

## OFFICE OF THE PREMIER

Circular  
30

### **MANAGER: CABINET & CLUSTER SUPPORT (SOCIAL TRANSFORMATION CLUSTER & PROVINCIAL MANAGEMENT FORUM)**

*Salary Range: 657 558.00 – R774 576.00 per Annum (Level 11)*

*OTP 01/06/2017 Bhisho*

**Minimum Requirements:** 3 years degree in public administration or relevant qualification with a minimum of 5 years relevant experience in Public Sector or similar environment of which 3 years' must have been at the level of an Assistant Manager in the relevant field. Knowledge of the functioning of the provincial government and more specifically the Office of the Premier. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of policy development. A good understanding of political and governance issues. Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. A valid code 8 (EB) driver's licence

**KPA'S: Manage the Provision of Secretarial Services to the Provincial Management Meeting:** Review draft Agenda for each meeting, Oversee the collation and timeous distribution document packs for Provincial Management meetings, Attend and support Assistant Director in the provincial management meeting, Review meeting minutes and make necessary corrective amendments, Ensure timeous distribution of action list of decisions taken at the meeting to all relevant parties, Ensure safekeeping of Provincial Management documents; **Manage the provision of secretarial services to the social transformation cluster;** Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members, Review and finalise minutes of the meetings. **Manage the provision of secretarial services to the social transformation cabinet committee:** Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members, Compile minutes of the meetings, Review and submit Cabinet Committee Memo to EXCO. **Provide support to the archived executive council documentation verification project:** Ensure the minutes of the Executive Council meetings are corrected and properly filed. Ensure compliance with the Cabinet Handbook requirements (MISS). **Provide administrative support to the unit:** Assist and support whenever necessary in the preparation of documentation for Cabinet meetings, Assist and support with logistical arrangements of Cabinet Meetings, Supervise personnel and ensure compliance with PMDS requirements; Execute any other functions assigned by the Senior Manager or the Director General falling within the mandate of the unit.

### **MANAGER: CABINET & CLUSTER SUPPORT (LEADER OF GOVERNMENT BUSINESS SUPPORT)**

*Salary Range: 657 558.00 – R774 576.00 per Annum (Level 11)*

*OTP 02/06/2017 Bhisho*

**Minimum Requirement:** Degree in Public Admin/ Law/ Social Science with a minimum of 5 years relevant experience in Public Sector or similar environment of which 3 years' must have been at the level of an Assistant Manager in the relevant field; A valid driver's license. **Knowledge:** Parliamentary processes, Legislative prescripts, Public Sector Management & Policy analysis and development. **Skills:** Advanced writing, Effective communication, Leadership and Management, Negotiation, Research, Computer literate, & Presentation skills.

**KPA's: Provide efficient & effective support to the Leader of Government Business:** Develop an annual Integrated programme of government, Facilitate and monitor the implementation of the Integrated programme of Government, Participate in the programmes and activities of the Legislature, and ensure alignment in programmes of Government, Facilitate and monitor submission of reports by departments to the Legislature as well as the implementation of House resolutions thereof, Analyse reports submitted by Departments to the Legislature on House resolutions as well as responses to questions for written reply, Facilitate coordination of Provincial Bills for submission to EXCO & Legislature, Develop reports for consideration by the Executive Council. **Facilitate and coordinate alignment between the EXCO & Legislature in respect to NCOP:** Liaise with Parliament/ NCOP on matters affecting the Provincial Government, Facilitate and coordinate the participation of the Provincial government on the work of the NCOP, Facilitate and coordinate participation of the Provincial government on National Bills affecting the Province (s76 Bills), Coordinate development of reports on NCOP work in the province. **Provide support to the executive structures of government in respect of Clusters, Provincial Management, Cabinet Committees, Maggotla And EXCO Outreach:** Ensure that the agenda for the meetings are compiled, Ensure that document packs for meetings are done and circulated to members timeously, Ensure clear and accurate recording of the meetings, Participate in and ensuring the successful coordination and facilitation of the EXCO Makgotla and outreach programme. **Maintain filling system and ensure information security for the unit:** Ensure that documents of the Executive Structures of government are kept and stored in a secured place, provide and maintain proper information management system. **Provide administrative support to the unit:** Supervise personnel and ensure compliance with PMDS requirements; Execute any other functions assigned by the Senior Manager or the Director General falling within the mandate of the unit.

## **ASSISTANT MANAGER: SECURITY MANAGEMENT**

*Salary Range: R 334 545.00– R404 121.00 (Level 9) per annum*

*OTP 03/06/2017 Bhisho*

**Minimum Requirement:** A Three year Degree/National Diploma in Security Risk Management. Security Grade B would be an advantage with a minimum of 3 years relevant experience in Public Sector or similar environment.

**Knowledge:** Legislative framework and regulatory procedures in Security Management systems **Skills:** Effective communication, Computer literate, Presentation skills & Problem solving and Decision Making.

**KPA's: Assist to facilitate the development of security plans as follows:** Analyze the current security systems, Conduct research to alternative security systems, Facilitate the planning of security activities for departmental events, Monitor the implementation of security plans. **Assist in monitoring the implementation of security framework as follows:** Ensure the correct implementation of MISS (Minimum Information Security) and MPSS ( Minimum Physical Security), Monitor the effective implementation of the access control system within the department, Monitor security contracts for user departments, Ensure the provision of security services during the opening and closing of tender boxes, Facilitate screening and vetting of departmental employees and screening of all potential service providers, Conduct awareness campaigns on security related matters within the department. **Assist in investigation of security breaches:** Gather information pertaining the incidents (conduct preliminary Investigations), Analyze the information, Compile incident report, Liaise with SAPS and SSA where necessary. **Supervise and control resources as allocated.** Supervise the performance and development of staff allocated. Ensure effective utilization of physical resources. Drafting of Security reports and interpretation of PSC raw material.

## **DEPARTMENT OF ROADS AND PUBLIC WORKS**

### **CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT**

*An all-inclusive remuneration package of R 1 068 564 per annum (Level 14)*

*Ref No: DRPW 01/05/2017, Head Office (Bhisho)*

**REQUIREMENTS** • A Bachelor's degree in Public Finance/Financial Management/Accounting or equivalent qualification with extensive knowledge and experience of Financial Management in the public sector of which 5 years must be at a Senior Management level • A CA (SA) or equivalent post degree qualification will be a strong advantage • A valid driver's license

**KNOWLEDGE AND SKILLS** • Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement • Support management decision making through the development of strategic planning information • Effective communication, negotiation and influencing skills • Knowledge and understanding of accounting standards and practice including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GRAP), Treasury Regulations, B-BBEE Act, PFMA, PPPF Act and its regulations, Public Sector Industry, SCM, Finance, Treasury Management and Economics, Planning, Budgeting and Forecast . • Knowledge of the White Paper on the Transformation of Public Service Delivery (Batho Pele) and other relevant Government imperatives and priorities. • Strategic capability and leadership skills. Service Delivery Innovation (SDI). • Good organizational skills

**KPA'S** • Establish and maintain financial management structures • Establish, implement and monitor financial management systems • Contribute to the development of the strategic and annual performance plans including coordinating, analysing and advising • Oversee the budget preparation process, provide advice and support to stakeholders, and review the budget proposal prior to submission to the relevant authority • Oversee the final draft budget preparation process, provide advice and support to stakeholders, and review the final draft budget prior to submission to the relevant authority • Oversee and manage the budget monitoring process, including the production of monthly and quarterly financial and performance reports, and provide recommendations and advice to address significant variances • Monitor the operation of accounting systems, controls and procedures in order to ensure the integrity of the financial information • Review and manage the finalization of Quarterly and Annual Financial Statements • Ensure the effective, efficient, economical and transparent use of financial and other resources • Provide financial management support to internal stakeholders • Manage engagements with assurance providers (for example, risk and audit), including, responding to matters raised • Utilize BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports • Utilize PERSAL for human resource management, payroll and reporting; LOGIS for provisioning, procurement, stock control and reporting; and Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities • Contribute to effectiveness by identifying short-term and long-term issues that must be addressed; providing information and pertinent to deliberations; recommending options and courses of action; implementing directives • Provide immediate financial information for planning and decision making and recommend courses of action where tight deadlines apply • Prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information • Establish and maintain financial management structures • Provide financial information for planning and decision making by studying past, present, and anticipated financial conditions; recommending courses of action.

