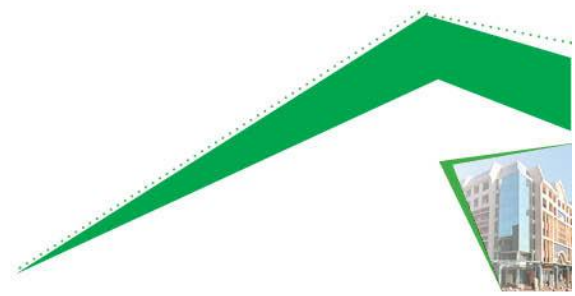




Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE



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 department will be adhered to according to the approved Departmental Employment Equity Plan.** 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: 11 OCTOBER 2024

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

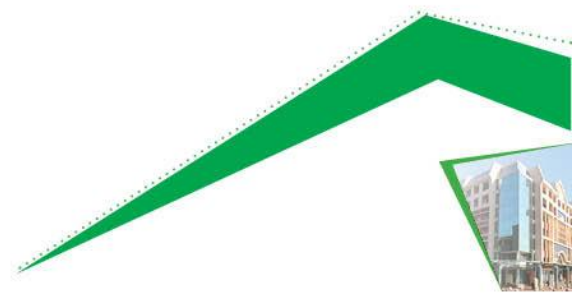
Applications can be forwarded through via the following option:

- **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 / Mr L. Magqaza at 040 602 4236
- **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/Ms T. Vooi at 043 711 5772
- **For enquiries for Mount Ayliff posts:** contact Ms O. Mailula/ Ms N. Gcabi at 039 254 6942

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



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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: PROPERTY MANAGEMENT: IMMOVABLE ASSET MANAGEMENT

An all-inclusive remuneration package of R1 216 824.00 per annum (Level 13)

Ref No: DPWI 01/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Property Development, planning and Management/ Real Estate/Law with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: Distribution of Revenue Act (DORA). Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF), Preferential Procurement Policy Framework Act 5 of 2000. Eastern Cape Land Disposal Act 7 of 2000. Provincial Growth and Development Plan for Eastern Cape. Public Service Act. Public Service Regulations 2016. PFMA. Applicable legislation and prescripts. Government Programmes. Information Management. Policies and Procedures.

COMPETENCIES: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

DUTIES: Assume overall responsibility for management of property holdings including income and expense lease. Planning, Control and Management of the provincial lease procurement plan of all User Departments. Manage the implementation of the Immovable Asset Management Policy related to leasing. Management of Office Accommodation for user departments from U-AMP and C-AMP. Regular assessment of progress of building infrastructure construction programs to meet user department needs. Manage and direct the inspections of leased properties. Ensure effective contract management on income and expense leases. Manage and direct the payment of leases. Manage stakeholder relations between landlord and tenant. Manage the maintenance of providers allocated to a specific Provincial Department. Manage updating of the immovable asset register regarding leased properties. Manage payment of leases, services for all leased properties and validation of all municipal accounts. Manage allocated resources. Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment

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

DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME(EPWP)

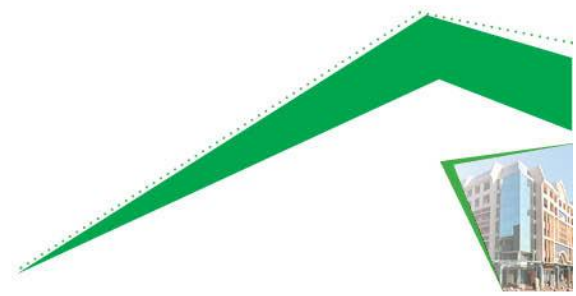
An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

Ref No: DPWI 02/09/2024, (Mount Ayliff)

REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Social Science / Public Administration/Developmental Studies with 3 years' relevant experience at Assistant Director level, A valid driver's licence.

KNOWLEDGE AND SKILLS: 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.



