

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 Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. **Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like).** For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. **APPLICANTS ARE URGED TO USE THE E-RECRUITMENT SYSTEM.**

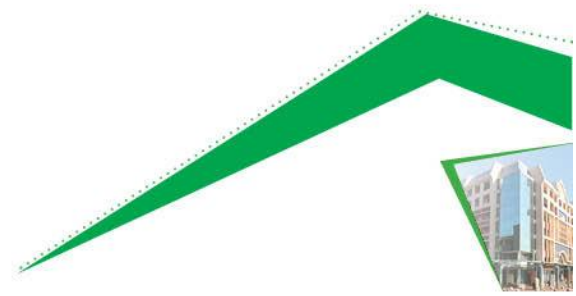
CLOSING DATE: 27 October 2023

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 or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through via the following option:

- All applicants may utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>
- For enquiries for Bisho posts: contact Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140
- For enquiries for Queenstown posts: contact Ms N. Ndawo at 045 807 6600
- For enquiries for Gqeberha posts: contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032
- For enquiries for East London posts: contact Ms L. Magama/Mr Z. Tana at 043 711 5772
- For enquiries for Mount Ayliff posts: contact Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942
- For enquiries for Mthatha posts: contact Mr V. Sokhahleleka/ Mr M. Bonde at 047 505 2767



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 (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 and not as specified, your application will be regarded as lost and will not be considered.

Refer all applications related enquiries to the specified contact person

DIRECTOR: LEGAL SERVICES

*An all-inclusive remuneration package of R1 162 200.00 per annum (Level 13)
Ref No: DPWI 01/10/2023, (Bhisho)*

REQUIREMENTS: National Senior Certificate, Bachelor's Degree (NQF Level 7) in Law/LLB with five (5) years' relevant legal experience at a Deputy Director Level. Admission and enrolment as an Advocate or Attorney is compulsory. Experience in and understanding of the constitutional framework and South African Judicial system. A valid driver's licence. Pre-entry certificate for the Senior Management Service (SMS)

KNOWLEDGE AND SKILLS: Legal research and drafting of legislation and litigation procedures. Interpretation. Good communication and interpersonal skills. Dispute Resolution skills. Presentation skills. Report writing. Planning and decision making. Government and Departmental policies and strategies. Maintenance of confidential information. Regulations and other prescripts.

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. Stakeholder and customer relationship.

DUTIES: Prepare and provide general legal advice on matters affecting the Department. Draft legal documents and contract entered into by/with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier and Office of the State Attorney. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary and expenditure control and procurement in terms of the PFMA, Treasury. Provide legal training and presentation on the acts provided by or that have a bearing on the Department.

**Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 [e-recruitment](mailto:e-recruitment@ecdpw.gov.za)
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za**

DEPUTY DIRECTOR: ACQUISITION AND DISPOSAL

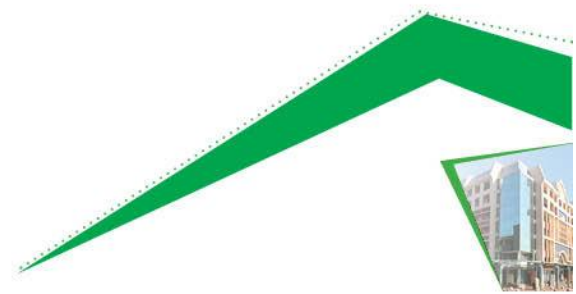
*An all-inclusive remuneration package of R811 560.00 per annum (Level 11)
Ref No: DPWI 02/10/2023, (Bhisho)*

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

KNOWLEDGE AND SKILLS: Policies and Procedures. Provincial growth and development plan for the EC. 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. Stakeholder and customer relationship.

DUTIES: 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. Manage vesting applications for submission at PSLVDC and related legal matters.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

DEPUTY DIRECTOR: PROPERTY MANAGEMENT

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 03/10/2023, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Property Management/Real Estate/Property Law and Property related qualification with 3 years' property related experience at an Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: 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. Stakeholder and customer relationship.

