

## DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

*The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**Note:** Applications must be submitted on a duly completed New Z83 Form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). **Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview.** Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidates(s). Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is “**Certificate for entry into the SMS**” and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

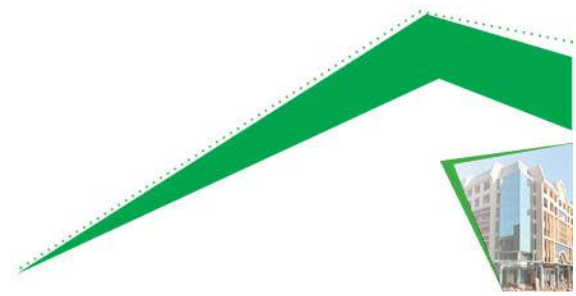
### **CLOSING DATE: 19 DECEMBER 2022**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

Applications can be forwarded through via one of the following options:

- **For Posts in Head Office (Bhisho) Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, or **Post to:** The Acting Director: HR Practices and Administration, Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605.
- **For Post in Alfred Nzo (Mt Ayliff) Hand Delivery:** Cnr Nkosi Senyukele Jojo and Ngqubusini Street Mt Ayliff 4735 or post to Private Bag X3556 Kokstad 4700
- **For Post in Chris Hani District (Queenstown) Hand Delivery:** No 1 Creamery Road, Kings Park Queenstown 5320 or post to Private Bag X7114 Queenstown 5320
- **For Post in Joe Gqabi District (Aliwal North) Hand Delivery:** 3102 N6 Road Themba Kojana Office Park Aliwal North 9750 or post to Private bag X5002 Sterkspruit 9762
- **For Posts in OR Tambo District (Mthatha) Hand Delivery:** KD Matanzima Building, Owen Street, Mthatha 5099 or post to Private Bag X5009 Mthatha 5099
- **For Post in Nelson Mandela Bay Metro (Gqeberha) Hand Delivery:** Cnr Albany and Westbourne Road Central Gqeberha 6000 or post to Private Bag X0004 Gqeberha 6000
- **Or utilise** e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za>
- **For enquiries contact Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**



To report technical glitches, for assistance regarding the system, and/or for activation of your profile, **send an email to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) (NB: FOR TECHNICAL GLITCHES ONLY – NO CVS). with your ID Number, your profile email address, details of the issue.** Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

Should you submit your applications/CV to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) and not as specified, your application will be regarded as lost and will not be considered.

Applicants are encouraged to apply via the e-recruitment system

Refer all applications related enquiries to the specified contact person

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**DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION (X 1POST)**

*An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13)*

*Ref No: DPWI 01/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF Level 7 in Human Resource Management/Public Management/Public Administration with five (5) years' experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** - Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Occupational Health & Safety. Policies and Procedures. Government Programmes Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational Conflict Resolution / Problem Solving

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

**KPA's:** Manage Administration of Recruitment, Selection, Appointment of employees. Manage Administration of Conditions of Services and remuneration of employees. Manage implementation of HR Policies. Manage provision of Human Resource Planning and Systems. Manage allocated resources

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**DIRECTOR: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING (X1 POST)**

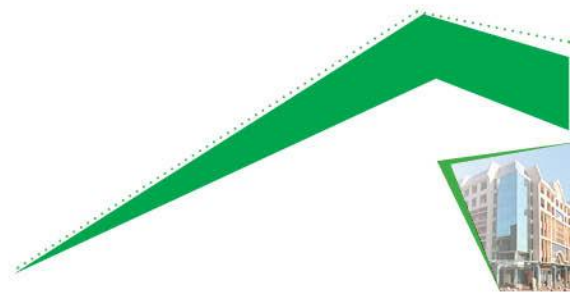
**RE-ADVERT: Applicants that previously applied may re-apply**

*An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13)*

*Ref No: DPWI 02/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF Level 7 in Urban/Town and Regional Planning with 5 years' relevant experience at Middle Management Level. Professional Registration with SACPLAN is compulsory Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of the state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets.



Information Management. Government Programmes. Public Services Act and Regulations. Good Communication skills. Strategic thinking, Forward planning, Report writing and presentations. Computer Skills (Advance Excel, data bases, GIS and Power Point). Research skills (property related). Data analysis and interpretation (property related data). Interpretation of survey records, Interpretation of deeds records, Interpretation of spatial data (including topographical maps). Interpretation of historic records (e.g. proclamations, maps), interpretation of financial records (e.g. WIP, valuations). Accuracy and high sense for detail (extremely important). Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of town etc.). Analytical thinking and problem solving. Motivational Conflict Management. Budget and financial management. HR management.