DUTIES: Co-ordinate and support all sector departments, stakeholders in the district on EPWP. Manage consolidation of EPWP Business Plans. Co-ordinate and support all sector departments, stakeholders in the district on EPWP. Manage consolidation of EPWP Business Plans. Manage stakeholder relationships. Maintain functional and political steering committees in accordance with EPWP norms and standards. Provide support to sector departments and municipalities to undertake implementation of EPWP. Manage provision of technical support to EPWP stakeholders and public bodies. Monitor, evaluate and assess impact on EPWP. Manage and monitor the creation of work opportunities with respect to the targets of different stakeholders across different sectors. Facilitate and monitor planning of EPWP projects. Evaluate impact of projects/programmes implemented. Facilitate provision of capacity building to stakeholders in terms of reporting. Conduct evaluation studies of the district performance periodically. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Facilitate capacity building of EPWP beneficiaries. Manage Accelerated Professional and Trade Competency Development Programme (APTCOD) for learners and trade tested artisans. Facilitate implementation of National Youth Service (NYS) programme. Facilitate and monitor implementation of contractor development programme. Promote community development programmes. Create work opportunities by implementing EPWP flagship programmes. Manage provision of support to social facilitation and stakeholder engagements. Manage and monitor the implementation of household contractor programme. Manage the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

For enquiries contact Ms O. Mailula/ Ms N. Gcabi at 039 254 6942 **e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za**

DEPUTY DIRECTOR: CORPORATE SERVICES

An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

Ref No: DPWI 03/09/2024, (Gqeberha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Compulsory Introductory Personal Certificate.

KNOWLEDGE AND SKILLS: - All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act.

COMPETENCIES: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

DUTIES: Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.

For enquiries contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032

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

DEPUTY DIRECTOR: FACILITIES MANAGEMENT

An all-inclusive remuneration package of R849 702.00 per annum (Level 11)

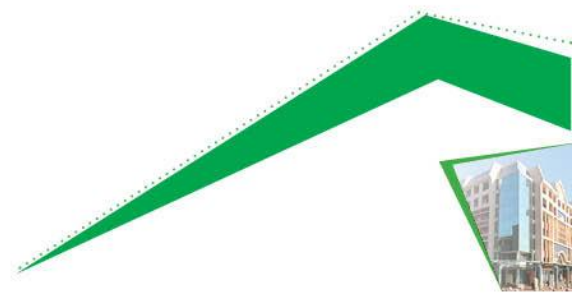
Ref No: DPWI 04/09/2024, Alfred Nzo (Mount Ayliff)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Real Estate/ Facilities Management with 3 years' relevant experience at an 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



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Management. Protocol Report writing, Client Focus, Networking, Computer Literacy, Diversity Management, Communication, Negotiation, Presentation, Project Management, Strategic Management, Conflict Resolution, Problem solving, Interpersonal

COMPETENCIES: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

DUTIES: Manage provision of cleaning services. Verify identified properties to be provided with cleaning services. Manage placement of the Departmental cleaners in the buildings. Develop specification for cleaning services to procure service providers. Monitor the performance for the duration of the Manage and facilitate the provision of gardening and beautification services. Verify the identified properties to be provided with gardening services. Develop specification and submit request to Supply Chain. Monitor the performance for the duration of the contract and prepare a payment. Manage and facilitate the provision of condition assessments. Verify identified properties to be assessed. Facilitate the process of condition assessment. Check accuracy of the compiled report on each property. Ensure the safe keeping of records. Manage and monitor maintenance of state-owned properties. Verify compiled lists of properties to be maintained. Liaise and forward the list to Building Section to appoint service providers. Facilitate the maintenance process. Monitor progress and report on the completion of the project. Manage the allocated resources

For enquiries for Mount Ayliff posts: contact Ms O. Mailula/ Ms N. Gcabi at 039 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

RE-ADVERT: Applicants that previously applied may re-apply
QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS

Salary Notch: R556 080 per annum (OSD)

Ref No: DPWI 05/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Quantity Surveying with three years post qualification quantity surveying technological/technical experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor Technologist.