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. Stakeholder and customer relationship.

DUTIES: Manage Income Leases and Expense. Manage the Disposal of Leases. Manage and Coordinate Municipal Account. Coordinate partnerships for specific property development initiatives. Manage SCM processes relating to lease management. Manage the allocated resources. Manage provision of Office Accommodation and related legal matters.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

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

DEPUTY DIRECTOR: BUSINESS CONTINUITY AND ETHICS

Risk Anti-Corruption and Integrity Management

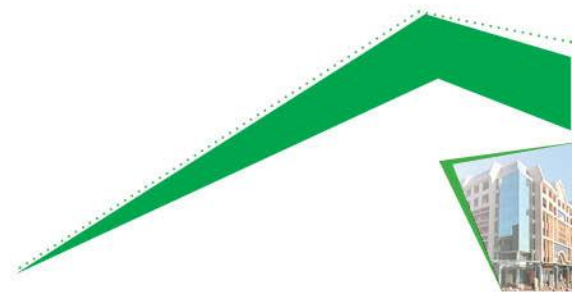
An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 04/10/2023, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Business Continuity Management/ Disaster Management/Risk Management/Business Management/Administration or related field. A post graduate qualification in Business Management/Administration will serve as an added advantage. Must be certified in Business Continuity Management. Certified Risk Management Practitioner/Certified Ethics Officer shall be an added advantage. Driver's License is compulsory. Experience in Business Continuity Management, Risk Management (with demonstrable work on Business Continuity), Disaster Recovery, crisis and/ or incident management processes relevant experience with three years (3) at an Assistant Director Level.

KNOWLEDGE AND SKILLS: The incumbent must have thorough understanding of risk, business continuity and ethics management methodologies, processes and practices. Excellent strategic and leadership capabilities, coordination, planning, and organising skills. Problem solving, analytical and interpersonal skills. Ability to think through hypothetical situations and concepts and to identify business continuity risks and weaknesses in various business processes. Ability to collaborate with others to develop business continuity and disaster recovery plans. Ability to work with multi-disciplinary teams. Excellent communication skills. Proficient with Microsoft office suite or related software. Extensive knowledge of Knowledge of PFMA, Public Service Act and Regulations, Public Service Act, National Treasury Regulations, King Code on Corporate Governance IV, Occupational Health Safety Act (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Promotion of Personal Information Act (POPIA). Disaster Management. ISO 3100 on Risk Management; ISO 22301 Business Continuity, Public Sector Risk Management Framework, COSO Integrated Risk Management Framework.

DUTIES: Manage the development of Business Continuity Strategies, policies and plans. Manage & monitor implementation of entity- wide business continuity and response arrangements. Monitoring the implementation of Business Continuity plan and process. Manage the implementation of the Ethics and Integrity Management in the Department. Develops and maintains a business recovery plan and procedure; reviews, revises, and expands



existing plans and protocols. Conducts Business Continuity risk assessments for various departments and functions, analyzing potential business impact of unpredictable business interruptions such as natural disasters, security breaches, legal claims, and IT disruptions. Works with health, safety, and security staff and other internal business units to align the organizations emergency management plan with established best practices and community standards. Manage the coordination of ethics and integrity management plan in the department. Manage the reporting of Business Continuity, Ethics & Integrity management activities to the Chief Risk Officer, Risk & Ethics Management Committee and Audit Committee. Manage human and financial resources under the custody of the function. Manage the performance of the staff in the sub-directorate. Performs other related duties as assigned.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 e-recruitment

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

DEPUTY DIRECTOR: TECHNICAL SERVICES

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 05/10/2023, (East London)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in any built environment with three (3) years' relevant experience in quality control at an Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Understanding and application of the, Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019. Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills, Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self - Management

COMPETENCIES: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Engineering Management