**COMPETENCIES:** Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication

**KPA's:** Manage the design, maintenance of the immovable Asset Strategy, Policy & Register(IAR). Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Manage co- ordination of Land and Property Information Portfolio and Planning. Facilitate and co-ordinate property research. Facilitate the survey and registration of provincial state land. Manage allocated resources.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**

**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

### **DIRECTOR: EMPLOYMENT RELATIONS & EMPLOYEE WELLNESS PROGRAMME (X1 POST)**

*An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13)*

*Ref No: DPWI 03/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Human Resource Management/Labour Relations/Public Management/Public Administration/Employee wellness related disciplines with 5 - years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

**COMPETENCIES:** Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management Programme and Project Management

**KPA's:** Direct and guide effective implementation of sound labour relations, policies, codes and practices. Manage provision of dispute conciliation support services. Manage provision of technical support on labour relations matters. Manage coordination of departmental Bargaining chamber activities and Departmental Fora. Facilitate, coordinate and manage the development of strategies, mechanisms and interventions for the effective implementation of integrated employee health and wellness programmes.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**

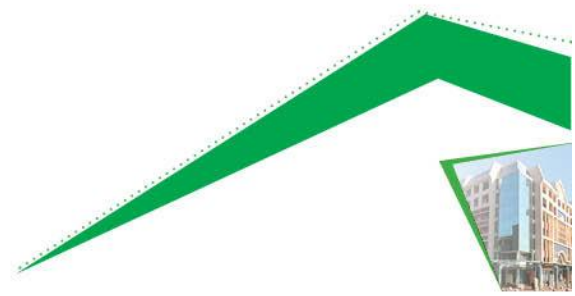
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### **DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (X1 POST)**

*An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13)*

*Ref No: DPWI 04/11/2022, Directorate: Provincial Coordination (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Social Sciences/Public Management/Public Administration/Developmental Studies with 5 - years' experience at Middle



Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

**COMPETENCIES:** Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management

**KPA's:** Manage engagement with public bodies in the Province across all Sectors. Manage coordination and consolidation of EPWP Business Plans. Manage stakeholder relations. Manage promotion of visibility of the EPWP. Manage and lead provision of support to sector departments and municipalities. Manage the allocated resources.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**  
**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)**

**DIRECTOR: PROPERTY INVESTMENT & DEVELOPMENT (X1 POST)**

*An all-inclusive remuneration package of R1 105 383.00 per annum (Level 13)*

*Ref No: DPWI 05/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Property Management/Real Estate/Property Economics with 5- years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

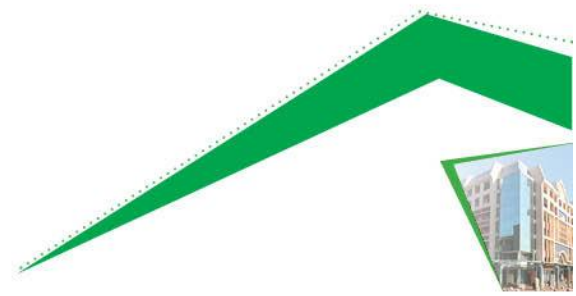
**KNOWLEDGE AND SKILLS:** Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution

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

**KPA's:** Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**  
**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)**





**HEAD OF BUILDINGS: CAPTIAL WORKS (X1 POST)**

*An all-inclusive remuneration package of R 939 408.00 - R1 090 224.00 per annum (OSD)*

*Ref No: DPWI 06/11/2022, Nelson Mandela Bay Metro (Gqeberha)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Engineering/BSC/Quantity Surveying/Architecture/Built Environment with 6- years' post qualification experience required. Professional registration with ECSA/SACQSP/SACAP/SACPCMP as a Chief Engineer/Chief Construction Project Manager/Chief Quantity Surveyor/Chief Architect is compulsory. A valid driver's licence

**KNOWLEDGE AND SKILLS:** Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution

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

**KPA's:** Manage and monitor implementation of projects for Health. Manage and Monitor implementation of projects for Education. Manage and monitor implementation of projects for Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training of young professionals in the built environment. Manage the allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**CHIEF TOWN AND REGIONAL PLANNER (X1 POST)**