---

**CLOSING DATE: 30 JUNE 2017**

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

Applications can be forwarded through one of the following options:

**DEPARTMENT OF ROADS AND PUBLIC WORKS**

Hand Delivery: Room 1039, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

## **EASTERN CAPE PROVINCIAL TREASURY**

### **CHIEF DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE**

**SALARY PACKAGE: R 1 068 564 per annum: Level 14 (all inclusive)**

**Ref. PT 24/06/2017 Bhisho**

**Salary Package: R1 068 564 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).**

**Purpose:** To ensure optimal and sustainable budget management and corodinate, monitor and report on MFMA implementation.

**Minimum requirements:** NQF Level 7 i.e. Degree as recognized by SAQA in Financial Management/ Financial Accounting/ Public Finance. A postgraduate degree in Financial Management/ Financial Accounting/ Public Finance or related field will be an added advantage. Minimum of ten (10) years' experience in Finance of which 5 years must have been at senior management level in a municipal environment. Previous experience in monitoring or working in Municipal environment is essential.

**Skills and Competencies:** Strategic capability and leadership, Programme and Project Management, Financial Management, Legislation, regulations and policies. Change management, service delivery innovation, problem solving and analysis, People management and communication. Supply Chain Management policies, financial accounting, risk management policies and asset management policies. Budget submission and project appraisals. Information technology systems and support. Corporate communication, investment and cash management.

**KPA'S:** Oversee the monitoring, preparation, implementation of the budget and governance in municipalities. Oversee compliance and implementation of the MFMA (2003) as amended and subsequent guidelines in municipalities. Ensure the monitoring of compliance with financial assets, liabilities and revenue management. Manage area of responsibility of the Chief Directorate. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility.

### **2x DEPUTY DIRECTORS: BUDGET MANAGEMENT**

**Salary Package: R 779 295 per annum (Level 12)**

**(Ref. PT25/06/2017)**

**Purpose:** To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in a budget environment.

**Skills:** MS Word, MS PowerPoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

**KPA'S: Oversee the timely tabling of credible main budget:** Review and improve on previous year's internal budget process with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous year's financial and non-financial performance. **Coordinate the adjusted budget publications:** Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy

of loaded budget. **Provide oversight regarding the compliance of Departmental Strategic Plans (SP) AND Annual Performance Plans (APP) AND the alignment thereof to national and provincial policy priorities:** Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. **Analyse monthly IYM on revenue and expenditure and ensure feedback is provided to department:** Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, CBC, Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare PEAR document for National Treasury. **Analyse Quarterly Performance Reports (QPR) and provide feedback to department:** Review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. **Manage area of responsibility:** Ability to lead certain projects of the programme and actively participate. 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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

## **DEPUTY DIRECTOR: BUDGET MANAGEMENT**

*Salary Package: R657 558 per annum (Level 11)*

*(Ref. PT 26 /06/2017)*

**Purpose:** To manage Budget Management Services in the Department.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) with majors in Management Accounting coupled with Minimum 5 years' experience in Management Accounting of which minimum 3 years' experience in the compilation and consolidation of budgets for a whole organisation at middle management level (Assistant Director Level). Advanced MS Excel skills (including VBA) would be an added advantage.

**KPA's: Manage departmental budget process:** Ensure analysis and consolidation of MTEF budget, adjustment estimates and submission of rollover funds. Consolidate departmental priorities and projects and include them in the budget. Manage the accurate capturing of MTEF budget in the budget database and in BAS. Manage accurate capturing of adjustment estimates. Ensure that responsibilities and objectives as reflected on BAS are aligned to PERSAL. **Manage the monitoring of budgets for the department:** Ensure analysis and consolidation of departmental annual cash flow projections. Ensure analysis and consolidation of departmental IYM report including variance explanations. Ensure management of budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare Appropriation Accounts as a input to the Interim and Annual Financial Statements. **Manage the provision of budgetary support to the department.** Manage provision of budgetary support, analysis, advice and guidance. Ensure that budget enquiries are attended to promptly. Ensure training on budget related issues are rendered to departmental officials. **Manage area of responsibility:** 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. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

Skills: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations.- Annual Financial Statement Guidelines, National Treasury Practice Notes, Provincial MTEF guidelines, Standard Chart of Accounts (SCoA), Budget Circulars and Departmental Budget Policies. Microsoft Excel, Word and PowerPoint.

## **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REPORTING & TRAINING**

*Salary Package: R 657 558 per annum (Level 11)*

*(Ref. PT 27/06/2017)*

**Purpose:** To support accounting reforms and financial management capacity building strategies towards effective implementation of accounting practices in the province.

**Minimum Requirements:** A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) majoring in Accounting or Auditing coupled with Minimum of 5 years' work experience in an Accounting environment, of which 3 years should be at middle managerial level (Assistant Director Level). Having completed articles of clerkship and/or possession of a relevant postgraduate qualification and/or experience in the public sector financial environment will be an added advantage.

**Skills and Competencies:** Advanced knowledge of Ms Office (Ms Word, Ms Excel, PowerPoint), as well as understanding and application of public sector reporting systems like PFMA (and its Regulations), GRAAP, and MCS, including BAS, LOGIS and PERSAL. Effective Stakeholder management skills, problem solving skills, writing skills, interpersonal skills, good communication skills as well the ability to prepare management reports.

**KPA's:** 1) Research and contribute on Public Sector Accounting reforms and continuous liaison with the critical stakeholders like Accounting Standards Board, National Treasury, Provincial Norms and Standards and Auditor General; 2) Work with relevant stakeholders (departments, public entities and municipalities) to develop and execute training programmes, including related logistics; 3) Develop Training Plans, Prepare budgets and management reports on training programme, focusing on its effectiveness and value for money; and 4) Manage area of responsibility, including the supervision of staff and ensure effective and efficient running of the Training Unit.

## **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE**

*Salary Notch: R334 545 per annum (Level 9)  
(Ref. PT 28/06/2017) Bhishe*

**Purpose:** To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance by Municipalities.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Financial Accounting/ Built Environment or relevant field coupled with Minimum of 3 years' experience in Infrastructure environment at an officer level (level 7 or higher). Knowledge of Geographic Information Systems will be an added advantage.

**KPA'S: collect and prepare information regarding infrastructure funding frameworks and long term planning for municipalities:** Maintain process in ensuring that infrastructure funding framework and long term planning for Municipalities is achieved. Assist in the facilitation and coordination of stakeholder relationship. Assist in the facilitation of the implementation of the IDM Risk Management System in Provincial Departments, Provincial Public Entities and Municipalities Collect and prepare all challenges pertaining to infrastructure funding to all relevant stakeholders. Assist in the facilitation process of developing, improving, tailoring, reviewing and updating the IDMS Framework in the Province in collaboration with Provincial Departments, Municipalities and Provincial Public Entities. - Implement strategies for the roll-out of the IDMS in Provincial Departments, Provincial Public Entities and Municipalities. Maintain the implementation of Standard Operating Procedural [SOPs] manuals and/or Codes of Practice [COPs] to determine standard procedures in the planning, procurement, implementation, use and maintenance of immovable assets. Provide and maintain inputs to the updating of the Infrastructure Delivery Management [IDM] Toolkit. Assist in the facilitation of and the implementation of Provincial Treasury Instructions and/or Best Practice Notes in terms of the implementation of the Provincial Infrastructure Delivery Management System in the Province and the Standards for Infrastructure Procurement and Delivery Management. Facilitate the implementation of the Provincial Infrastructure Delivery Framework in the Province and review/update as and when required.

