with the service delivery objectives. Coordinate the review of asset and inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. Monitor And Support Departments and Public Entities on Safeguarding of Assets: Monitor the safeguarding of assets against destruction, theft and obsolescence. Monitor that all losses of assets are reported, investigated and finalized. Monitor that departments and entities have functional loss control committees. 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 reconciliations. Perform reviews of Annual Financial Statements (AFS)/ Interim Financial. Statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the provincial departments and public entities. Monitor and support entities on the review of Estimated Useful Life (EUL) and residual values (RV) and impairment of Property, Plant |

and Equipment (PPE). Provide support to departments and entities on the valuation of assets. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosures. Monitor And Support Departments and Public Entities on Asset and Inventory Management Strategies: Monitor and support departments and public entities on the implementation of asset management strategies and value for money of assets and inventory. Monitor that departments and public entities have asset management plans. Monitor and support departments and public entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and public entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance with relevant legislation. Manage The Implementation of transparent and economic practices to deal with asset disposal in the Provincial Administration: Monitor that obsolete, redundant and unserviceable assets are disposed of. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes regarding asset disposals. Coordinate The capacitation of asset and inventory management section in the departments and public entities: Identify asset and inventory management capacity GAPS and coordination strategies to address the capacity GAPS. Provide on-the-job training on assets and inventory management. Conduct workshops on policy framework, Treasury Regulations and Accounting Norms and Standards. Coordinate training interventions on assets and inventory management. Manage area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Advise management of latest guidelines, resolutions from DPSA relating to Physical Assets and / or any related matter/s. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained, and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B 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 /White Female

POST 17/185 : **DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF. PT 11/05/2025**
Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain and Asset Management.

SALARY : R896 436 per annum (Level 11), (all inclusive)
CENTRE : OR Tambo District
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Accounting / Financial Management / Local Government Finance / SCM coupled with Minimum of 5 years' work experience in an Accounting, Supply Chain Management and Asset Management 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 Public sector, Risk Management policies and procedures, GRAP, mSCOA regulations, FMCMM, 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

: Monitor, Evaluate And Report On Compliance With Supply Chain Management Regulatory Framework: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the MFMA and all related SCM and AM frameworks by municipalities including mSCOA regulations. Monitor and evaluate supply management and Asset management processes and report on compliance with the supply chain and Asset Management guidelines, framework, accounting standards and mSCOA compliance. Provide support and advice on supply chain management and Asset Management processes, policies and compliance to regulations including external audit support. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations, Contract Extensions, Financial Management Maturity Capability Model (FMCMM), Audit support and GRAP compliant Asset Registers. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM and AM systems, registers and Processes. Provide Advice, Guidance, And Remedial Actions on SCM and Asset Management Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management and Asset Management reforms in all the delegated municipalities and play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and AM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives regarding SCM, AM, Audit Support, FMCMM and mSCOA in all delegated municipalities. Provide assistance and advice on improving the supply chain management and Asset Management functions within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and Asset Management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and AM policies, procedure manuals and guidelines. Ensure Compliance with the MFMA and all related SCM And Am Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits to assess compliance with SCM and AM, Policies, GRAP compliance, etc. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with regard to SCM, Am, Mscoa and Fmcmm in All Delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal matters policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (ad hoc) are dealt with timeously. Manage Area Of Responsibility: 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 /White Female