DUTIES: Manage and ensure Quality Control on all Projects. Validate and monitor correctness of the Project Register. Allocate Projects to Control Works Inspectors. Ensure high level of building standards and compliance. Supervise management of activities of contractors and provide technical advice and guidance in respect of compliance to regulations, legislation and processes. Coordinate condition assessment on government used facilities. Manage inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Management of term contracts for day to day maintenance. Attend meetings and submit reports. Manage and monitor SMMEs with respect to quality control. Facilitate the attachment of clerk of works on SMMEs projects and where necessary. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage resources

Enquiries: Can be directed to Mr Z. Tana / Ms L. Magama at 043 711 5772 e-recruitment Technical

Enquiries: e-recruitment-bhisho@ecdpw.gov.za

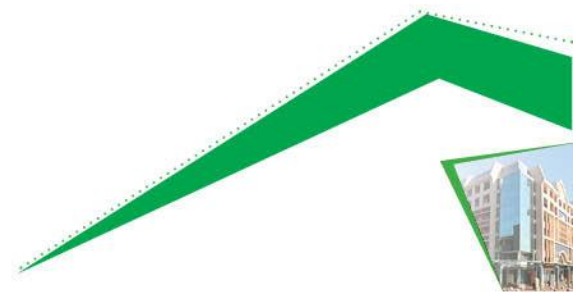
CHIEF ARTISAN: GRADE A MAINTENANCE (X2 POSTS)

Salary Notch of R434 787.00 per annum (OSD)

Ref No: DPWI 06/10/2023, (Fort Beaufort Depot), DPWI 07/10/2023, (Queenstown Depot)

REQUIREMENTS: Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence.

KNOWLEDGE AND SKILLS: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development



COMPETENCIES: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills

DUTIES: Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.

Enquiries can be directed to Ms L. Magama/Mr Z. Tana at 043 711 5772 **e-recruitment Technical Enquiries:**
e-recruitment-bhisho@ecdpw.gov.za

ASSISTANT DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 08/10/2023, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant supervisory experience or salary level 7/8 in the Built Environment/Development Studies. A valid driver's licence.

KNOWLEDGE AND SKILLS: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. 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. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning.

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

DUTIES: Participate in researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Participate in implement systems related to the coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Participate in processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Coordinate the implementation of effective and efficient identification and management of risks within the Directorate.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 **e-recruitment Technical Enquiries:** e-recruitment-bhisho@ecdpw.gov.za

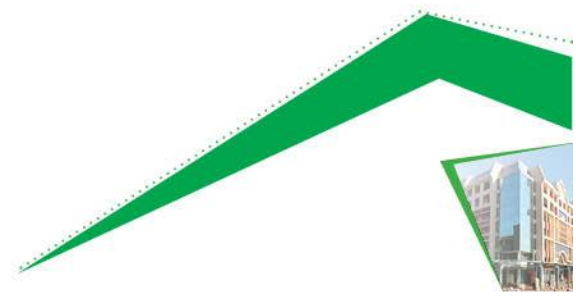
ASSISTANT DIRECTOR: SECURITY MANAGEMENT

Salary notch of R424 104.00 per annum (Level 9)

Ref No: DPWI 09/10/2023, (East London)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Criminology/ Law/Security Management/Security Risk Management/Policing. At least PSIRA Grade B (those not in the Police or SANDF). 3 Years' experience in supervisory position or SL 7/8 in a security related environment. A valid driver's license.

KNOWLEDGE & SKILLS: Constitution of Republic of South Africa, 1996 National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Private Security Industry Regulation Act. Good interpersonal skills, Planning and organising skills, Decision making



skills, Analytical thinking skills, Investigative skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail.