**Undertake and maintain relevant municipality infrastructure plans and budgets:** Facilitate the engagement with all three spheres of Government and Public Entities to determine and align longer term budget requirements with the longer term provincial infrastructure plan. **Collect and maintain infrastructure inputs at relevant forums pertaining to municipalities:** Maintain an annually and on a five year basis participate in the review and updating of the long term infrastructure strategy and plan and funding implications. **Provide and assist in facilitating transparency and effective delivery of infrastructure:** Prepare report on recommendations regarding the infrastructure funding options and frameworks including cases suitable for public private partnerships.

**Maintain system for financial and performance indicators related to municipal infrastructure:** Collect and assist in research and analyses to determine the financial and economic objectives and imperatives for infrastructure development in the Province in collaboration with Provincial and Municipal stakeholders. **Provide and maintain report on over/under spending for infrastructure projects implemented by municipalities:** Validate the funding of contracts that exceed three years which have future budgetary implications as proposed by Provincial Departments or Municipalities and make final budgetary recommendations.

## **ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT**

*Salary Notch: R334 545 per annum (Level 9)  
(Ref. PT 29/06/2017)Queenstown*

**Purpose:** To provide hands-on support on the implementation of budgeting frameworks, institutional governance and report on MFMA implementation.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Financial Accounting or relevant field coupled with Minimum of 3 years' experience in Financial Management environment environment at an officer level. Previous experience in monitoring or working in Municipal environment is essential.



**KPA'S: Assist in the technical hands-on support on budget planning and implementation:** Assist Deputy Director in collating information on training/workshop sessions for municipal officials on the planning and implementation of the Municipal Budget and Reporting Regulations as prescribed by National Treasury. Conduct assessment on sustainability and credibility of the municipal budgets in line with MFMA, regulations, circulars and the funding compliance tool and submit report to Deputy Director. Participate in the engagement of municipalities benchmarking exercise on all tabled and adopted budgets. Assist on supporting municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide hands-on support to municipalities on the budget verification process in terms of submissions and uploading to the NT database. Compile IYM Assessments with the focus on performances that is not in line with projections, reasons for variances, status of debtors and creditors and recommendations (highlighting red flags). In-year monitoring reports evaluated on the implementation of the budget in order to enhance performance, accountability, data integrity and efficiency in municipalities and feedback provided to municipalities. Regular follow up by sourcing relevant debt reports and returns from municipalities and assist in developing monitoring, measurement and reporting tools regarding outstanding government debt owed to municipalities. Assist in the review of Municipal Annual Report per National Treasury prescripts. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Participate in monthly debt technical task team meetings and assist Deputy Director with report to debt steering committee on the outstanding government debt. Assist in the monitoring of the roll over process of gazetted transfers from provincial departments to municipalities as contained in the main and adjusted provincial budgets and collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Sec.72 mid-year report submitted by the municipality and report to the Deputy Director. **Provide hands on support to municipalities on governance and institutional management, in line with MFMA requirements (MFMA Compliance):** Monitor compliance of municipalities with the implementation of the MFMA Plans by providing on-going assistance, support and guidance. Identify municipal financial problems requiring attention and report to the Deputy Director. Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with Budget Regulations and Business Processes. Provide hands on support to municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures quarterly. Assist in the development and monitoring of Financial Recovery Plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Collate all comments on the new regulations/circulars issued by National Treasury and submit to Deputy Director. Assist with information sessions relating to MFMA reforms and capacity building initiatives (MFMA Induction) for both municipal officials & councillors. Collate information for reporting to the Standing Committee on Local Government regarding local government financial matters. **Manage area of responsibility:** Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Assess knowledge and technical capabilities of officials to support training and development of skills. **Ensure the management of assets in the area of responsibility:** Ensures that assets are managed, maintained and kept safely.

### **5x LOGIS IMPLEMENTERS: ASSISTANT DIRECTOR (THREE YEAR CONTRACT)**

*Salary: R417 552 per annum (Level 10)*

*(Ref. PT 30/06/2017) Bhisho*

**Purpose:** Ensure efficient and effective functional support of the LOGIS system in the Eastern Cape Provincial Government.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Information System, IT or Finance plus at least 3 years LOGIS experience at an officer level (Level 7 or higher). An in depth knowledge of the LOGIS system and its capabilities. Certification in **Implementation Accreditation** and the performance of the duties of a System Controller and a clear understanding of financial systems used in the public sector. An in depth knowledge of regulations related to Supply Chain Management in Government. Knowledge of LOGIS especially regarding its utilisation. Knowledge of procurement procedures and asset management.

**Skills and Competencies:** Proven project management and analytical skills. Extensive report writing skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS.

**KPA's:** Implement LOGIS in departments as prescribed by National Treasury Standards and procedures. Project manages LOGIS Implementation in the province. Perform handholding on newly implemented sites, on the job orientation and training to users of the system. Coordinate the function of LOGIS system controllers. Establish a well-trained LOGIS user group in the province. Compile and maintain provincial LOGIS manuals. Develop and implement appropriate LOGIS monitoring and oversight procedures.

### **1 x POST OF PERSAL SUPPORT AND ADMINISTRATION: (FIXED TERM CONTRACT OF 12 MONTHS)**

*Salary Notch: R226 611 per annum (Level 7)*

*(Ref. PT 31 /06 /2017) Bhisho*

**Purpose:** Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties.

**Minimum Requirements:** A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. At least 2 years' experience in an HR environment. Knowledge of regulations related to Human Resource Management.

**Skills and Competencies:** Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

**KPA's:** Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce

#### **APPLICATION INSTRUCTIONS:**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) and should be accompanied by a comprehensive CV

**PLEASE NOTE:** Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

#### **PLEASE FURTHER NOTE:**

**FOR SMS POSTS:** Females will be given preference.

**FOR ALL POSTS:** People with disabilities will be given preference.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

**CLOSING DATE: 30 JUNE 2017**

### **EASTERN CAPE PROVINCIAL TREASURY**

**Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605.  
**Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho.  
**Enquiries:** Ms B. Ndayi 040 1010 072/071.

## **DEPARTMENT OF SOCIAL DEVELOPMENT**

### **CHIEF DIRECTOR: INTEGRATED COMMUNITY DEVELOPMENT SERVICES**

*Salary Package: R1 068 564 – R 1 277 610 (Level 14)*

*(Ref No. DSD 01/06/2017) - Provincial Office*

**Minimum Requirements:** An appropriate Bachelor's Degree in Social Sciences, specialising in Community Development, Development Studies or Social Development. A postgraduate Degree in the same field would be an added advantage. Appropriate experience of ten (10) years of which five (5) years relevant experience must be at a Senior Management level, specifically in the Public Sector within the field of Social and Community Development.

**Competencies:** Demonstrated leadership qualities and capacity to provide vision and strategic direction for the Department in accordance with the current status of community development in South Africa. Capacity to conceptualise innovative and creative approaches for the sub-programmes and the programme as a whole. Knowledge of the current context of community development and guiding framework/Service Delivery Model. Knowledge of policy development and capacity to formulate relevant policies for the programme. Knowledge of the practical implementation of community development and its guiding values and principles.

**Key Performance Areas:** Provide strategic leadership to the Branch in line with the vision and mission of the Department. Drive the strategic planning and implementation process of all components under the Branch's control and management. Manage social facilitation processes and sustainable livelihoods programmes. Facilitate the implementation of youth development programmes. Facilitate the socioeconomic empowerment of poverty reduction programmes targeting mainly vulnerable women through Public-Private Partnerships. Manage and facilitate the provision of the Institutional Capacity Building programmes.

**NB: preference will be given to persons with disabilities.**

### **DIRECTOR: ICT OPERATIONS AND INFRASTRUCTURE**

*Salary Package: R 898 743.00 (Level 13)*

**(Ref No. DSD 02/06/2017) Provincial Office**

**Minimum Requirements:** B. Degree or Diploma in Information Technology or equivalent. An appropriate Honours or B Tech Degree in Information Technology will be an added advantage with ten (10) years working experience in ICT Infrastructure and support field with minimum of five (5) years' experience at a middle management/Specialist responsibilities in a corporate/public sector organization. Code 8 driver's license.