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| <u>POST 17/186</u> | : | <u>EXECUTIVE SUPPORT: MUNICIPAL FINANCIAL MANAGEMENT & GOVERNANCE REF: PT 12/05/2025</u> Purpose: To provide executive support in the office of the DDG Municipal Finance Management & Governance to ensure the effective management and smooth operation of the Branch |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive) |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | A Degree (NQF level 7 as recognised by SAQA) in Public Administration /Public Management/BCom/ ICT/FIS coupled with Minimum of 5 years' work experience in Administration / 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: Knowledge and application of Legislation, regulations and policies that governs the Public Service, Monitoring and evaluation, Budget submission, HR Management, Project appraisals, Corporate Communication. Project Management, Communication (verbal and written), Computer Literate, Change Management, Financial Management, Problem Solving, Decision Making, People Management, Project Management. |
| <u>DUTIES</u> | : | Provide Direction and Guidance on the effective management of the Office of The DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CDs of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit to meet set programme objectives. Support The Programme By Providing Strategic And Technical Leadership in order to ensure the full execution of Departmental Plans and Programmes: Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all reports and other required submissions are provided to the DDG office timeously, and that these are reviewed and consolidated, as and when required, and submitted to the DDG within stipulated timeframes. Coordinate Chief Director meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support Towards Ensuring Appropriate and Sound Finance, Human Resource Management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG; Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control which is in line with the approved budget. Ensure the management, safekeeping and maintenance of assets in the DDG office. Ensure that full and proper records of the financial affairs of the office of the DDG are maintained. Analyse monthly, quarterly and any other ad hoc reports to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance. Report and follow up on deviations. |

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| <u>ENQUIRIES</u> | : | 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 / White Male /White Female |
| <u>POST 17/187</u> | : | <u>ASSISTANT DIRECTOR: PROVINCIAL INFRASTRUCTURE BUDGET PLANNING REF NO: PT 13/05/2025</u> Purpose: To render support on the planning of infrastructure delivery by provincial departments and public entities. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Bhisho A Degree (NQF level 7 as recognised by SAQA) In Accounting / Economics / Public Administration / Built Environment coupled with Minimum of 3 years' work experience in Financial Management / Business / Built environment at an Officer level (Level 7 or higher) and a valid driver's license is compulsory. Skills And Competencies: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Financial Modelling (analysis of economic viability) Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy |
| <u>DUTIES</u> | : | Provide And Render Support Towards the Infrastructure Funding Frameworks and Long-Term Infrastructure Planning: Implement and execute Provincial Infrastructure Planning in provincial departments. Provide and render support on the adoption and implementation of unified IDMS norms and standards, including the project gateway system. Render support on the implementation of the provincial infrastructure framework. Provide and render support on Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Coordinate inputs into the development, implementation and monitoring of a customised and institutionalised infrastructure monitoring system for provincial departments; Coordinate inputs into SDA compliance with Provincial IDMS requirements. Implement inputs in respect of the alignment of IDPs with Provincial Infrastructure Plans. Execute And Implement Provincial Infrastructure Plans: Execute infrastructure project in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Implement and provide support on infrastructure projects to ensure that these are done efficiently, effectively, economically and equitably. Monitor the work of Implementing Agents to ensure that they comply with the PFMA, IDMS, DORA and PIDF requirements. Coordinate the submission of reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Provide Support on the Planning of the Infrastructure Projects of Provincial Departments in Terms of Value for Money Considerations: Provide support on planning of departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Provide and coordinate inputs on the compilation of site visits schedule to investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). |
| <u>ENQUIRIES</u> | : | 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 /Indian Female |

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| <u>POST 17/188</u> | : | <u>ASSISTANT DIRECTORS: FINANCIAL INFORMATION SYSTEMS ANALYSIS REF NO: PT 14/05/2025 (X2 POSTS)</u> |
| | | Re-Advertisement |
| | | 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 |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) |
| | : | Bhisho |
| | : | 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 Player, Interpersonal Skill, Communication, Collaboration, Planning and Organising, Problem Solving and Decision Making and Project Management. |
| <u>DUTIES</u> | : | 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 / patterns 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 17/189 : **SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: PT 15/05/2025**

Purpose: To render sound and effective salary administration and payroll management.

SALARY : R397 116 per annum (Level 08)

CENTRE : Bhisho

REQUIREMENTS A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Accounting/ Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding of BAS and PERSAL system. BAS and PERSAL Certificates are essential. Skills And Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework e.g. DORA, PFMA. Extensive understanding of BAS and LOGIS systems. Project Management. Interpersonal Relations. Planning and Execution. Decision Making. Analytical Thinking. People Management. Communication (verbal & written). Computer Literate

DUTIES : Payment Of Salaries and Deductions of Payments to third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance with departmental standards / legislative requirements Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance with the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details. Provide Administration Support Services. Attend to queries or complaints and ensure queries are rectified within the next open month.