DUTIES: Manage and Implement Physical Security Measures, Policies and Procedures: Implement Physical Security Policies and Procedures as well as any other applicable Physical Security Legislation. Administer safeguarding of DPW buildings and assets. Facilitate the provision of security to client departments in line with the Departmental mandate and SLA with departments. Manage and monitor performance of private security providers contracted by the Department in line with the SLA. Hold monthly meetings with security providers contracted in the district. Conduct quarterly Security Risk Assessments on DPW buildings and shared facilities. Ensure that random after hour inspections are conducted. Coordinate the implementation of security measures at Departmental and/or MEC events in the district. Manage and implement proper key control measures in the district. Coordinate district security committee meetings on shared facilities. **Manage and Implement Personnel & Information Security:** Implement Information and Personnel Security policies & procedures. Administer Vetting of officials in the district in line with the Vetting Strategy. Facilitate pre-employment screening of shortlisted candidates for positions in the Department in line with the relevant screening prescripts and policies. Conduct awareness sessions in the districts to raise security consciousness of employees. Keep and maintain a database of security pre-screening and vetting in the district. Facilitate screening of service providers that will be having access to sensitive departmental areas, information and/or systems. Liaise with external stakeholders such as SAPS in cases of common interest. Submit monthly reports on Screening and Vetting in the district. **Manage and Investigate Security Breaches in The District:** Attend to all security breaches and/or incidents in the districts within 24 hours. Report security breach/incident to the relevant authorities such as SAPS within 24 hours. Conduct a preliminary investigation of the breach/incident within 24 hours and provide a report to Head Office. Maintain a security breach register for the district. Submit monthly reports on security breaches. **Administer Security Services:** Deploy or post In-house and private security officers. Draft a work plan and/or roster for In-house Security Officers. Ensure security registers used by both In-house and private Security Officers are inspected weekly to ensure completeness. Ensure verification of timesheets and invoices of security providers prior to submitting them to Finance. Ensure that both In-house and Private Security Officers comply with PSIRA requirements. Submit the required monthly reports, documentation as well as statistics on the Security Co-operatives and Security Providers to EPWP in the district. Keep and maintain a filing system of all required information submitted by security providers and co-operatives in line with the SLA. Provide inputs to Head Office in drafting of specifications of security tenders. **Supervise Allocated Resources:** Ensure that the performance agreements and development plans are drafted for all In-house Security Office within set timeframes. Ensure that all In-house Security Officers' performances are managed on a daily basis. Manage Performance Assessments of In-house Security Officers. Provide inputs and monitor budget allocated. Ensure continuous development and training of In-house Security Officers. Manage the maintenance and safekeeping of assets. Provide assistance to monitor and manage risks in area of responsibility.

Enquiries can be directed to Ms L. Magama/Mr Z. Tana at 043 711 5772 **e-recruitment Technical Enquiries:**
e-recruitment-bhisho@ecdpw.gov.za

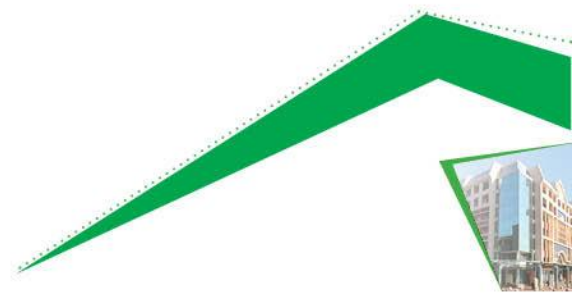
PROJECT COORDINATOR: COMMUNITY DEVELOPMENT

Salary Notch of R359 517.00 per annum (Level 08)

Ref No: DPWI 10/10/2023, (Mthatha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/Social Sciences/Community Development/ Public Management/Public Administration & Project Management with 1-2 years' appropriate experience within EPWP in Community Development. A valid driver's licence.

KNOWLEDGE AND SKILLS: Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and



Organization Skills, Programme and project management, Negotiation and Presentation Skills. Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy.

DUTIES: Implement EPWP projects/ initiatives - Conduct community needs analysis and profile. Conduct community participation and stakeholder engagements. Establish Project Steering Committees. Facilitate the recruitment of EPWP participants according to EPWP recruitment guidelines. Facilitate signing of employment contracts. Conduct induction in the work place. **Monitor the implementation of EPWP projects** -Conduct site visits to monitor performance. Ensure the sitting of the Project Steering Committee. Identify relevant training needs. Compile monthly and quarterly project status report. **Perform payment administrative functions** -Collect and receive attendance registers. Analyze and verify attendance registers. Monitor the development and consolidation of payment spreadsheet. Create batch for payment of EPWP participants. Conduct monthly meetings with supervisors. **Supervise the allocated resources** -Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