*An all-inclusive remuneration package of R939 408.00 per annum (OSD)*

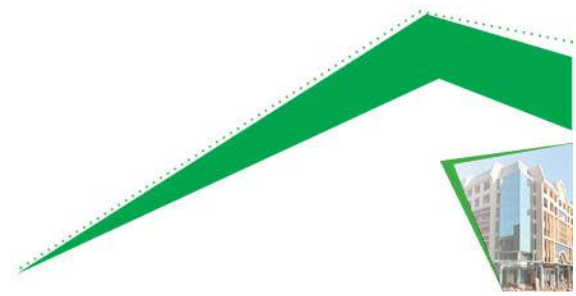
*Ref No: DPWI 07/11/2022, Directorate: Property Investment & Development (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Urban/Town and Regional Planning with 6 years' post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution

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

**KPA's:** Town and Regional Planning future forecasting. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Monitor the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements.



Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

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**DEPUTY DIRECTOR: CORPORATE SERVICES (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 08/11/2022, Alfred Nzo District Office (Mt Ayliff)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Human Resource Management/Public Management/Public Administration with 3 - years' experience at Assistant Director Level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** All acts regulating HRM; Public Service Act; Public Service Regulations; Corporate Governance of ICT Policy Framework; Archives and Records Management Act etc. Problem solving skills. Strategic capability and leadership. Management skills, Communication skills. Computer skills, Organizational Skills. Financial Management. Programme and Project Management.

**COMPETENCIES:** Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Decision Making. Knowledge Management. Change Management.

**KPA's:** Manage human resources and administration services. Manage human resource development. Manage employee health and wellness. Manage employment relations. Manage network and IT infrastructure. Manage office services. Manage the allocated resources.

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION: ADMINISTRATION SERVICES (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 09/11/2022, Office of the MEC (Bhisho)*

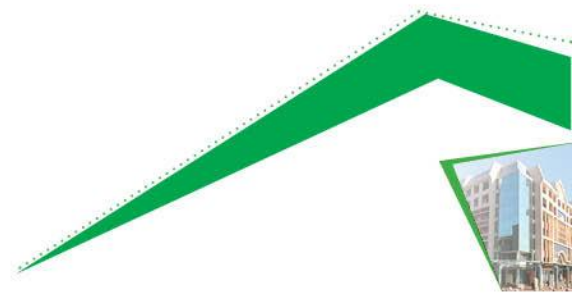
**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration with 3 years' relevant experience at Assistant Director Level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures Information management. Performance management. Research. Report writing. Negotiation. Interpersonal relations. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving Good verbal and written communication skills.

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

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

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274



**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**DEPUTY DIRECTOR: PROPERTY ECONOMIST (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 10/11/2022, Directorate: Property Investment & Development (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF Level 6 in Property Management/Real Estate/Property Economics with 3 - years' experience at Assistant Director Level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution

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

**KPA's:** Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**

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**DEPUTY DIRECTOR: CUSTOMER BUSINESS MANAGEMENT (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 11/11/2022, Directorate: Customer Business Management Unit (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant experience at Assistant Director Level in the customer care environment. A valid driver's licence.

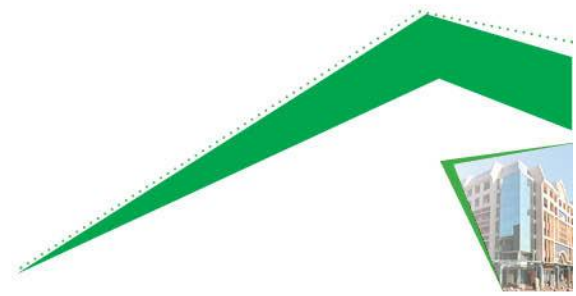
**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Manage provision of customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Manage provision and coordination of 24-hour customer contact centre. Manage provision of full redress on complaints lodged by Public Works and Infrastructure clients. Manage administration of customer relationship management. Manage the allocated resources.

**Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274**

**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**



**DEPUTY DIRECTOR: ACQUISITION AND DISPOSAL (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 12/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Law with 3 years' property law experience at Assistant Director Level. A valid driver's licence. Professional Registration as a conveyancer is compulsory.