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 / Indian Female
This Post Is Preferable for a person with Disability

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| <u>POST 17/190</u> | : | <u>ADMINISTRATIVE OFFICER: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT REF NO: PT 16/05/2025</u> Purpose; To render administrative and office support services to the Government Information and Communication Technology Management. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Bhisho A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Office Administration / Information Technology coupled with Minimum of 2 years' experience in administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management, Good Telephone Etiquette, Report Writing, Planning & Organising, Good People Skills, Problem Solving, Communication (written and verbal). |
| <u>DUTIES</u> | : | Provide Secretarial / Receptionist Support Service to The Director: Receive telephone calls, Perform advanced typing for the Director, Operate and ensure that office equipment is in good working order. Record engagements for the Director. Coordinate and sensitize / advises Director regarding engagements. Compile Schedules of all appointments. Render Administrative Support Services to The Directorate: Ensure effective flow of information and review documents from and to the office of the Director. Ensure safe keeping all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs and compile Directorate Reports. Progress Reports, Monthly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Director and the Directorate where required. Collects, analyse and collates information requested by the Director. Clarifies instructions and notes on behalf of the Director. Coordinate travel arrangements on behalf of the Director. Prioritise issues in the office of the Director. Manage leave register and telephone accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the Director. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinates the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Provide Support to the Director Regarding Directorate's Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangements for the meetings when required. render relevant ict support services to the ICT directorate: Provide support and required facilitation for the ICT Governance, infrastructure and network, applications, ICT security as well as service and operations management sub-directorates. Provide Financial Administration Support Services For The Directorate: Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose. |
| <u>ENQUIRIES</u> | : | 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> | : | This post is preferable for a person with disability EE Target: African Male / Indian Male / Female |

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| <u>POST 17/191</u> | : | <u>ADMINISTRATIVE OFFICER: FINANCIAL ASSET & LIABILITIES MANAGEMENT REF NO: PT 17/05/2025</u> Purpose: To Render Secretarial, Clerical and Administrative Support Services to the Directorate |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Bhisho A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Office Administration / Commerce coupled with Minimum of 2 years' experience in Administration environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices Financial Management. Good Telephone Etiquette. Report Writing. Planning & Organising, Good People Skills. Problem Solving. Communication (written and verbal). Microsoft Office skills. Computer knowledgeable. |
| <u>DUTIES</u> | : | Provide Secretarial / Receptionist Support Service to the Director: Receive telephone calls, Perform advanced typing for the Director, Operate and ensure that office equipment is in good working order. Record engagements for the Director. Coordinate and sensitize / advises Director regarding engagements. Compile Schedules of all appointments. Render Administrative Support Services to the Directorate: Ensure effective flow of information and review documents from and to the office of the Director. Ensure safe keeping of all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs and compile Directorate Reports. Progress Reports, Monthly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Director and the Directorate where required. Collects, analyse and collates information requested by the Director. Clarifies instructions and notes on behalf of the Director. Coordinate travel arrangements on behalf of the Director. Prioritise issues in the office of the Director. Manage leave register and telephone accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the Director. Obtain necessary signatures on documents and items like procurement and monthly salary reports. Coordinates the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Provide Support to the Director Regarding Meetings and Directorate's Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangements for the meetings when required. Support Director with The Administration of the Directorate's Budget: Collects and coordinates all documents related to the Directorate budget. Assist Director in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor's expenditure and alerts Director of possible over – and under spending. Check BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compiles draft memo for this purpose. Compiles the Directorate's monthly In-Year Monitoring Reports. |
| <u>ENQUIRIES</u> | : | 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> | : | This post is preferable for a person with disability. EE Target: African Male / Indian Male / Female |
| <u>POST 17/192</u> | : | <u>PROVISIONING ADMIN CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: PT 18/05/2025</u> Purpose: To render administrative support in the provision of Asset & Fleet Management Services in the Department |
| <u>SALARY CENTRE</u> | : | R228 321 per annum (Level 05) Bhisho |