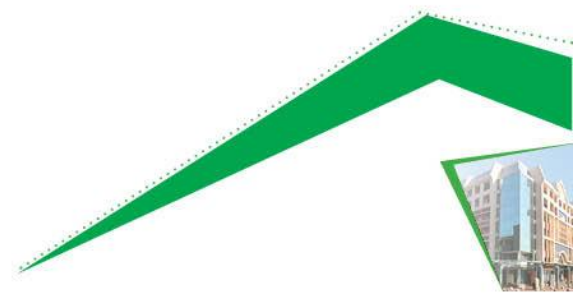
KNOWLEDGE AND SKILLS: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation

DUTIES: Provide QS technical and technological services: Support Quantity Surveyor and other professionals by providing proper and accurate cost and estimates information; Advise on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly define technology challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying QS principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain database. Research and development: Keep up with new technologies and procedures; and Research/literature studies on technical QS technology to improve expertise; and to liaise with relevant boards/councils on QS-related matters.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



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CONTROL WORKS INSPECTOR: MECHANICAL: TECHNICAL SERVICES

Salary Notch of R552 081.00 per annum (Level 10)

Ref No: DPWI 06/09/2024, (East London)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Mechanical Engineering (T/N/S streams) OR A N3 and passed trade test in the built environment (Mechanical), OR Registration as an Engineering Technician (Mechanical). 3 years' experience at supervisory level in Mechanical within the built environment/ Salary Level 7/8. A valid driver's license.

KNOWLEDGE AND SKILLS: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.

DUTIES: Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: 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. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMEs are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Monitor effectiveness of contractors and SMMEs in all the projects. Manage assistance of EPWP in development of SMMEs. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

For enquiries contact Ms L. Magama/Ms T. Vooi at 043 711 5772 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

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

ASSISTANT DIRECTOR: CONDITIONS OF SERVICE

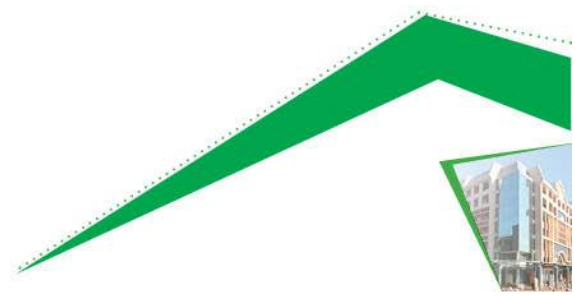
Salary Notch of R444 036.00 per annum (Level 09)

Ref No: DPWI 07/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma in HRM/ Public Administration/Public Management, NQF Level 6 with 3 years' relevant experience at a supervisory level or SL7/8. A valid driver's license. Compulsory Introductory Peral Certificate.

KNOWLEDGE AND SKILLS: Peral, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis

DUTIES: Administer service benefits and conditions of service. Administer Employee Benefits, e.g. (Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee, Medical Aid, IOD etc) Provide an advisory and information service to employees regarding employee benefits and obligations. Conduct workshops / awareness's on Service Benefits. Conduct regular audits and assessments to maintain data accuracy and integrity within the benefits systems. Develop, review, and communicate benefits policies, procedures, and plan documents to employees and stakeholders. Generate reports and analyze data related to benefits utilisation, costs, and trends to identify areas for improvement and optimization. Administer Service terminations and Pensions. Ensure accurate and timely processing of benefits-related transactions, such as enrolments, terminations, and changes. Send the



retirement employee lists to the relevant components. Conduct exit interviews. Compile the retirement memorandum to HOD. Ensure that all employees are admitted to Pension Fund. Ensure speedy processing of pension benefits.

