



Circular 03 of 2019/20

Posted: 2019/05/19,21,23

Closing Date: 07/06/2019

DEPARTMENT OF PUBLIC WORKS

ERRATUM

Persons interested in applying for the positions advertised in the **Provincial Office of the Premier and Department of Public Works and the DPSA website** on the with **19, 21, 23 May 2019** with the closing date **07 June 2018** must please note that the following changes have been made, which should be read as follows:

1. The Requirements for the post of Senior Provisioning Admin Officer: Contracts, Supply Chain Management - Amathole Regional Office (East London), with Ref No: DPW 27/05/2019 should be as follows:

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Commerce/ Accounting/ Financial Management/Public Management with 3 years' experience in Bid Administration or 3 years' relevant experience in the field at level 7. A valid driver's license.

KNOWLEDGE AND SKILLS: Knowledge of Bid administration processes. Knowledge of SCM applicable legislation and regulations. Sound knowledge of the management information systems as well as understanding of the departmental policies and processes. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction.

DUTIES: Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with the service providers are legal and comply with Government policies. Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental register. Maintain contract guarantees and contractors/service providers. Prepare appointment and termination letters on contracts

2. The duties for the post of Senior Admin Officer: Monitoring and Evaluation - Chris Hani Regional Office (Queenstown), with Ref No: DPW 30/05/2019 should be as follows:

REQUIREMENTS: A Bachelor's Degree or National Diploma in Public Management. A minimum of 3 years' appropriate experience in EPWP monitoring and evaluation of projects. A Valid driver's licence.

KNOWLEDGE AND SKILLS: Understanding and application of the: Skills Development Act. Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. Understanding of Government Monitoring and Evaluation systems. EPWP Recruitment Guidelines. EPWP Reporting System. Knowledge of EPWP and PFMA. Knowledge of EPWP and PFMA. Excellent communication interpersonal and report writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Problem solving skills. facilitation skills. Ability and Willingness to travel. Knowledge of Government protocol processes and regulations. Flexibility and Initiative. Ability to stay focused and work under extreme pressure.

DUTIES: The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects. Monitoring of Data Quality Assessment in all implemented projects. Social facilitation in all projects under implementation. Signing of Protocol Agreements by Public Bodies within the region. Coordinate EPWP Regional Steering Committees. Give Technical support to all Public Bodies in the region. Knowledge of Performance information within the region Manage subordinates within the region. Attend both the Regional Steering Committees and Provincial Steering Committee meetings. Compile weekly and monthly incentive grants reports. Knowledge of EPWP reporting system. Check and correct information on the reporting system. Construct and manage proper filing system. Keep records for all implemented projects. Communicate with both internal and external stakeholders.

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3. The Requirements for the post of Wellness Officer: Human Resource Management

- Joe Gqabi Regional Office (Sterkspruit), with Ref No: DPW 44/05/2019 should be as follows:

JOB REQUIREMENTS: A Bachelor's degree/ National Diploma in Social Science, BA Social Work. 2 years' practical experience in the administration of EAP or in the Employee Wellness environment. Registration with Health Professions Council of SA or SA Council for Social Services Professions will be an advantage. Experience in individual/group work counselling.

COMPETENCY REQUIREMENTS: Excellent communication (verbal and written). Computer Literacy. Self-Management. People and performance Management. Crisis Management. Conflict Resolution/Problem solving. Networking. Report Writing. Presentation

DUTIES: To implement an integrated Employee Wellness/ Assistance Programme; Referral, management and follow-up of all types of personal problems that can interfere with job performance and overall employee well-being; Management consultation to assist supervisors/ management with employee's job performance, absenteeism and conduct problems; Assist with the management of Incapacity/ disability cases; Provision of advice and guidance to management and staff on related matters; Administration and Co-ordination of related sports activities; Ensuring well equipped EAP/ Wellness events and sports activities; Generation, consolidation and submission of Reports and Statistics; Custodian of, and overseeing, the EAP/ Wellness policy; Provide inputs for amendments to the EAP/ Wellness Policy; Promotion of health awareness and the facilitation of health related events, activities and interventions (Wellness Day, HIV/ AIDS, etc.);

Applications can be forwarded through one of the following options:

Applications for posts in **Head Office (Bhisho):** Hand Delivery – Department of Public Works, 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,

Applications for posts in **Alfred Nzo Region (Mount Ayliff):** Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi or Ms L Mncwabe Tel 039 254 6942/ 6764 or Post to Private Bag X3556, Kokstad, 4700,

Applications for posts in **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

Applications for posts in **Sarah Baartman Region (Port Elizabeth):** Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel: 041 390 9032

Applications for posts in **Joe Gqabi Region (Sterkspruit):** Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762. Enquiries: Ms. H. Galeni or Mr. S. Dumalisile Tel: 051 611 9800

Applications for posts in **Chris Hani Region (Queenstown):** Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo 045 807 6676

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please

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accept that your application was unsuccessful. Suitable 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. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**