**Competencies:** Highly competent knowledge in Information Management, systems and Technology (IMST) planning process for and organisation that includes, Information Plan, system architecture, network architecture and security architecture. Knowledge of ICT Governance and Compliance Frameworks, IT Risk Management, ICT related Acts, IT security, Government strategies, intergovernmental relations and strategic outlook, ICT Business Environment and Landscape, ICT Charter, King Code III. Planning and organizing, Project management, Analysing, diagnostic and proposing right corrective action, Listening and negotiating, Communication, Teamwork and Problem solving •Leadership, Innovation/creativity, Adaptability, Continuous learning, Building the "Employer of Choice" environment

**Key Performance Areas:** Plan and deploy the most relevant ICT tools and management to support strategic and operational needs of the Organisation. Ensure technically sound installation, operation and maintenance of data and communication services (Internet access, LAN and WAN). Provide ICT infrastructure management (server and desktop services, server virtualisation, SAN storage, backup and recovery, support and maintenance). Manage ICT operations functions, covering the packaging, installation, upgrading, operations management and maintenance of servers, storage and management of relationships with third party suppliers. Ensure adherence to appropriate standards, timely project delivery and management in the operations environment. Develop a centre of excellence in operations management, and provide professional direction and motivation to a team of ICT operations staff. Continuously enhance the environment and systems and enable the ICT strategy. Implement ICT policies and procedures for sound governance. Regularly review the effectiveness of the operations services, ensuring high availability, capacity and continuous service improvement and value for money. Create and implement an acceptable user computer policy that will ensure equipment is used in the best interests of the business and its stakeholders. Manage Service Level Agreements. Fulfill planning, budgeting and reporting requirements for this portfolio as required from time to time for compliance. Manage ICT security technical assurance and the implementation of security requirements into operational services. Ensure regular backup and recovery of database information, as well as the regular testing of recovery plans and their implementation when necessary. **NB: preference will be given to persons with disabilities**

**DIRECTOR (EXECUTIVE SUPPORT) TO THE OFFICE OF THE SUPERINTENDENT GENERAL**

**Salary Range: R 898 743.00 (Level 13)**

**(DSD 03/06/2017) Provincial Office**

**Minimum Requirements:** An appropriate Degree in Law/Public Administration/Project Management/Social Sciences or Total Quality Management, coupled with ten (10) years relevant experience of which five (5) years' work experience must be at a Middle Management position • Valid (EB) driver's license

**Competencies:** Dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. The proven ability to operationally ensure compliance with legislation and policy development at national and provincial level. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Demonstrable experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination of resources (both human and physical). Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

**Key Performance Areas:** Lead, co-ordinate and support integrated departmental strategic planning, guided by Government and departmental priorities. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Ensure that the Department's strategic, annual and operational business plans are aligned to the Provincial Growth and Development Programme of Action. Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Monitor provincial policies and the legislative framework relating to the Department of Social Development and Special Needs. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote cooperative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the Head of Department. Manage and supervise the staff within the office of the Head of Department. Ensure proper permanence management and development procedures in the office and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues.

**DIRECTOR: SCM (RE-ADVERTISEMENT)**

**Salary Package: R 898 743.00 (Level 13)**

**DSD 04/06/2017) Provincial Office**

**Minimum Requirements:** Bachelor's Degree or National Diploma in Law / Financial Management / Logistics/ Purchasing / Administration or equivalent qualification (NQF Level 7) • 5 year experience at Middle Managerial level in the field of Supply Chain Management within the Public Sector.

**Competencies:** Knowledge of Public Sector Supply Chain Management Framework • Public Service Regulations • Public Finance Management Act • Broad Based Black Economic Empowerment Act • Preferential Procurement Policy Framework



Act • Organisational Skills • Leadership skills • Problem-Solving skills • Financial Management skills • Analytical skills • Presentation Skills • Project Management Skills • Team work • Work under pressure • Valid code 08 driver's license.

**Key Performance Areas:** Manage Demand Management Services • Coordinate the compilation of Demand Management Plans • Compile the Procurement Plan for submission to Treasury • Ensure effective use of Centralised Supplier Database • Conduct Market Analysis for the Department • Implement a Sourcing Strategy for the Department • Implement Local Economic Development Strategy of the department. Render Acquisition Management Services • Ensure timeous finalization of request for Quotations and Bids • Ensure registration of awards in the CRA • Monitor SCM Compliance and Reporting • Respond to Audit Queries and implement Audit Improvement Plan • Formulate Annual Operational Compliance Monitoring Plan • Monitor SCM control environment • Conduct Compliance Assessments • Perform investigations on SCM non – compliance. **NB: preference will be given to persons with disabilities**

### **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT**

*Salary Range: R 657 558.00 per annum (Level 11)*

*DSD 05/06/2017) Provincial Office*

**Minimum Requirements:** Three-year Diploma or Degree in Computer Science / Financial Information Systems / Information Technology / Information and Knowledge Management with Information Systems as a major subject. Proven working knowledge of MS SQL is compulsory. Proven working knowledge of web development tools is compulsory. Experience with Microsoft SharePoint, Power BI or other Business Intelligence tools is preferred. Valid Driver's License (code 08) is compulsory. A minimum of three (3) years' experience in knowledge, information or records management .A minimum of three (3) years' experience in developing knowledge management or electronic records management systems. A minimum of three (3) years' experience in web application development. A minimum of three (3) years' experience in working with SQL 2012/later

**Competencies:** Working knowledge of knowledge and information management services. Strong working knowledge of knowledge management systems. Database management, information architecture, web application development and workflow. Solid understanding of SQL or Oracle Database systems Strong Analytical Problem Solving, Leadership, Project Management, Change Management, Presentation and Time Management skills. Strong Communication and Interpersonal Skills, Ability to work in a multi-disciplinary team, results-oriented. Good understanding of PFMA, Treasury regulations, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations, Promotion of Access to Information Act and other relevant legislation.

**Key Performance Areas:** Implement the Department's information and knowledge management policy and strategy. Facilitate the translation of individual knowledge to corporate intellectual capital (Institutional Memory).Develop and implement effective Knowledge Management processes and systems. Create information sharing platforms. Compile and maintain approved records classification system(s) for paper-based and electronic records. Promote KM in the Department by championing specific initiatives. Create a learning environment for the Department. Translate user needs into knowledge management requirements. Conduct case studies and produce meaningful reports. Analyse the data to discover its real meaning or use. Capture and codify knowledge to facilitate its reuse. Involve the knowledge workers and data producers and clean data at its source database. Publish reports on the Intranet through BI Dashboard and other reporting tools. Serve as a resource for organizational change management. Coordinate Departmental Knowledge Management forum and participate in the Records Management Forum. Manage knowledge management projects.

**NB: preference will be given to persons with disabilities.**

### **DEPUTY DIRECTOR: SALARIES**

*Salary Range: R 657 558.00 per annum (Level 11)*

*DSD 06/06/2017) Provincial Office*

**Minimum requirements:** A recognised three-year Bachelor's Degree or National Diploma in Economics, Accounting or Financial Management or equivalent qualification with ten years relevant working experience of which three years must be experience at an Assistant Manager level in financial management environment. A valid driver's licence a must.

**Competencies:** Understanding of all relevant Acts, financial prescripts, applicable legislations Computer literate. Ability to work in a highly pressurised and deadline driven environment. Ability to interact at both strategic and operational level. Client relation and stakeholder management skills. Organisational, planning, presentation, problem solving, negotiating, decision making, analytical, project management, interpersonal, and both written and verbal communication skills.

