



CIRCULAR 10 of 2019/20

POSTED ON: 2019/09/01, 03, 05, 06

CLOSING DATE: 20 SEPTEMBER 2019

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works 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.

DEPUTY DIRECTOR: STRATEGIC PLANNING AND RESEARCH

COMPONENT: STRATEGIC MANAGEMENT UNIT

Salary Package: R733 257.00 per annum (Level 11)

Ref no: DPW 01/09/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: A recognized Bachelor's degree or National Diploma in the field of Public Management/Administration or Business management. 5 years' experience in strategic planning, policy coordination and research or similar environment, of which 3 years must be at an Assistant Director level/ Junior Management Level. Computer literate. A valid driver's license.

COMPETENCIES AND ATTRIBUTES: Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Ability to work long hours and under pressure. Adequate knowledge and use of applied research methodologies and tools for planning purposes.

KPAs: Manage and facilitate Departmental planning processes including strategic planning processes (strategic plans, annual performance plans and operational plans and other processes necessary to ensure the required compliance with legislation). Provide technical support to branches and regions on strategic activities. Facilitate capacity building of branches and regions on matters relating to strategic planning, annual performance planning and operations planning. Providing support in the development and review of departmental strategic planning related policies. Monitor and evaluate attainment of strategic objectives. Advise on the alignment of the managers' performance agreements with the strategic plans and annual performance plans. Perform policy, budget and strategy alignment. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process. Provide and coordinate inputs into various plans required by the different departmental structures, and external stakeholders, especially AGSA, OTP, Presidency, Provincial and National Treasury. Manage and coordinate audit and risk queries within the area planning. Implement systems for effective strategic planning processes. Develop frameworks/templates/ guidelines. Manage human resources, finance and assets. Assist in the development of appropriate research methodologies and instruments in the delivery of the Departments strategic goals and outcomes Manage and coordinate internal and external research work to meet Departmental objectives.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 10 of 2019/20
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SENIOR ADMIN OFFICER: PROVINCIAL COORDINATION COMPONENT: EXPANDED PUBLIC WORKS PROGRAMME

Salary Package: R 316 791 per annum (Level 08)

Ref No: DPW 02/09/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Public Management/Administration/ Developmental Studies or Social Sciences with a minimum of two (2) years' relevant experience in Expanded Public Works Programme coordination. A valid driver's license.

KEY COMPETENCIES: Understanding and application of the: PFMA and EPWP prescripts i.e. EPWP Recruitment Guidelines, EPWP Reporting Systems and EPWP Municipal Policies. Excellent communication, presentation, report writing and coordination skills. Ability to work effectively with stakeholders at various levels.

KPAs: The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Coordinate the compiling of inputs on the EPWP Business Plan. Coordinate and monitor functional steering committees in accordance with EPWP norms & standards. Provide support to Public Bodies to ensure implementation of EPWP targets. Lead the implementation of EPWP in the Infrastructure Sector: Coordinate the compliance to the EPWP Integrated Grant requirements. Monitor the creation of work opportunities with respect to the targets of the different public bodies across different sectors. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.

COMMUNICATION OFFICER: CORPORATE COMMUNICATION (GRAPHIC AND LAYOUT DESIGNER)

Salary Notch: R257 508.00 per annum (Salary Level 7)

Ref No: DPW 03/09/2019, Centre: Head Office (Bhisho)

REQUIREMENTS: An appropriate B Degree/ National Diploma in Graphic and layout Design with at least one to two (1-2) years' experience in the field. Excellent Computer skills: Proficiency on PC and Apple Mac with Adobe Creative Suite Knowledge of Coral Draw Suite, Website Management, Photography and Videography. Ability to take work from concept through to reproduction. Knowledge of printing processes. Good communication skills. Creativity (planning, organising, problem-solving).

DUTIES: To effectively promote the Public Works Provincial Government's identity, messages and visual branding and ensure the production of user-friendly, cost-effective and professional marketing communication products in line with the Department's communication strategy and programmes. Produce print ready material for Eastern Cape Department of Public Works and its facilities and programs - from conceptualisation through to final print-ready products (Annual Reports, branding, internal communiqué, Newsletters, Campaign and promotional material). Conceptualise and execute Internal & External Communication campaigns. Website & Electronic Media - Convert all print material for Eastern Cape Department of Public Works Website and Social Media. Produce Electronic media for the department to be distributed electronically via email or intranet. Printing and liaison with service providers.

ADMIN OFFICER: SPECIAL PROGRAMMES UNIT

Salary Package: R 257 508 per annum (Level 07)

Ref No: DPW 04/09/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree/ National Diploma in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of 1-2 years' relevant experience in Special Programmes Unit. A valid driver's license will be an added advantage.

KEY COMPETENCIES: Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service

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KPAs: Provide administrative support within the Unit. Ensure that procurement for the Unit is done. Compile reports, minutes and arrange meetings, workshops for Special Programmes Unit. Manage correspondence from internal and external stake holders. Provide support on the commemoration of the Institutionalized Days. Manage filing system for the Unit. Book accommodation for meetings. Assist in development of operational plans for Youth, Gender, Disability and Military Veterans.

GENERAL ASSISTANT: BUILDINGS X2 POSTS

Salary Package: R 102 534 per annum (Level 2)

Ref No: DPW 05/09/2019 Centre: OR Tambo Regional Office (Lusikisiki Depot X1 post)

Ref No: DPW 06/09/2019 Centre: Amathole Regional Office (Zwelitsha Depot X1 post)

MINIMUM REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate with one-year relevant experience. Ability to read and write. Committed and hardworking. Ability to perform routine tasks

KPA's: General maintenance of Departmental premises. Execute manual labour as required for maintenance tasks allocated to the unit. Loading and offloading of stock in the warehouse, cutting of grass and cleaning of weed. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.

Applications can be forwarded through one of the following options:

For **Head Office Bhisho, Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, **Post to:** The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. **Enquiries:** Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140,

For **Amathole Region (East London): Hand Delivery:** Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or **Post to:** Department of Public Works, Private Bag X13004, Cambridge, 5201, **Enquiries** Mr Z. Tana / Ms L. Magama Tel: 043 711 5772,

For **OR Tambo Region (Mthatha): Hand Delivery:** K.D. Matanzima Building, Owen Street, Mthatha, 5099 or **Post to:** Department of Public Works, Private Bag X5009, MTHATHA, 5099 **Enquiries** Mr V. Sokhahleka/ Ms V. Potelwa Tel: 047 505 2767.

CLOSING DATE: 20 SEPTEMBER 2019 @15:30.

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED /E-MAILED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON MIMIMUM REQUIREMENTS AND KEY PERFORMANCE AREAS (KPA's) visit: www.ecprov.gov.za OR www.ecdsd.gov.za OR www.dpsa.gov.za OR www.dpw.gov.za