**KNOWLEDGE AND SKILLS:** Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail

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

**KPA's:** Manage Policy and Systems. Manage User Asset Management Plans. Manage Acquisition of land and buildings. Manage disposal of land and buildings. Manage donations, land exchanges and transfers. Manage Immovable Asset Register. Manage allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT (X3 POSTS)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 13/11/2022, Sub-Directorate: Property Management, Chris Hani District Office (Queenstown)*

*Ref No: DPWI 14/11/2022, Sub-Directorate: Property Management, Joe Gqabi District Office (Aliwal North)*

*Ref No: 15/11/2022, Sub-Directorate: Property Management, OR Tambo District Office (Mthatha)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Property Management/Property Development/Real Estate with 3 years' experience at Assistant Director Level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Batho Pele Principle. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

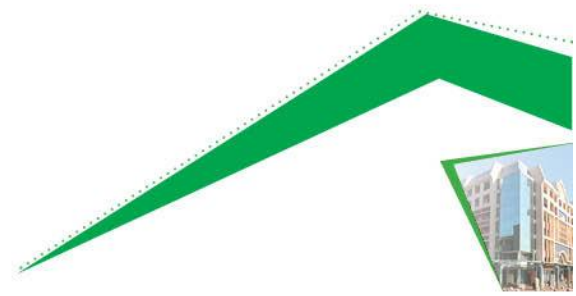
**COMPETENCIES:** Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change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

**KPA's:** Manage provision of District Property Management. Manage state property holding. Manage Lease Portfolio Management Services. Manage enforcement of Lease conditions. Coordinate and Manage Municipal services. Manage the partnerships for specific property development initiatives. Manage the allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)





**DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (X1 POST)**

*An all-inclusive remuneration package of R766 584.00 per annum (Level 11)*

*Ref No: DPWI 16/11/2022, OR Tambo District Office (Mthatha)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Public Management/Public Administration/Developmental Studies/Built environment with 3 years' experience at Assistant Director Level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Coordinate and support all sector departments, stakeholders in the District on EPWP. Monitor, evaluate and assess impact on EPWP. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Promote community development programmes. Manage the allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)

**TOWN AND REGIONAL PLANNER (X1 POST)**

*An all-inclusive remuneration package of R646 854.00 per annum (OSD)*

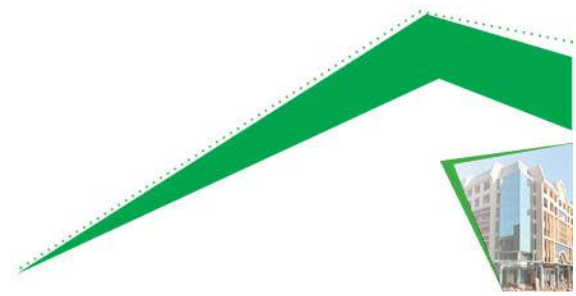
*Ref No: DPWI 17/11/2022, Directorate: Property Investment & Development (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Bachelor's Degree NQF level 7 in Urban/Town and Regional Planning with 3 years' post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution

**COMPETENCIES:** Project and Programme management. T&R principles and methodologies. Research and development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer focus and responsiveness.

**KPA's:** Ensure the application of town and regional principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office Administration and Budget Planning. Monitor and control budget. Report on expenditure and service delivery. Research and Development. Liaise with relevant bodies/councils on town and regional planning related matters. Research literature studies on town and regional planning technology to improve expertise.



Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274  
**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**ASSISTANT DIRECTOR: CLEANING SERVICES (X1 POST)**

*Salary Notch R393 711.00 per annum (Level 09)*

*Ref No: DPWI 18/11/2022, Directorate: Facilities Management (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Facilities Management/Public Management/Public Administration with 3 years' experience at supervisory level or salary level 7/8. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Facilitate provision of cleaning services. Facilitate provision of gardening services and beautification services. Facilitate provision of condition assessments. Facilitate the maintenance of state owned properties. Supervise the allocated resources.