**Key Performance Areas:** Monitoring the implementation of salary and employee related costs. Authorise payments on persal and BAS. Manage the administration of tax and compliance thereof. Monitoring the rendering of distribution services. Manage the clearance of salary related suspense accounts. Authorise suspense accounts reconciliations. Ensure that all persal exceptions are cleared on Bas before monthly closure. Verify Persal/Bas reconciliation and submit to Bookkeeping. Authorise SARS garnishee orders. Liaise with the relevant stakeholders on salary matters. Supervision of staff. **NB: preference will be given to persons with disabilities**

### **ASSISTANT DIRECTOR (SENIOR DATA ANALYST): MANAGEMENT INFORMATION SERVICES**

*Salary Range: R 334 545.00 (Level 9)*

*DSD 07/06/2017) Provincial Office*

**Minimum Requirements:** Three-year Diploma or Degree in Computer Science / Financial Information Systems / Information Technology with Information Systems as a major subject. Proven working knowledge of MS SQL is compulsory. Knowledge of ETL tools. Microsoft SharePoint will be an added advantage. MCDBA will be an added

advantage. Valid Driver's License (code 08) is compulsory. A minimum of three (3) years' experience as a Data Analyst with experience in data analysis, data modelling, conceptual, logical, and physical data design. Experience with Business Intelligence or GIS reporting and data access tools (i.e. Business Objects) is a plus. A minimum of five (3) years' experience in Database Administration. Experience in working with SQL 2012/later, Experience in Government systems will be an added advantage

**Competencies:** Exposure to data integration and data quality tools. Strong working knowledge of meta-data management and data. Strong working knowledge of data warehousing methodologies, architectures, and development best practices. Experience with database design and data modelling. Solid understanding of SQL and Oracle Database systems. Analytical Problem Solving, Leadership, Project Management, Change Management, Strong Financial Skills, Strong Presentation Skills, Time Management, Strong Communication and Interpersonal and Problem Solving Skills, Ability to work in a multi-disciplinary team, Results-oriented, Problem solving. Good understanding of PFMA, Treasury regulations, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations and Promotion of Access to Information Act. Good understanding of e-Governance policy. Minimum Inter-Operability Standards (MIOS) and Government Information Security standards

**Key Performance Areas:** Identify Data Sources for different types of monitoring reports. Analyse the data to discover its real meaning or use. Involve the knowledge workers and data producers and clean data at its source database if records are used. Identify potential duplicates. Analyse and discover the meaning, values and business rules associated with the source data. Data Manipulation. Analyse User Requirements and produce reports. Publishing Reports through the Web, GIS, Systems, Dashboards, Circulation/Presentations to the management meeting. Development of an information management policy (Metadata). Coordinate Departmental Information Management forum and participate in a National informational management forum. Work with the Business Intelligence Manager in the prioritisation of projects. Render Data Management Services including data quality assurance and archiving. **NB: preference will be given to persons with disabilities**

### **STATE ACCOUNTANT: BOOKKEEPING**

*Salary Range: R 226 611.00 per annum (Level 7)*

*DSD 08/06/2017) Provincial Office*

**Minimum Requirements:** B. Com Degree with Financial Accounting with 2 years relevant experience as one of the majors or Diploma in Finance with Accounting III or Internal Auditing III, or Matric with ten years relevant experience at Financial Accounting Services.

**Competencies:** Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Advanced knowledge of MS, Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. A driver's license will be an added advantage.

**Key Performance Areas:** To maintain and perform reconciliation of ledge accounts. To clear suspense accounts and reports to the Assistant Director on unclear suspense accounts monthly. Effectively and efficiently manage interdepartmental claims. To perform month and year end closure. Assist in compilation of Pro – forma and Annual Financial Statements. To ensure that information on AFS is supported by accurate supporting documentation. To ensure that the Department complies with the requirements of Circular 1 of 2009 and submission thereof as prescribed by Provincial Treasury. Collection and submission of information requested by Auditor General. Daily interact with payment and salary administration sub-directorate in respect in respect of rejections in the bank account.

**NB: preference will be given to persons with disabilities.**

### **ADMIN OFFICER: FLEET MANAGEMENT**

*Salary Range R 226 611.00 - R per annum (Level 7)*

*DSD 09/06/2017) Provincial Office*

**Requirements:** An appropriate Degree/Diploma **OR** equivalent qualification plus (2) two years' experience **OR** Grade 12/equivalent qualification with ten (10) years relevant experience. Computer literacy. Driver's License will be an added advantage.

**Competencies:** Understanding the use of Trip Authorities and their compliance. Good communication and organising skills. Knowledge of Public Sector Policies and procedures.

**Key Performance Areas:** Issuing pool vehicles and ensuring that valid documentation is properly completed before issuing a GG Vehicle. Ensure that the Logbooks are properly completed by the users for billing purposes and ensuring proper filing of all fleet related documents. Facilitation of compulsory competency driving test for Departmental officials and arrange Vehicle maintenance. Assist employees with Scheme A and Scheme B applications, and capturing of fuel claims in the system. Conducting physical verification of the fleet throughout the Province. Liaise with all Districts with regards to all issues relating to Fleet management. **NB: preference will be given to persons with disabilities**

### **ADMIN CLERK (HR)**

*Salary Range: R 152 862.00 – R180 06300 per annum (Level 5)*

*DSD 10/06/2017) O.R. Tambo*

**Minimum Requirements:** Senior Certificate with at least 1 year's relevant experience in Human Resources. Knowledge of Human Resource and understanding of recruitment, selection and condition of service. Computer literacy. Fair understanding of Public Service Regulation and HR Policies. Knowledge and ability to use Persal functions will be an added advantage.

**Key Performance Areas:** Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level. **NB: preference will be given to persons with disabilities**

## **ADMIN CLERK X 2 TO THE FOLLOWING DISTRICTS:**

*Salary Range: R 152 862.00 – R180 06300 (Level 05)*

*DSD 11/06/2017) Nelson Mandela: District Office (1),*

*DSD 12/06/2017) Sarah Baartman: Ndlambe Local Service Office (1)*

**Minimum Requirements:** Senior Certificate/ equivalent certificate with 1 year's relevant work experience in administration. Computer Literacy

**Competencies:** Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

**Key Performance Areas:** Conduct records and document management, both manually and in advanced computer systems. Be responsible for a variety of administrative duties related to provisioning processes at operational level such as Financial Management, Human Resource Management and Supply Chain Management. **NB: preference will be given to persons with disabilities**

## **SOCIAL AUXILIARY WORKER GR 1: TO THE FOLLOWING DISTRICTS:**

*Salary Range: R 130 434 – R146 811 per annum (SW – A1)*

*DSD 13/06/2017) Buffalo City Metro: Eastern Region Local Service Office (Mdantsane) (1)*

*DSD 14/06/2017) Joe Gqabi: Jamestown Local Service Office (1)*

*DSD 15/06/2017) Sarah Baartman: Koukamma Local service Office (1)*

**Minimum Requirements:** Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. Code 08 driver's license is a prerequisite.

**Competencies:** Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**Key Performance Areas:** Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary. **NB: preference will be given to persons with disabilities**

## **SOCIAL WORK SUPERVISOR GR 1 (2) to the following Districts**

*Salary Range: 341 322 – R395 685 per annum (SW – A7)*

*DSD 17/06/2017) Nelson Mandela: Nelson Mandela Treatment Centre (1)*

*DSD 18/06/2017) Sarah Baartman: Kouga Local Service Office (1)*

**Minimum Requirements:** Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). Valid unendorsed driver's license. Computer literacy and excellent report-writing skills.

**Competencies:** Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

**Key Performance Areas:** Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions. **N.B preference will be given to persons with disabilities**

## **COMMUNITY DEVELOPMENT PRACTITIONER**

*Salary Range: R 191 544 – R222 054 per annum (CD – B1)*

*DSD 19/06/2017) Amathole: Mnquma Local Service Office (Butterworth)*

**Minimum Requirements:** Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. Code 8 Driver's license (EB)

**Competencies:** Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills

**Key Performance Areas:** Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects. **NB: preference will be given to persons with disabilities**

## **COMMUNITY DEVELOPMENT SUPERVISOR GR 1**

*Salary Range: R 323 178 – R362 106 per annum (CD – A7)  
DSD 20/06/2017) Chris Hani: Inxuba Yethemba Local Service Office (1)*

**Minimum Requirements:** A Degree in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid Code 08 (EB) driver's license

**Competencies:** Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

**Key Performance Areas:** Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

**N.B preference will be given to persons with disabilities**

## **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (2)**

*Salary Range: R 124 074 – R138 378 per annum (CD – A7)  
Sarah Baartman: DSD 21/06/2017) Baviaans Local Service Office (1), DSD 22/06/2017) Koukamma Local Service Office (1)*

**Minimum Requirements:** A Senior Certificate or equivalent certificate.) A valid code 8 driver's license.

**Competencies:** Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage • Planning and organising skills.

**Key Performance Areas:** Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community. **NB: preference will be given to persons with disabilities**

### **CLOSING DATE: 30 JUNE 2017**

**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](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdsd.gov.za](http://www.ecdsd.gov.za)**

**Enquiries can be directed to Ms B Nxusani at 043 605 5103 OR Ms A. Bongco 043 605 5115.**

**Applications can be forwarded to the following District:**

**HEAD OFFICE:** Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms B Nxusani at 043 605-5103 / Ms A. Bongco 043 605-5115.