Enquiries: Can be directed to Mr V. Sokhahleleka/ Mr M. Bonde at 047 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

HRD PRACTITIONER: SKILLS DEVELOPMENT

Salary Notch of R294 321.00 per annum (Level 07)

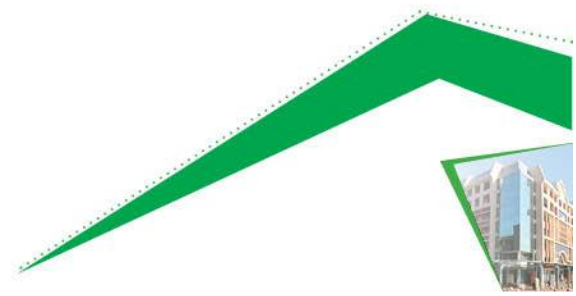
Ref No: DPWI 11/10/2023, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. Knowledge of PERSAL will be an added advantage. A valid Driver's licence.

KNOWLEDGE AND SKILLS: Knowledge and skills: Public Service Act, Policies and Regulatory Framework. In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.

DUTIES: Compile the department Workplace Skills Plan. Compile the quarterly and annual monitoring reports and expenditure reports. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Monitor and report on implementation of the Workplace Skills Plan. Co-ordinate training interventions with internal and external stakeholders. Manage and co-ordinate the Internship and Learnership Programmes. Facilitate and co-ordinate the management of Developmental Programmes. Monitor and report on training budgets. Conduct the impact assessment and return of investment on the training interventions. Conduct the implementation of the Recognition of Prior Learning. Co-ordinate and facilitate Departmental Induction Programmes. Co-ordinate and facilitate Compulsory Induction Programmes. Maintenance and update of training interventions records.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms S. Mdoda at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT

Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 12/10/2023, (Gqeberha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Social Work/Psychology. Valid registration with a relevant Council is compulsory. 1-2 years' relevant experience in Employee Health and Wellness environment. A valid driver's licence.

KNOWLEDGE AND SKILLS: Knowledge of the Public Service Employee Health and Wellness Framework; Knowledge of EAPASA Standards and understanding of the National Strategic Plan on HIV, TB, and STIs, COIDA. Report writing, communication, interpersonal relations, relationship building, confidentiality, de-briefing and counseling, computer literacy, presentation, interpersonal conflict and resolving problems

DUTIES: Render Implementation of Employee Assistance Programme (EAP) policy and related programmes: Conduct EAP awareness within the District. Coordinate sport and recreation activities. Open files for each EAP case referred to the Section. Facilitate referrals to professional institutions should a need arise. Analyse cases and recommend possible interventions. Provide counselling. Case management for IOD, medical, Psychological, Physical and clinical related. **Render HIV & AIDS and TB diseases programs:** Conduct HIV & AIDS and TB diseases awareness campaigns within the District. Organise support programs for those employees who have disclosed their HIV status. Ensure that people living with HIV & AIDS and TB are not discriminated in the workplace. **Render Health and productivity management:** Conduct awareness's of communicable and non-communicable diseases management. Conduct mental health awareness programs. Oversee full cycle for medical incapacity process. Maintain and compile statistical data on absenteeism and sick leave utilization. Develop and apply metrics to ensure effectiveness of health and wellness programmes and modify programmes based on the results. Source, negotiate with service providers or stakeholders to deliver wellness support with adherence of facilitation standards, methods and procedures. Prepare monthly/quarterly reports on delivered initiatives, planned initiatives and employee participation and feedback.

