



Circular 05 of 2019/20

Posted: 2019/06/16

Closing Date: 05/07/2019

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 **16 June 2019** with the closing date **05 July 2018** must please note that the following changes have been made, which should be read as follows:

1. The Requirements for the post of Assistant Director: Expanded Public Works Programme, Innovation & Empowerment and Community Development, OR Tambo Region (Mthatha), with Ref No: DPW 10/06/2019 should be as follows:

MINIMUM REQUIREMENTS: Bachelor's Degree or National Diploma in Social Science/Public Administration/ Public Management/ Development Studies or in Social Sciences. 4 years' relevant experience in Expanded Public Works Programmes of which 3 years must be at a Supervisory level or level 7/ 8. A valid driver's license and willingness to travel.

KNOWLEDGE AND SKILLS: Project/ Programme management principles. Knowledge of Expanded Public Works Programme, Construction Industry Development Board Regulations, National Contractor Development Prescripts, Contractor Development, Innovation and Empowerment programmes and Labour- intensive methods of construction. A candidate must have proven leadership and supervisory skills. Stakeholder management, financial administration, programme and project management skills. Report writing, Stakeholder and Customer relationship management principles, Policy management, and Communication skills

DUTIES: Manage creation of work opportunities by implementing EPWP programmes: Manage social facilitation process and stakeholder engagements. Facilitate recruitment of participants and supervisors in flagship programmes. Conduct site visits & steering committee meetings to discuss and check on progress. Reconcile and verify participants' payment stipend. Monitor implementation and give support to the project. Monitor implementation of innovative and empowerment initiatives for stakeholders and participants: Facilitate training of EPWP participants. Manage Accelerated Professional and Trade Competency Development Programme (APTCOD). Facilitate implementation of National Youth Service (NYS) programme. Monitor implementation of the Contractor Development Programme. Manage social facilitation of Projects: Identify projects from buildings, immovable asset management and EPWP. Coordinate community participation of identified projects. Manage social facilitation and stakeholder engagements. Manage data collection for EPWP reporting system. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organizes and administers the work effort of assigned subordinates

2. The Requirement for the Project Coordinator: EPWP Community Development (2 POSTS), OR Tambo Regional Office (Mthatha) with Ref No: DPW 12/06/2019 should be as follows: should be as follows:

MINIMUM REQUIREMENTS: Bachelor's Degree or National Diploma in Social Science/Public Administration/ Public Management/ Development Studies or in Social Sciences. 4 years' relevant experience in Expanded Public Works Programmes of which 3 years must be at a Supervisory level or level 7/ 8. A valid driver's license and willingness to travel.

KNOWLEDGE AND SKILLS: Project/ Programme management principles. Knowledge of Expanded Public Works Programme guidelines and Social facilitation. Stakeholder engagement, communication, report writing and presentation skills.

DUTIES: **Facilitate creation of work opportunities by implementing EPWP programmes:** Ensure that the departmental projects are EPWP and Labour intensive compliant. Coordinate social facilitation process and stakeholder engagements Conduct site visits. Collect documentation from project sites for EPWP reporting. Compile monthly reports on work opportunities created within EPWP. Facilitate the training for the participants and monitor its implementation. Monitor implementation and give support to the project. **Provide support in terms of social facilitation and compliance with the EPWP norms and standards:** Ensure development of project lists from buildings, immovable asset management and EPWP for job creation. Coordinate community participation of identified projects. Facilitate social facilitation and stakeholder engagements. Coordinate data collection for EPWP reporting system. Attend project steering committees and site meetings. Monitor projects implemented by the department. Liaise within public bodies and estate owned enterprises to ensure their involvement in EPWP through the structuring of projects. Compile monthly progress reports on implemented projects **People management:** 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.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019

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 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.**