**DISTRICT OFFICES:**

**Alfred Nzo:** The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to **Ms L. Gawula at 039 – 2540900**

**Amathole:** The District Co-coordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

**Buffalo City Metro:** The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr. M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

**Chris Hani:** The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries may be directed to Ms Mzinjana at (045) 808-3709**

**Joe Gqabi:** The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, and Aliwal North Enquiries may be directed to Mr. A.J. Leuskieter at 051 633-1609.

**Nelson Mandela Metro:** The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Building, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750

**Sarah Baartman:** The District Co-coordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms K. Ma-awu at 046 636-1484:

**O.R. Tambo:** The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10<sup>th</sup> floor Botha Sigcau Building, for the attention of Mrs Msiwa. Enquiries may be directed to **Mrs Msiwa** at 047 - 5310944.

---

**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> 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 certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable].



# DEPARTMENT OF TRANSPORT

## DIRECTOR: OFFICE OF THE HOD

*Salary Range: R 898 743 – R 1 058 691 pa (Level 13).*

*(Ref.DOT 01/06/2017) Head Office (KWT)*

**Minimum Requirements:** B. Degree in Public Administration / Business Administration / Transport Economics/ Transport Management. 5 years' experience at the middle management in the transport environment.

**Competencies:** Knowledge Management . Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus . Communication. Strategic Capability and Leadership. People Management and Empowerment . Programme and Project management. Financial management. Change Management.

**KPA's: Undertake policy or line function tasks as required.** Execute research, analyze information and compile complex documents for the Head of Department. Source information and compile comprehensive documents for the Head of department with regard to issues emanating from meetings such as TRANSMEC, FOHOD/ FOSAD, MINEMEC etc. Compile memoranda as required and scrutinize submissions/ reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow-up and compile reports of a transverse nature for the Head of Department and advice/ sensitize the Head of department on reports to be submitted. Compile presentations and speeches for the Head of department. **Coordinate external strategic alliances between the office of the Head of Department and other stakeholders.** Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/ information/ documents required. Collect and compile information for the HOD with regard to issues that needs to be discussed. Record minutes/ resolutions and communicate/ disseminate to reveal role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meeting chaired by the HOD and ensure circulation of accompanying memoranda. Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co-ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. **Manage general support services in the office of the HOD.** Set up and maintain systems in the Office that will ensure efficiency in the office. Ensure the safekeeping of all documentation in the Office. Manage the engagements of the HOD. **Manage the resources in the office of the Director General.** Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over- and under spending. Responsibility manager for the component and identify the need to move funds between items compile submissions for this purpose. Monitor and evaluate the performance of the staff in the Office and manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquires received from internal and external stakeholders.

## DEPUTY DIRECTOR: OFFICE OF THE DDG

*Salary Range: R 657 558 – R 774576 (Level 11)*

*(Ref.DOT 02/06/2017) (Head Office) KWT*

**Minimum Requirements:** B. Degree/National Diploma (NQF level 7) in Public Administration/ Business Administration/ Transport Economics. 5 years relevant experience of which three (3) should be at Management level.

**Competencies:** Public Service Act. Public Service Regulations. Promotion of Administrative Just Act. Promotion of Access to Information Act. Public Finance Management Act. Treasury regulations. Preferential procurement policy. Supply Chain prescripts. Provincial Integrated Public Transport Master Plan. Protection of information bill.

**KPA's: Coordinate and guide the planning process for the branch.** Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide branch planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of chief directorate plans and integration of them into a branch master plan. Ensure that branch plans accommodate the idea of intergovernmental planning. Ensure that branch plans are guided by statistical evidence from research conducted by various organs of the state. **Coordinate and guide the branch budgeting process.** Facilitate identification of branch priorities for the MTEF. Assist programs to develop cost based budgets that are aligned to the branch priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the branch budget. Ensure effective management of grants and donations. Participate in the development of document that request additional funding from the provincial treasurer should the need arise. Consolidate the budget of the branch for submission to the CFO. **Coordinate implementation of monitoring, evaluation and report services.** Develop a balance score card to enable the DDG to monitor performance of the branch. Ensure that the branch provide accurate and reliable information to the MPA report. Quality check all report going out of the branch. Ensure timeous reporting by the branch. Evaluate impact of projects and interventions undertaken by the branch and advise the DDG accordingly. Monitor Branch spending pattern to curb under and over spending. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the DDG in strategic meetings. **Provide efficient branch communication services.** Develop a branch communication protocol. Coordinate sitting of branch meetings as per the schedule. Come up with systems that will enable easy access to information by both internal and external clients. Build a good working relationship between the branch and other branches, branch and its clients and branch and its stakeholders. **Manage the resources in the office of the Deputy Director General.** Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over- and under spending. Responsibility manager for the component, and identify the need to move funds between items compile submissions for this purpose. Monitor and evaluate the performance of the Staff in the Office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

## **DEPUTY DIRECTOR: ASSET MANAGEMENT**

*Salary Range: R 657 558.00 – R 774 576.00 pa (Level 11)  
(Ref.DOT 03/06/2017)Head Office (KWT)*

**Minimum Requirements:** B. Degree/ National Diploma in Supply Chain Management/ Procurement or any relevant qualification. 5 years' relevant experience of which 3 years must be managerial experience.

**Competencies:** Asset Management policy. Asset Administration /Asset register. Preferential Procurement Policy Framework Act. Public Finance Management Act 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Performance management principles. Meeting procedures. Report writing.

**KPA's: Manage the assets of the Department.** The implementation of policies to minimize risk of losses. Ensure that stock counting is performed quarterly. Evaluate depreciation of assets. Ensure that the assets register is up to date. Manage the reconciliation and maintenance of asset register in BAS. Ensure that all departmental assets are marked and bar coded to minimize loss. Ensure that inventory lists are compiled, updated and deployed. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality / quantity and timelines. 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 employee in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessment of all subordinates. Ensure Management, maintenance and safekeeping of assets.

## **DEPUTY DIRECTOR: MONITORING AND EVALUATION**

*Salary Range: R 657 558.00 – R 774 576.00 pa (Level 11)  
(Ref.DOT 04/06/2017) Head Office (KWT).*

**Minimum Requirements:** B. Degree in Public Administration/ Public Management / Business Management. 5 years' experience in monitoring and evaluation environment as Assistant Manager Level.

**Competencies:** Policy development. Resource management (people, finance, assets, equipment, consumables, etc.). Team and people management. Process implementation management. Customer and quality management. Problem solving. Communication. Conflict resolution. Self-management. Computer application.

**KPA's:** To monitor impact in the implementation of departmental policies and provide feedback to macro policy formulation. Develop a departmental balance score card/ monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational plan. Evaluate impact of policies and strategies towards service delivery improvement. Provide results of monitoring and evaluation to influence the strategic plan of the department. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Manage the development of reports on the impact of departmental projects, strategies and policies. Manage human, financial and material resources of the sub-directorate. Produce all statutory reports required from the sub-directorate. Conduct Evaluation of key Transport Service delivery programmes. Management of Programme Performance Information. Contribute in the development of Programme of Action

## **DEPUTY DIRECTOR: DISPOSAL MANAGEMENT SERVICES**

*Salary Range: R 657 558.00 – R774 576.00 pa (Level 11)  
(Ref.DOT 05/06/2017) Head Office (KWT)*

**Minimum Requirements:** B. Degree (NQF) Level 7) / National Diploma in Logistics.

**Competencies:** Disposal policy. Procurement & tendering processes preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Public Service Act, 1994. Meeting procedures. Report writing.