Enquiries: Can be directed to Ms A. Meyer at 041 390 9032/ Ms C. Bermoskie at 041 390 9026 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

PORTFOLIO OFFICER: REVENUE GENERATION

Salary Notch R294 321.00 per annum (Level 07)

Ref No: DPWI 13/10/2023, (Bhisho)

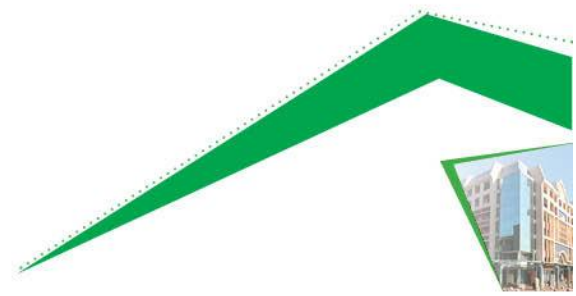
REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1-2 years' relevant experience in the property management field. A valid driver's licence.

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

DUTIES: 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 / Ms S. Zazini at 040 602 4553 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



ADMIN OFFICER: INNOVATION & EMPOWERMENT

Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 14/10/2023, (Gqeberha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Developmental Studies/Public Management/Public Administration/Social Science/Management & Project Management with 1-2 years' experience within EPWP in Innovation and Empowerment. A valid driver's licence.

KNOWLEDGE AND SKILLS: Public Finance Management Act (PFMA); Prescripts; DoRA; PEPs; Public Service Regulations; BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES: **Facilitate the implementation of National Youth Service and APTCoD:** Develop Recruitment Plan according to depot needs. Distribute the Expression of Interest to all public bodies and notice boards. Receive and scrutinize qualifications of applicants according to policy, and conduct selection. Prepare compliant contract documents. Convene briefing meeting with selected students, and obtain completed bank forms, medical fitness, declaration of disability and certified ID copies. Develop attendance registers and payment register for students. Distribute logbooks to learners. Procure and distribute PPE's to APTCoD and NYS. **Facilitate and implement training and empowerment programme:** Facilitate logistics for training and empowerment and submit for approval. Prepare tender document for training and empowerment. Act as a project leader on all bid committees. Compile monthly reports. Monitor training. **Facilitate and implement innovative initiatives:** Facilitate community participation to introduce new initiatives. Register applicants on Amathuba Jobs Portal. Match the qualifying applicants on Amathuba Jobs Portal. Compile system generated monthly and quarterly reports. **Facilitate and implement training and empowerment programme:** Administer Integrated Contractor Development Programme. **Supervise the allocated resources:** Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

Enquiries: Can be directed to Ms A. Meyer at 041 390 9032/ Ms C. Bermoskie at 041 390 9026 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

MESSENGER DRIVER: LOGISTICS & ASSET MANAGEMENT

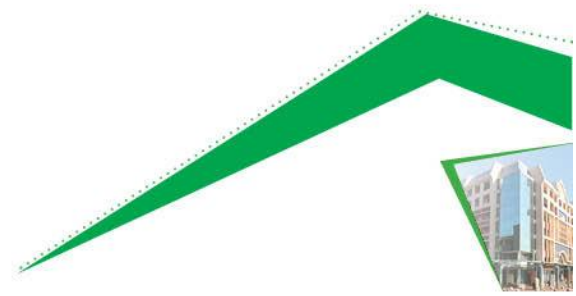
Salary Notch of R147 036.00 per annum (Level 03)

Ref No: DPWI 15/10/2023, (Gqeberha)

REQUIREMENTS: Grade 10 with seven to twelve months' experience in driver/messenger services. Valid Code 10 driver's licence and valid PDP.

KNOWLEDGE AND SKILLS: Public Service Regulations, organizational policies and procedures. Problem solving skills, Communication skills both written and verbal, flexibility, client orientation and customer focus.

DUTIES: **Provide transport services:** Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Transport goods and service. Load and dispatch items. Transport officials from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report/ routine inspection on visible defects around exterior of the vehicle. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. Recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. **Render clerical support services in the office:** Copy and fax documents. **Render messenger services:** Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various Departments/ components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national



circulars. Prepare packages/parcels for dispatch by the courier or postal service. Record and sign off the register for correspondence delivered and collected. Willingness to work extra hours.

Enquiries: Can be directed to Ms A. Meyer at 041 390 9032/ Ms C. Bermoskie at 041 390 9026 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za