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274  
**e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**ASSISTANT DIRECTOR: DATABASE/SYSTEMS ADMIN (X1 POST)**

*Salary Notch R393 711.00 per annum (Level 09)*

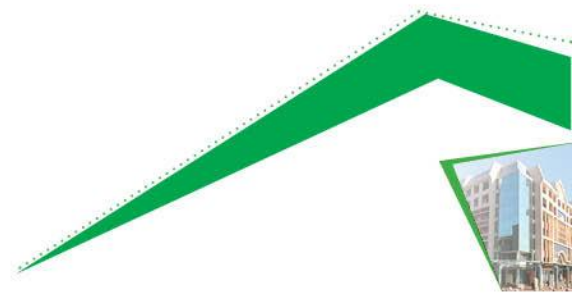
*Ref No: DPWI 19/11/2022, Sub-Directorate: Information Management Service (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Computer Science/Information Systems with 3 years' relevant supervisory experience or salary level 7/8 in systems development, application development, software development and/or programming field. A post graduate qualification NQF Level 7 in Software Development will be an added advantage. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Expert knowledge of maintaining and debugging live software systems. Expert knowledge of writing program documentation. Expert knowledge of standards for Application software development. Project Management. Work with data structures. Work with computer logic and flow-charting. Work with computer program design methods and techniques. Work with Relational Databases Knowledge with a major data- modelling tool, multi-tiered environments and UML. Knowledge of managing multiple RDBMS on large systems. Knowledge of working in a team that delivers a high availability service. Practical Knowledge in monitoring and tuning a database to provide a high availability service. Knowledge of other database systems, preferably Oracle Practical experience in managing the internal and external MS SQL database security. High and positive energy. clear goal orientation and strong work ethic. Strong communication skills. Strong organizational and interpersonal skills. Problem solving skills. Microsoft Azure. Microsoft SharePoint Online. PowerApps and the entire Microsoft Power Platform. Project Management principles. SDLC Methodologies. Excellent Logical and Analytical Skills. Quality Assurance, and Mobile Application Development. Ability to work without constant supervision and be innovative.

**COMPETENCIES:** Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self – driven. Team work

**KPA's:** Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Deliver quality solutions. Design and maintain databases. Testing and hosting of developed systems/applications.



Assist in rendering training and awareness sessions. Integrate developed systems to produce one reporting dashboard.

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment**  
**Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za**

**ASSISTANT DIRECTOR: DEVELOPER (X1 POST)**

*Salary Notch R393 711.00 per annum (Level 09)*

*Ref No: DPWI 20/11/2022, Sub-Directorate: Information Management Service (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Information Technology with 3 years' relevant supervisory experience or salary level 7/8 as developer and analyst programmer in Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programming techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer literate. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object orientated. Knowledge of application development. SQL server and relational database experience. Develop and maintain application software and applicable documentation. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and good communication skills. Problem solving skills. Project management skills. Ability to work without constant supervision and be innovative.

**COMPETENCIES:** Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self – driven. Team work

**KPA's:** Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Design and maintain databases. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Communicate with relevant parties; and quality assurance includes actively adhering to ISO and other quality standards and procedures, as well as assist with the formulation of procedures and standards for the department. Quality assurance and end user assistance. Testing and hosting of developed systems/applications. Integrate developed systems to produce one reporting dashboard. Analyse and implement new systems as per specifications. Analyse and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. also: Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to perform impact and other detailed feasibility studies as required; perform requirement analysis; design application systems and interfaces; design, code, test and implement systems; debug and correct faulty programs and program modules; enhance existing systems; ensure that change control procedures are adhered to; create and update program and other technical specifications as required; assist with creating and updating user documentation; keep informed of current trends in systems development techniques; ensure that users are fully informed and proposed designs are approved; and Perform stand-by and maintenance duties as required. Provide technical support and ensuring technical stability of application systems; Execute technical investigations, impact analysis and compilation of technical solutions and action plans; Provide assistance with regard to the identification of procedures, processes and the information flow required for the maintenance of systems in line with both departmental and Client strategies, and information requirements; Provide applicable training; Assist with the integration and implementation of systems. Management of resources.

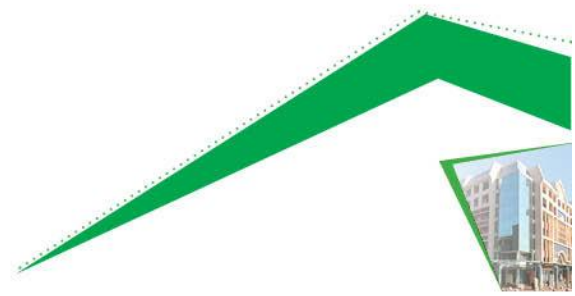
Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274  
**e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za**

**ASSISTANT DIRECTOR: CUSTOMER BUSINESS MANAGEMENT (X1 POST)**

*Salary Notch R393 711.00 per annum (Level 09)*

*Ref No: DPWI 21/11/2022, Directorate: Customer Business Management Unit (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant supervisory experience or salary level 7/8 in the customer care environment. A valid driver's licence.