**KPA's: Development of departmental Disposal Management Plan.** Manage the creation and maintenance of database of redundant material or items. Provide guidance on the determination of whether the redundant material will be re- channelled for further use or will be auctioned to willing buyers. Ensure that absolute stock is kept in a secured storage facilities. **Conduct disposal management services.** Manage the process of identifying obsolete stock and advise end users accordingly. Manage the conducting of inspection to obsolete stock to determine potential re-use. Manage the process of appointing a service provider to run an auction on redundant goods. Manage the execution of physical disposal of obsolete stock. **Manage the allocation of resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** Maintain high standards by ensuring that the team /section procedures 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 sub-Directorate. Manage daily employee performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.

## **DEPUTY DIRECTOR: PERSAL MANAGEMENT**

*Salary Range: R 657 558.00 – R774 576.00 (Level 11)*

*(Ref.DOT 06/06/2017) HEAD OFFICE: KWT*

**Minimum Requirements:** B. degree/ diploma in information Management or in Information systems studies or B. Degree/Diploma in Human Resource Management or in Public Management or in Public Administration, with 5 years relevant experience of which 3-5 years PERSAL Management /Data Management / Data analysis / and Data Intelligence. 3-5 years must be at a junior Managerial level experience.

**Competencies:** Public Service Regulations. Basic Conditions of employment Act. PERSAL policy and procedure. Information and Communication. Technology policies. Public Finance Management Act. Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Performance management principles. Meeting procedures. Report writing.

**KPA's:** To provide effective and efficient management of the PERSAL system. Ensuring the effective day to day operation of PERSAL. Provide strategic advice to management regarding PERSAL information. Ensure sound and effective personnel and salary management in the department. Ensure effective PERSAL management infrastructure maintenance. Monitor the work done on PERSAL by consultants. Establish a trained PERSAL users group. Correct policy and procedure application i.r.o salary administration. Provide guidelines on the maintenance of the paper file and the info on PERSAL. Oversee implementation of audit and control measures. Chair PERSAL steering committee. Update user group with PERSAL practice notes. Develop and Reviews PERSAL delegations. Registering users on the system and to see to the selective allocation of functions. Creation and maintaining the departmental code file. Managing and controlling PERSAL notices and messages and bring important messages to the attention of Management. Monitoring the exception reports programmatically generated by the PERSAL system. Collecting and dispatching system generated and user request PERSAL reports. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** 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 sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, Maintenance and safekeeping of assets.

## **ASSISTANT DIRECTOR: FINANCIAL SYSTEM MANAGEMENT**

*Salary Range: R 334 545.00 – R404 121.00 (Level 09)*

*(Ref.DOT 07/06/2017. Head Office (KWT)*

**Minimum Requirements:** B degree/ National Diploma in Financial Systems or any relevant qualification. 5 years' experience relevant experience in the Financial System of which 3 years must be supervisory.

**Competencies:** Regulations and guidelines. LOGIS procedure manual. Public Finance Management Act, 1999. Meeting procedure. Performance Management Development System (PMDS). Ability to use Equate computer programme. Report writing.

**KPA's:** Provision of departmental LOGIS financial system administration. Provision of LOGIS systems assistance and manage infrastructure. Management of LOGIS Steering meeting. Effective planning, controlling and managing the LOGIS System. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** Maintain high standards by ensuring that the team / section procedures 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 sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

## **ASSISTANT DIRECTOR: PERSONNEL PROVISIONING**

*Salary Range: R 334 545.00 – R404 121.00 (Level 09)*

*(Ref.DOT 08/06/2017. Head Office (KWT).*

**Minimum Requirements:** B. Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management or in relevant field. 3 years supervisory experience in the HR field

**Competencies:** Government policies and planning systems. Government programme of action. Public Service Regularity Framework. HRM policies and procedures. Information management. Performance management. Report writing. Communication Computer Literacy. Conflict management. Presentation. Working in a team.

**KPA's:** To provide district human resource provisioning services. Administer processes for advertising of positions, recruitment, selection and filling of positions. Ensure validation of qualification. Administer assumption of duty. Administer issuing of letters of appointment contracts. Administer probation processes and confirmation of appointment. **Administer**

**deployment.** Administer staff remuneration. Administer general salary increase. Administer special or person specific pay rates. Administer annual salary progression. **Facilitate the provision of Personnel registry services.** Ensure that the files are properly placed. **Manage the allocated resources of the Sub- directorate and comply with corporate governance and planning imperatives.** 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 necessary guidance 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.

### **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**

*Salary Range: R 334 545.00 – R404 121.00 (Level 09)*

*(Ref.DOT 09/06/2017Head Office (KWT))*

**Minimum Requirements:** B. Degree in Public Management/ Business Management. 3 years Administrative experience.

**Competencies:** Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Report writing. Interpersonal relations. Computer Literacy.

**KPA's: Coordination of quarterly compliance report and M&E Policy Framework.** Ensure all compliance reports signed off, printed and also M&E policy circulated of Chief Directors, Directors and Deputy Directors. Quarterly Departmental Operational Plans Reports. Half Year Report. Annual Report. **Assist in the number of Departmental Evaluations conducted (MPAT).** Ensure two departmental evaluation are conducted. Assist in the MPAT Evaluation. Contribute to the Programme Performance audit and system description. Programme audit performed on programme one and systems description developed. Assist Programme 1 in compiling systems descriptions for new financial year. Prepare Audit on programme 1's actual targets and evidence uploaded on a quarterly basis. **Assist in capacity building for Departmental officials.** Coordinate the capacity building and support of M&E champions. Capacitate the officials in Programme 1 on reports and evidence uploaded quarterly (OPMS). **Conduct project level to assess project performance.** Implement project monitoring roll –out plan. Coordinate sites visits. Inspect construction work onsite against budget expenditure. Conduct beneficiary verification. Design and implement project monitoring tool. Consolidate data (pre-planning and post visits).Compile reports, make recommendation and provide feedback. ,

### **ASSISTANT DIRECTOR: PERSONNEL PROVISIONING**

*Salary Range: R334 545 – R404 121 (Level 09)*

*(Ref.DOT 10/06/2017) (Alfred Nzo)*

**Minimum Requirements:** B-Degree/National Diploma in Human Resource Management/Industrial Psychology/Public Management or in relevant field, 3-5 years' experience in the HR field

**Competencies: Knowledge** - Monitoring and evaluation, Government policies and planning systems, Government programme of action, Public Service Regulatory Framework, HRM policies and procedures, Information management and Performance management.

**KPA's: Administer staff provisioning** - Administer processes for advertising of positions, recruitment, and selection and filling of positions, Ensure validation of qualifications, administer issuing of letters of appointment contracts, Administer assumption of duty and Administer probationary processes and confirmations of appointment. **Administer deployment** - Administer personnel utilization and mobility through transfers, translations in rank, promotions and secondments. **Administer staff remuneration** – Administer general salary increases, administer special or person specific pay rates and administer annual salary progression. **Facilitate the provision of Personnel registry services** – Ensure that the files are properly placed. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives** – Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeless, 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 and ensure management, maintenance and safekeeping of assets.

### **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS x 2**

*Salary Range: R334 545 – R404 121 (Level 09)*

*(Ref.DOT 11/06/2017) (Joe Gqabi) and (Chris Hani)*

**Minimum Requirements:** B. Degree in Social Sciences majoring in psychology/social work, 3–5years relevant experience.

**Competencies: Knowledge** – Public Service Regulations, 2001, counseling procedure, referral procedure, project management principles, performance management principles, diversity management principles, meeting procedures, report writing, stakeholder and customer relationship management principles and OHS.