Ensure pension nomination forms are updated continuously in files. Conduct workshops / awareness's on Service Terminations & Pensions. Supervise staff and allocated resources.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L Magqaza at 040 602 4236 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

RE-ADVERT: Applicants that previously applied may re-apply
ASSISTANT DIRECTOR: NON-FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT
PLANNING

Salary Notch of R444 036.00 per annum (Level 09)
Ref No: DPWI 08/09/2024, (Bhisho)

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

KNOWLEDGE AND SKILLS: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of 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 Knowledge of property systems (Deeds, LAW, PMIS, LOGICA, CSG). Information Management Government Programmes. Public Services Act and Regulations. Computer Skills (Advance Excel, data bases, GIS and PowerPoint) 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 towns etc.)

COMPETENCIES: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

DUTIES: Facilitate improved asset management maturity index for asset register data- number of immovable assets verified in the immovable asset register (IAR) in accordance with the minimum requirements of National Treasury. Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Asset and portfolio planning management through property research and the implementation of the provincial land audit and survey programmes. People Management & Empowerment

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

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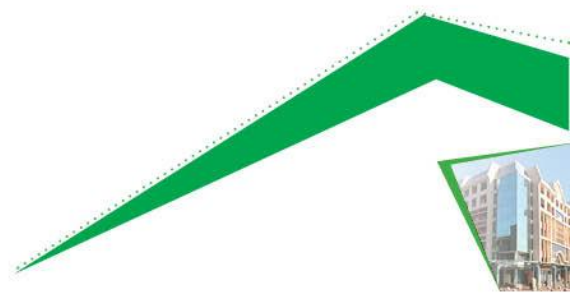
ASSISTANT DIRECTOR: SECURITY MANAGEMENT

Salary notch of R444 036.00 per annum (Level 9)
Ref No: DPWI 09/09/2024, (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.



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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

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

CONSTRUCTION HEALTH & SAFETY SPECIALIST: CAPITAL WORKS

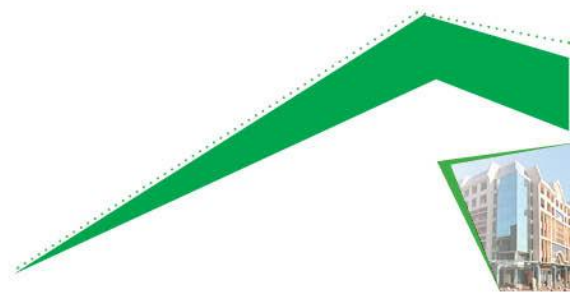
Salary Notch: R444 036.00 per annum (OSD)

Ref No: DPWI 10/09/2024, (Mt Ayliff)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Construction Safety Management/Risk Management with 3 Years' experience in supervisory position or SL 7/8. Must have a valid driver's license



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KNOWLEDGE AND SKILLS: Advanced knowledge in Microsoft Office (Excel, Power Point, Word & Outlook) Working knowledge of the OHS Act, Principles, and Construction Regulations Knowledge of relevant legal requirements. Good interpersonal and communication skills. Excellent judgement and decision making. Strong planning, organising and control skills. Troubleshooting abilities. Decision making, problem-solving and deadline-driven. Able to communicate effectively to all levels in the department. A self-starter who takes a proactive approach and has good decision-making skills. A self-motivated individual who excels in a challenging environment.

DUTIES: Facilitate the risk management process and implementation of risk management strategies after serious incident/accidents and the updating of new processes. Assist and facilitate serious incident investigations and verification of corrective and preventative action plans. Ensure investigations are conducted and reported in line with legal and statutory requirements of the applicable legislation dependent on industry sector. Compile close out reports and submit upon completion of serious investigations. Prepare business report on specific findings, planned activities, specific interventions and client interactions. Provide technical guidance and consulting to management on risk management and risk assessments. Conduct regular audits on the baseline risk assessment to ensure risks have been incorporated into working procedures. Communicate findings and recommendations of audit findings and monitor the implementation of corrective and remedial actions. Compile regular accurate, relevant and timely formal and ad-hoc reports. Ensure all actions from management meetings are implemented as agreed. Ensure compliance with all applicable company standards, policies as well as ISO 14001 and OHSAS 18001 standards. Adhere to agreed policies, processes, standards, procedures, protocols and documentation at all times. Ensure SHE management systems are implemented and maintained.