**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Provide customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Provide and coordinate 24-hour customer contact centre. Provide full redress on complaints lodged by Public works and Infrastructure clients. Administer customer relationship management. Supervise the allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274  
**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

#### **ASSISTANT DIRECTOR: ACQUISITION AND DISPOSAL (X1 POST)**

*Salary Notch R393 711.00 per annum (Level 09)  
Ref No: DPWI 22/11/2022, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Law with 3 years' relevant supervisory experience or salary level 7/8. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation

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

**KPA's:** Assist in managing Policy and Systems. Assist in managing User Asset Management Plans. Assist in managing acquisition of land and buildings. Assist in managing disposal of land and buildings. Assist in managing Immovable Asset Register. Supervise allocated resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

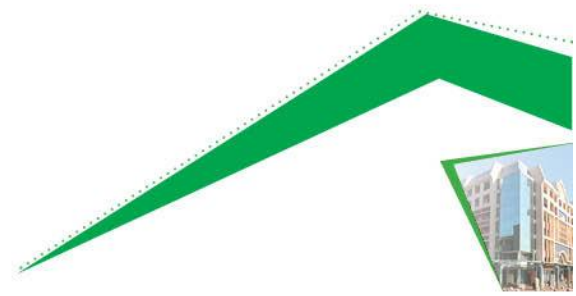
#### **QUALITY ASSESSOR: CUSTOMER BUSINESS MANAGEMENT (X1 POST)**

*Salary Notch R269 214.00 per annum (Level 07)  
Ref No: DPWI 23/11/2022, Directorate: Customer Business Management Unit (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 1-2 years' relevant experience in the customer care environment/call centre environment. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes





Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Assumes responsibility for ensuring that the quality of service provided is of a high standard. Assumes responsibility for establishing and maintaining professional working relationships with clients both internal and external. Assumes responsibility for the Call Centre Staff Supervision. Assumes responsibility for related duties as required or assigned.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**Technical Enquiries:** [e-recruitment-bhisho@ecdow.gov.za](mailto:e-recruitment-bhisho@ecdow.gov.za)

### **CALL CENTRE SUPERVISOR: CUSTOMER BUSINESS MANAGEMENT (X1 POST)**

*Salary Notch R269 214.00 per annum (Level 07)*

*Ref No: DPWI 24/11/2022, Directorate: Customer Business Management Unit (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 1-2 years' relevant experience in the customer care environment/call centre environment. A valid driver's licence.

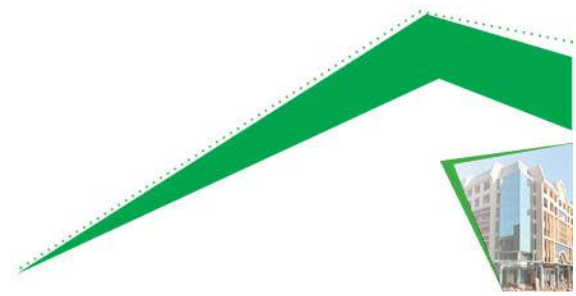
**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

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

**KPA's:** Assumes responsibility for providing effective inbound and outbound services. Assumes responsibility for the Call Centre Staff Supervision. Assumes responsibility for accurate reporting on Call Centre deliverables. Assumes responsibility for establishing and maintaining professional working relationships with internal and external clients. Assumes responsibility for related duties as required or assigned.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)



**PORTFOLIO OFFICER: REVENUE GENERATION (X3 POSTS)**

*Salary Notch R269 214.00 per annum (Level 07)*

*Ref No: DPWI 25/11/2022, Directorate: Property Investment & Development (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1-2 years' relevant experience in the property management field. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail

**COMPETENCIES:** Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management

**KPA's:** Provide administrative support service. Assist with revenue generation. Assist with property valuation of provincial user assets.

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment**  
**Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**PORTFOLIO OFFICER: IMMOVABLE ASSET MANAGEMENT (X3 POSTS)**

*Salary Notch R269 214.00 per annum (Level 07)*

*Ref No: DPWI 26/11/2022, Directorate: Property Management (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma NQF level 6 in Real Estate with 1-2 years' relevant experience in the property management field. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail

**COMPETENCIES:** Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management

**KPA's:** Provide administrative support service. Assist with Leases. Assist with vacant land and buildings (residential and commercial).