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| <u>REQUIREMENTS</u> | : | National Senior Certificate coupled with Minimum of 1 year experience in Supply Chain / Asset Management environment. National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / SCM / Procurement / Logistics / Public Management will be used as an added advantage. Extensive understanding with LOGIS Certificate (s) are essential). Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Technical proficiency. Movable Asset Management. Procedure on internal and external transfers of assets. Physical verification. Disposal procedure. Safeguarding, Theft and losses management. LOGIS, BAS, Reconciliation. Planning and organising, Computer Literate. |
| <u>DUTIES</u> | : | Provide Support Services on Asset and Fleet Management Services in the Department: Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets. Maintain and update departmental asset register. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal. Render General Clerical Support Services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide 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 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. Skills And Competencies: Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Asset Management framework and policies. |
| <u>ENQUIRIES</u> | : | 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> | : | This Post Is Preferable for a person with disability. EE Target: African Female /Coloured Male or Female/ White Male or Female |

**INTERNSHIP PROGRAMME FOR 24 MONTHS
PERIOD: 2025/26-2026/27**

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| <u>POST 17/193</u> | : | <u>SUPPLY CHAIN MANAGEMENT REF NO: PT. 19 /05 /2025(X1 INTER)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Supply Chain related studies/ Logistics / Accounting. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/194</u> | : | <u>ORGANISATIONA DEVELOPMENY & CHANGE MANAGEMENT REF NO: PT. 20 /05 /2025 (X1 INTERN)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Operations Management / Work Study / Management Services. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 |

For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/195 : **STRATEGY & SYSTEMS, MONITORING & EVALUATION REF NO: PT. 21 /05 /2025 (X2 INTERS)**

STIPEND : R94 326.per annum
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Public Administration / Business Administration with a specialisation in Planning or Monitoring & Evaluation / Economics / Data Science / Project Management.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
 For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/196 : **FINANCIAL MANAGEMENT REF NO: PT. 22 /05 /2025 (X1 INTERN)**

STIPEND : R94 326.per annum
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Accounting / Cost & Management Accounting / Internal Auditing / Financial Information Systems.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
 For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/197 : **HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: PT. 23 /05 /2025 (X1 INTERN)**

STIPEND : R94 326.per annum
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Archives and Records Management.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
 For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/198 : **BUDGET MANAGEMENT ECONOMIC CLUSTER REF NO: PT. 24 /05 /2025 (X3 INTERS)**

STIPEND : R94 326.per annum
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Economics Finance / Public Finance / BCom Accounting.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
 For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/199 : **INFRASTRUCTURE MANAGEMENT REF NO: PT. 25 /05 /2025 (X1 INTERN)**

STIPEND : R94 326.per annum
CENTRE : Bhisho
REQUIREMENTS :

National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Construction Management / Quantity Surveying.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
 For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/200 : **PUBLIC ENTITIES REF NO: PT. 26 /05 /2025 (X2 INTERS)**

STIPEND : R94 326.per annum
CENTRE : Bhisho

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| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Financial Management / BCom Accounting. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/201</u> | : | <u>FISCAL POLICY REF NO: PT. 27 /05 /2025 (X1 INTERN)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BCom Economics / Financial Management / BCom Accounting. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/202</u> | : | <u>CLIENT SUPPORT REF NO: PT. 28 /05 /2025 (X2 INTERNS)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Supply Chain Management / Information Systems / Information Technology / Public Administration. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/203</u> | : | <u>INFRASTRUCTURE REF NO: PT. 29 /05 /2025 (X2 INTERS)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in BSC / Quantity Surveying / Construction Management / Civil Engineering / Architecture. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi Tel No: 060 5735 574 / Ms Nokuzola Cloete 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/204</u> | : | <u>STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACTS REF NO: PT. 30 /05 /2025 (X2 INTERS)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Information System / Law. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/205</u> | : | <u>PROVINCAIL MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT. 31 /05 /2025 (X2 INTERNS)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |
| <u>CENTRE</u> | : | Bhisho |
| <u>REQUIREMENTS</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Accounting / Finance / BCom Accounting. |
| <u>ENQUIRIES</u> | : | Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/206</u> | : | <u>FINANCIAL INFORMATION SYSTEMS REF NO: PT 32 /05 /2025 (X2 INTERNS)</u> |
| <u>STIPEND</u> | : | R94 326.per annum |