Enquiries: Can be directed to Ms O. Mailula/ Ms N. Gcabi at 039 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT

Salary Notch of R444 036.00 per annum (Level 09)

Ref No: DPWI 11/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Property Management/ Real Estate with three (3) years' relevant supervisory experience or salary level 7/8. A valid driver's licence

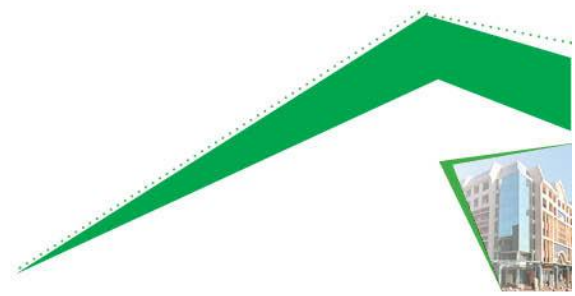
KNOWLEDGE AND SKILLS: Change Management, Project Management, Conflict Management, Financial Management, People Management, Strategic Management, Planning and organizing, Leadership, Good interpersonal skills, Decision making skills, Analytical thinking skills, People management skills, Good verbal and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

COMPETENCIES: Strategic Capability and Leadership. Programme and project management. People management and empowerment. Planning and organising. Knowledge management. Problem solving and analysis. Communication. Client orientation and Customer Focus. Financial Management.

DUTIES: Lease Management: Oversee the organization's lease agreements, ensuring compliance with terms and conditions. Negotiate lease agreements, renewals, and terminations with landlords or tenants. Monitor lease expirations, rental payments, and leasehold improvements. **Estate Management:** Manage the organization's real estate assets, including acquisition, disposition, and utilization. Coordinate property inspections, maintenance, and repairs as necessary. Develop strategies to maximize the value of real estate holdings. **Creditor Relations:** Establish and maintain relationships with creditors, vendors, and financial institutions. Negotiate terms with creditors to optimize payment schedules and minimize financial risks. Monitor creditor accounts, ensuring timely payments and resolving any discrepancies. **Debtor Management:** Oversee accounts receivable processes, including invoicing and collections. Implement strategies to reduce delinquencies and improve cash flow. Work with legal unit as needed to address outstanding debts and disputes. **Financial Analysis and Reporting:** Analyze lease agreements, estate valuations, and financial data to support decision-making. Prepare reports and presentations for senior management regarding lease, estate, creditor, and debtor performance. **Compliance and Risk Management:** Ensure compliance with relevant laws, regulations, and contractual obligations. Assess and mitigate risks associated with leases, estates, creditors, and debtors. Develop and implement policies and procedures to safeguard assets and mitigate liabilities. **Supervise the allocated resources.** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness



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Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

RE-ADVERT: Applicants that previously applied may re-apply
ENGINEERING TECHNOLOGIST: OTHER DEPARTMENTS

Salary Notch of R429 930.00 per annum (OSD)

Ref No: DPWI 12/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, B-Tech in Civil Engineering with three (3) years post qualification Engineering Technologist experience in Structural Engineering is compulsory. A valid driver's licence. Compulsory registration with ECSA as an Engineering Technologist.

KNOWLEDGE AND SKILLS: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation

DUTIES: Provide structural technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant boards/councils on engineering-related matters

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

ARTISAN FOREMAN: GRADE A MAINTENANCE (PAINTING)

Salary Notch of R362 130.00 per annum (OSD)

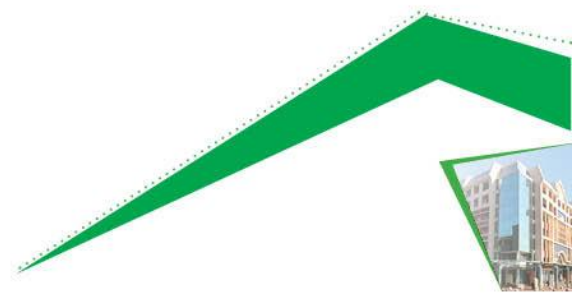
Ref No: DPWI 13/09/2024, (Mount Frere Depot)