Enquiries: Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment**  
**Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)**

**REGISTRY CLERK: ADMINISTRATION SERVICES**

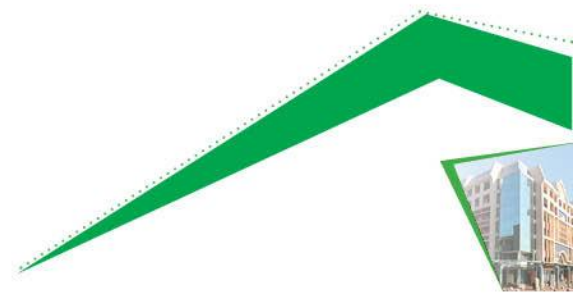
**RE-ADVERT: Applicants that previously applied may re-apply**

*Salary Notch R181 599.00 per annum (Level 05)*

*Ref No: DPWI 27/11/2022, Office of the MEC, Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate with no experience. Experience in records management will be an added advantage.

**KNOWLEDGE AND SKILLS:** Knowledge of registry duties, practices as well as ability to capture data and operate computer. Working knowledge and understanding of the Legislative framework in the Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry



**KPA's:** Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**CALL CENTRE AGENT: CUSTOMER BUSINESS MANAGEMENT (X8 POSTS)**

*Salary Notch R181 599.00 per annum (Level 05)*

*Ref No: DPWI 28/11/2022, Directorate: Customer Business Management Unit (Bhisho)*

**MINIMUM REQUIREMENTS:** National Senior Certificate with no experience. Experience in a call centre/customer care services environment will be an added advantage.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Policies and Procedures. Government Program. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Motivational. Conflict Resolution / Problem Solving

**COMPETENCIES:** Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy

**KPA's:** Assumes responsibility for providing effective inbound and outbound services. Logging of calls on the DPW&I system. Assumes responsibility for establishing and maintaining professional working relationships with customers, vendors, and outside contacts. Assumes responsibility for establishing and maintaining effective working relationships with area staff, other departments, and management. Assumes responsibility for all aspects regarding incoming calls. Assumes responsibility for related duties as required or assigned.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274

**e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**CLEANER SUPERVISOR (X1 POST)**

*Salary Notch R151 884.00 per annum (Level 04)*

*Ref No: DPWI 29/11/2022, Directorate: Facilities Management (Bhisho)*

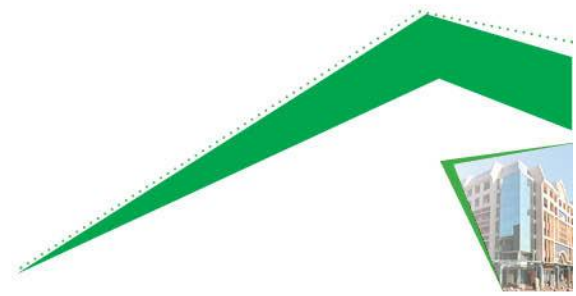
**MINIMUM REQUIREMENTS:** ABET Level 4 or NQF Level 1 with no experience. Experience in cleaning services will be an added advantage.

**KNOWLEDGE AND SKILLS:** Knowledge of general work and cleaning services. Communication skills. Be able to read and write.

**COMPETENCIES:** Flexibility. Co-operative. Team player.

**KPA's:** Supervise cleaning services. Supervise and monitor cleaning of ablution facilities. Manage and ensure maintenance of cleaning services. Monitor provision of general work and compliance services. Supervise all resources.

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)



**CLEANERS (X10 POSTS)**

*Salary Notch R107 196.00 per annum (Level 02)*

*Ref No: DPWI 30/11/2022, Directorate: Facilities Management (Bhisho)*

**MINIMUM REQUIREMENTS:** ABET Level 4 or NQF Level 1 with no experience. Experience in cleaning services will be an added advantage.

**KNOWLEDGE AND SKILLS:** Knowledge of general work and cleaning services. Communication skills. Be able to read and write.

**COMPETENCIES:** Flexibility. Co-operative. Team player.

**KPA's:** Provide office cleaning services. Provide toilet cleaning services. Provide routine general work and compliance services. Provide routine maintenance services

**Enquiries:** Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 **e-recruitment**

**Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)