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| <u>CENTRE REQUIREMENTS</u> | : | Bhisho |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in FIS / ICT / HR / SCM / Finance Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/207</u> | : | <u>TRANSVERSAL RISK MANAGEMENT REF NO: PT. 33 /05 /2025 (X1 INTERN)</u> |
| <u>STIPEND CENTRE REQUIREMENTS</u> | : | R94 326.per annum Bhisho |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 /Postgraduate Diploma NQF level 8) as recognised by SAQA) in Risk Management / Internal Auditing / Accounting. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/208</u> | : | <u>MEDICO LEGAL REF NO: PT. 34 /05 /2025 (X5 INTERNS)</u> |
| <u>STIPEND CENTRE REQUIREMENTS</u> | : | R94 326.per annum Bhisho |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in LLB Legal related / ICT / Public Administration Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/209</u> | : | <u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 35 /05 /2025 (X1 INTERN)</u> |
| <u>STIPEND CENTRE REQUIREMENTS</u> | : | R94 326.per annum Chris Hani District |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Financial Management. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/210</u> | : | <u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 36 /05 /2025 (X2 INTERNS)</u> |
| <u>STIPEND CENTRE REQUIREMENTS</u> | : | R94 326.per annum Alfred Nzo District |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Finance / Economics. Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |
| <u>POST 17/211</u> | : | <u>MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 37 /05 /2025 (X2 INTERNS)</u> |
| <u>STIPEND CENTRE REQUIREMENTS</u> | : | R94 326.per annum Amathole District |
| <u>ENQUIRIES</u> | : | National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Commerce (Accounting, General Accounting, Internal Auditing, Economics with Accounting 3 and Local Government). Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092 For E-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za |

POST 17/212 : **MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT 38 /05 /2025 (X2 INTERNS)**

STIPEND : R94 326 per annum
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Municipal Budget / Internal Audit / Risk Management / Accounting / Supply Chain Management.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

POST 17/213 : **MUNICIPAL FINANCIAL MANAGEMENT REF NO: PT. 39 /05 /2025 (X1 INTERN)**

STIPEND : R94 326. per annum
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate with a Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Municipal Budget / Internal Audit / Risk Management / Accounting / Supply Chain Management.

ENQUIRIES : Ms B Ndayi at 060 5735 574 / Ms Nokuzola Cloete at 0837351092
For E-Recruitment Enquiries, send an email to:
erecruitmentenquiries@ectreasury.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : The applications must be submitted to the via one of the following options: (i) Recruitment Centre, Community Safety P/BagX0057, Bisho, 5605, or (ii) Hand Deliver to: The Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605, or (iii) use the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: Yandisa.Singqandu@ecdsc.gov.za. Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system

ENQUIRIES : can be directed to Mr. Y Singqandu Tel No: (043) 605-5110/5101
CLOSING DATE : 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted except where specified

NOTE : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on

or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

OTHER POST

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| <u>POST 17/214</u> | : | <u>SENIOR DATA CAPTURER EPWP REF NO: DSD 01/05/2025</u> (12 Months Contract) |
| <u>SALARY</u> | : | R325 101 per annum (Level 07), plus 37% in lieu of benefits |
| <u>CENTRE</u> | : | Qonce |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/Public Administration/Management/ Information Management Systems/ relevant equivalent qualification. A minimum of 2-3 years' relevant experience in the Expanded Public Works Programme. A valid driver's license is a prerequisite. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spreadsheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound interpersonal and Organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Be Computer Literate. |
| <u>DUTIES</u> | : | Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets by utilizing the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance. |
| <u>ENQUIRIES</u> | : | enquiries may be directed to Mr Y Singqandu Tel No: (043) 605 5042 e-Recruitment Technical Support: Yandisa.Singqandu@ecdsd.gov.za |