REQUIREMENTS: Trade Test Certificate in painting with five (5) years post qualification experience required as an Artisan. 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 report writing, Analytical skills, interpersonal skills, communication skills. problem solving, Team work, Planning & Organizing, Conflict management. Decision making

DUTIES: Coordinate effective rendering of technical service, Lead and guide on all technical activities, Compile technical / inspection reports, Manage work schedules, Monitor adherence to safety standards, requirements and regulations Manage maintenance of technical services, Manage servicing of all makes of technical equipment, Manage maintenance of technical services. Manage servicing of all makes of technical equipment, Setting out according to design, Maintain the technical infrastructure, Undertake daily preventative and maintenance work,



Inspect and monitor quality of the technical work, Perform administrative and related functions, Update register of maintained and repaired faults, Obtain quotations and purchase (order) required equipment and materials, Compile and submit reports as required, Provide inputs to the operational plan, Supervise human and physical resources, Coach and mentor subordinates, Compile job profiles, Develop work plans, Conduct performance reviews and identify training needs

For enquiries for Mount Ayliff posts: contact Ms O. Mailula/ Ms N. Gcabi at 039 254 6942
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

HR PRACTITIONER: RECRUITMENT & SELECTION

Salary Notch of R308 154.00 per annum (Level 07)
Ref No: DPWI 14/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management/ Social Science (HRM) majoring with Human Resource Management with 1-2 years' relevant experience as HR Clerk in HR Provisioning. A valid drivers' license. Certificate for Introductory PERSAL is compulsory.

KNOWLEDGE AND SKILLS: Knowledge of Departmental service delivery principles, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedure. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape and NDP 2030 vision. Knowledge of PERSAL system, Knowledge of the Supreme Law of the Country, knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector. Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem solving skills. Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work independent, under pressure and long hours.

DUTIES: Promote the effective Departmental Recruitment Process. Assist in the process of Human Resource Planning for effective and efficient Recruitment Plan. Ensure accurate advertisement of all approved vacant positions. Co-ordinate the process of recruitment and selection. Co-ordinate the interview process, conduct all recruitment verification process, security checks and reference checks. Arrange logistics for the recruitment process. Assist with Creation of Post, Ensure accurate appointments on PERSAL system. Monitor the application system(e-recruitment) and draw the master list from e-recruitment. Facilitate the appointment of selection committee. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Administer the process of inviting the shortlisted candidates to interviews. Assist in the development of adverts. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for ensuring availability of Job Descriptions, facilitate the process of job evaluation and implement the outcomes of the evaluation. Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, promote effective implementation of performance management and development system timeously. Ensure adherence and compliance on departmental HR policies and implement the audit interventions. Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently.

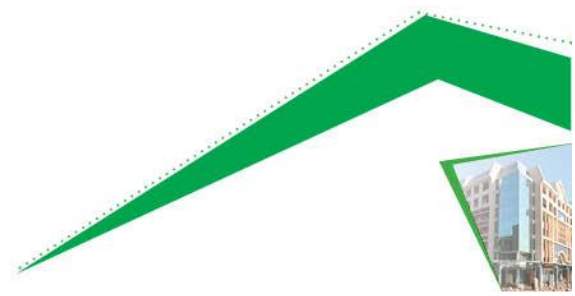
Enquiries: Can be directed to Ms S. Mdoda or Mr L. Maliti at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

HR PRACTITIONER: BENEFITS: CORPORATE SERVICES

Salary Notch of R308 154.00 per annum (Level 07)
Ref No: DPWI 15/09/2024, (Gqeberha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management majoring in HRM with 1-2 years' relevant experience in the conditions of service environment. Certificates on Introduction on PERSAL and Leave Administration are compulsory and valid driver's license.

KNOWLEDGE AND SKILLS: In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and



Planning Systems. Performance management and development. Interpersonal conflict and resolving problems. Supervisory. Report writing. Budget and financial management. Planning and organizing. Creative thinking. Conflict Management. Presentation. Communication. Self-management. Problem analysis. Computer Literacy

DUTIES: Supervise implementation of Service Terminations: Compile memorandum for relevant service terminations, write letters for retiring employees, request tax directives from SARS, verify liabilities, verify audited leave files, Verify calculations of Leave Gratuity, Approve Gratification on PERSAL, Verify enrolment of payment on pension case management. Supervise implementation of service benefits: Monitor processing of applications for Housing Allowances and Homeowners Allowances, Check claims on Resettlement and Relocation Benefits, Process long service awards, Process service benefits relating to OSD and Resolution 3 of 2009, Process PMDS incentives. Supervise implementation of the leave administration: Verify and approve captured application for leave of absence on Persal, Supervise and prepare leave reconciliation report, Address leave discrepancies with line management, Conduct awareness's on leave administration. Supervise & Process Temporary Incapacity Leave (Short, Long Period & ILL HEALTH): Process application forms for temporary incapacity leave, Draw memorandum for temporary incapacity leave, Write letters for temporary incapacity leave, Coordinate Temporary Incapacity Leave applications before submission to Health Risk Manager, Monitor the finalization of incapacity leave applications. Supervise human resources/staff: Allocate and ensure quality of work, personnel development, assess staff performance, apply corrective measures, provide required reports as and when required.

For enquiries contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

HEALTH AND SAFETY OFFICER: CORPORATE SERVICES X2 POSTS

Salary Notch of R308 154.00 per annum (Level 07)

Ref No: DPWI 16/09/2024, (East London)

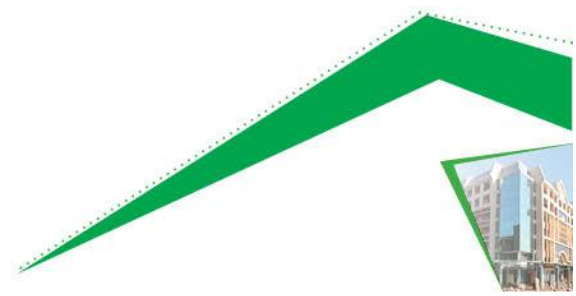
Ref No: DPWI 17/09/2024, (Gqeberha)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Safety Management/ Occupational Health and Safety. Health and Safety related training i.e. SAMTRAC will be an added advantage. 1-2 years relevant experience in Occupational Health and Safety environment. A driver's license.

KNOWLEDGE AND SKILLS: Knowledge of South African health and safety legislation, Monitoring and evaluation, Performance management, Strong analytical and problem-solving skills, excellent communication and interpersonal skills. Ability to work independently and as part of a team, Attention to detail and strong organizational skills, Research, Report writing, Facilitation, Presentation, Computer literacy.

DUTIES: Provide Occupational Health and Safety Management: Ensure compliance with applicable codes, regulations and guidelines, Ensure proper safety equipment is worn and procedures are followed, Report violation of safety regulations and codes, Make recommendations for corrections and follow-ups, Analyze hazards and develop risk for both public areas and work sites, Develop plans and procedures to minimize risk to the public and employees, Facilitate establishment of SHERQ committees, Investigate accidents, incidents and near misses and compile reports with recommendations, Administer Injury on duty (IOD). Provide health and safety training to employees. Provide environmental Management: Conduct scheduled and un-scheduled inspections of the District, Conduct awareness on environmental management e.g good house keeping. Manage risk: Conduct risk assessment and recommend corrective actions, Coordinate hazard identification and risk assessment, Develop emergency preparedness plans. Investigate safety and health incidence/ accidents: Evaluate concerns and make alternatives, Resolve complaints and make recommendations for corrective action as required, Liaise with regulatory bodies and ensure that all safety requirements are met. Maintain accurate records and prepare reports on health and safety performance.

For enquiries for Gqeberha posts: contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
For enquiries for East London posts: contact Ms L. Magama/Ms T. Vooi at 043 711 5772



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

CHIEF REGISTRY CLERK: HUMAN RESOURCE ADMINISTRATION

Salary Notch of R308 154.00 per annum (Level 07)

Ref No: DPWI 18/09/2024, (Bhisho)

REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Records Management/Public Management/ Human Resource Management with at least 1 to 2 years' experience in records management/ personnel registry environment. A driver's licence.

KNOWLEDGE AND SKILLS: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Ability to work under pressure. Ability to work as a team and alone. Ability to handle confidential correspondences. Good communication skills (verbal and written).

COMPETENCIES: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.

DUTIES: Maintain an efficient and effective record keeping and file management. Implement and maintain the electronic records management system. Ensure that the file plan is up to date in line with changes of the department. Keep control over filing to prevent unnecessary duplicates or bulky items from being placed on files. Custody and safe keeping of register of files opened. Destruction register and register authorities. Responsible for closure of records and tracing of records. Dispatching of outgoing items/ correspondence. Direct supervision and in-service training of registry personnel. Ensure proper archiving of documents. Ensure that all files comply with NIMR Requirements.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

ADMIN OFFICER x 2 POSTS

Salary Notch of R308 154.00 per annum (Level 07)

Ref No: DPWI 19/09/2024, Office of the Director: Technical Maintenance Services: Other Departments (Bhisho)

Ref No: DPWI 20/09/2024, Office of the District Director: (Alfred Nzo)

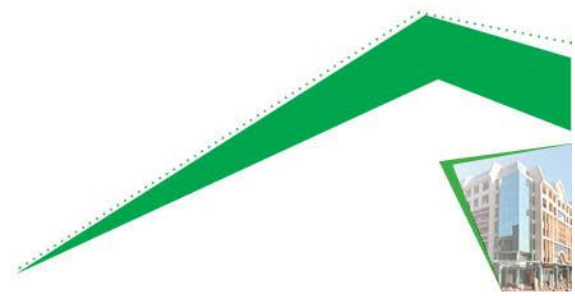
REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Office Management/Human Resource Management/Management Assistant/Administrative Management with 1-2 years' relevant experience. A valid driver's licence.

KNOWLEDGE AND SKILLS: The incumbent must possess knowledge Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other applicable legislation in the Public Service. The incumbent must possess strong knowledge of procurement capabilities within the area of responsibility. The following skills are critical for the incumbent of this post: coordination skills, communication skills, planning and organizing skills, computer literate (Excel, Word, PowerPoint), problem solving, interpersonal, liaising skills, ability to work in multi-disciplinary teams, innovative skills, willingness to work under pressure in a fast paced environment. A suitable incumbent must possess the following values: high level of confidentiality and ethical standard, integrity, team oriented, energetic and self-driven confidence, influencing skills.

DUTIES: Render secretarial and receptionist support service. Render administrative support services. Provide support services to manager regarding meetings. Provide administrative support on budget/ expenditure trends of the Directorates/Sub-Directorates. Provide advisory services on matters related to management function and institutional governance matters. Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director/Director/District Director. Develop and maintain an efficient filing system within the Office. Ensure that travel arrangements are well coordinated, prioritize issues in the diary of Chief Director/Director/District Director. Procure office supply for the Office i.e. groceries,



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stationery, printing supplies etc. Provide logistical support (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director/Director/District Director with the administration of his/her budget as well prepare his/her S&T claims. Follow up on payment of Invoices. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: - remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director/Director/District Director; remains abreast with the procedures and processes that apply in the office of the manager. Assist in the maintenance of leave register for the office and manage staff leave reconciliations.

Enquiries: be directed to Ms S. Zazini at 040 602 4553 / Mr L. Magqaza at 040 602 4236 e-recruitment

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

For enquiries for Mount Ayliff posts: contact Ms O. Mailula/ Ms N. Gcabi at 039 254 6942

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