**KPA's:** Coordinate programs that support healthy employees – Organize sporting activities for district staff and coordinate screening of employees to make them conscious of their health status. **Ensure a safe and healthy working environment** – development of a district SHE annual program, guide to ensure implementation of district SHE program, SHE program implementation monitored, **SHE program implementation report. Coordinate implementation of HIV/AIDS departmental program** – Development of a district HIV/AIDS annual program, implement district HIV/AIDS program and produce HIV/AIDS district annual program implementation report. **Implement Employees Assistance Program** – register cases referred by sub-directorates, organize referrals to Institutions, monitor progress on referred cases and manage case file for wellness cases. **Financial management** – management of funds to meet the MTEF objectives of the sub-directorate, manage the commercial value add of the directorate operation and participate in the in year – monitoring process. **People Management** – management the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the directorate and manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to sub directorate objectives.

### **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES.**

*Salary Range: R334 545 – R404 121 (Level 09)  
(Ref.DOT 12/06/2017) (Alfred Nzo)*

**Minimum Requirements:** B-Degree/ Diploma in Purchasing/Logistics with 3-5 years' experience in Demand and acquisition management environment.

**Competencies:** Supply chain management Practice notes. National Treasury Regulations. National Archives Act. Annual Performance Plan. Public Service Act, 1994. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Treasury Regulations. Performance management principles

**KPA's:** **Manage Compilation of the District Procurement Plan.** Receive template from H/O. Ensure all sections populate their funds according to procurement plans. Consolidate district procurement plans and submit to the Head Office. Monitor district procurement plans. **Manage efficient Implementation of Compilation of the district tendering process.** Analyse the need according to the procurement plan of the section. Ensure that the specification is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bid and evaluation. Monitor district tendering process. **Manage the allocated resources of sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** 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 function 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 Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.

### **ADMIN CLERK: ASSET MANAGEMENT (PRODUCTION)**

*Salary Range: R152 862 – R180 063 (Level 05)  
(Ref.DOT 13/06/2017) (Alfred Nzo)*

**Minimum Requirements:** A grade 12 certificate with 1 year experience in the same field.

**Competencies:** Basic knowledge of financial functions, practices as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA. Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.).

**KPA's:** **Render Financial Accounting transactions. Receive invoices.** Check invoices for correctness, verification and approval (internal control). Process invoices (e.g.) capture payments). Filling of documents. Collection of cash. **Perform Salary Administration support services.** Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. **Perform Bookkeeping support services.** Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. **Render a budget support services.** Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regards to the budget. File all documents. Receive and capture cash payments.

### **CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY SERVICES x2**

*Salary Range: R 281 418 – R 331 497(Level 8)  
(Ref.DOT 14/06/2017) (Amatole District), (Ref.DOT 15/06/2017) Joe Gqabi*

**Minimum Requirements:** BSC Computer Science/ National Diploma Information Technology (NQF Level 7) Information Technology System Support with the following minimum certification as a requirement; CompTIA A+, CompTIA N+ and MS Windows 7 with 3-5 years' experience in information technology support service environment.

**Competencies:** Computer software installation. Computer hardware. ISS Policies.



**KPA's: Rendering of IT information management services:** Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. **Provision of end user support services:** Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Advise ICTO manager, DGITO and district manager on critical IT interventions regarding ICT within the district. **Provision of IT infrastructure Services:** Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control. **People & Financial 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. Monitoring of funds to meet the MTEF objectives of the sub-directorate.

### **CHIEF REGISTRY CLERK: RECORDS AND REGISTRY MANAGEMENT SERVICES**

*Salary Range: R226 611 – R266 943 (Level 7)*

*(Ref.DOT 16/06/2017) (Alfred Nzo District)*

**Minimum Requirements:** B degree/National diploma in Public Administration/Human Resource Management with 3-5 years' experience in registry environment.

**Competencies:** Job Knowledge. Communication. Interpersonal Relations. Flexibility. Teamwork.

**KPA's: Supervise and provide registry counter services:** Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. **Supervise the handling of incoming and outgoing correspondence:** Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. **Supervise and render an effective filing and record management service:** Opening and close files according to the record classification system. Filing/ storage, tracing (electronically /manually) and retrieval of documents and files. Ensure and complete index cards for all files. **Supervise the operation and operate office machines in relation to the registry function:** Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. **Supervise the processing and process documents for archiving and disposal:** Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. **Supervise human resources/staff:** Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

### **ASSISTANT DIRECTOR (2 POSTS): SALARIES**

*Salary Range: R334 545 – R404 121 (Level 9)*

*(Ref.DOT 17/06/2017) (Sarah Baartman District)*

*(Ref.DOT 18/06/2017) (Joe Gqabi District)*

**Minimum Requirements:** B. Com Degree /Diploma majoring in Accounting with 3-5 years' experience in the financial management environment.

**Competencies:** Policy Development. Resource management (people, finance, assets, equipment, consumables, etc.) Team and people management. Performance management and development. Conflict resolution. Conflict resolution. Self-management.

**KPA's:** The processing of staff salary matters. Perform reconciliation on salary accounts. Authorize payment of S&T claims, overtime and camping allowance. Verify garnishee orders and authorize their implementation. Manage the payroll. Co-ordinate appointment of payroll matters. Ensure proper management of salary files. Authorize leave without pay on the persal system as well as new appointments. Ensure that there are no outstanding transactions in persal. Manage human, financial and material resources of the section. Produce all statutory reports required from the section.

### **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT**

*Salary Range: R334 545 – R404 121(Level 9)*

*(Ref.DOT 19/06/2017) Head Office: (King William's Town)*

**Minimum Requirements:** B/Degree/National diploma in Human Resource Management/Public Administration with 6 years' experience in Human Resource Development.

**Competencies:** Policy implementation. Resource management (people, finance, assets, equipment, consumables, etc.).Team and people management. Process implementation management at senior management. Customer and quality management at senior management level. Problem solving. Communication. Conflict resolution. Change management. Self-management. Labour Relations. Computer application.

**KPA's: Implementation of learnership /internship and bursary program:** Participate in the development of departmental learnership and internship policy. Implement learnership and internship programmes. Report on implementation of learnership and internship programmes .Implement departmental bursary programme. **Implementation of HRD strategies:** Support business units to implement HRD strategies. Conduct workshops for business units on HRD framework and guidelines. Facilitate implantation of a mentorship programme. Advocate for careers in Transportation. **Implementation of skills development program:** Develop a workplace skills plan. Implement projects that respond to development of pool of personnel with scarce skills. Facilitate conducting of training by

service providers. **Financial Management:** Participate in the budgeting process to meet the MTEF objectives of directorate. Contribute to the commercial value add of the directorate operations. Control and monitor expenditure according to budget to ensure efficient cash flow management. **People Management:** Manage the development, motivation and utilization of personnel reporting to the post. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.

## **SENIOR HRD PRACTITIONER: PERFORMANCE MANAGEMENT SYSTEM & SKILLS PLANNING**

*Salary Range: R281 418 – R331 497(Level 8)*

*(Ref.DOT 20/06/2017)Head Office: (King William's Town)*

**Minimum Requirements:** B/Degree/Diploma in Human Resource Management/Public Administration with 2 – 3 years' experience in Human Resource Development.

**Competencies:** Skills development framework. Skills levy. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management.

**KPA's: Coordination of Performance Management Development System:** Liaise with sub directors for submission of work plan agreements. Conducts quality control to all submitted work plan agreements. Assist sub directorates and individuals to develop quality work plan agreements. Develop spreadsheet for all submitted work plan agreements. Ensure that all PMDS documents submitted by sub directorates to HRD are kept safe. Make a follow up with sub directorates to ensure that performance reviews are conducted and submitted on time. Coordinate sittings of PMDS committee as per the schedule. Provide secretariat services to the PMDS committee. Develop spread spreads sheets for payment of PMDS bonuses. **Coordination of the development of work place skills plan:** Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Conduct skills audit. Submit a comprehensive work place skills plan to head office after it has been looked at. Notify staff and their supervisors when they are nominated for a particular training course. Coordinated logistical arrangements for all staff identified for training. Facilitate filing in of pre course and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained. **Conduct Departmental Induction & CIP:** Participate in the development of content for induction sessions. Organize venue for induction. Liaise with directorates to release staff to Induction sessions. Provide support to the team that conducts Induction. Facilitate Compulsory Induction Programme. Keep database for all staff who have been inducted. Compile reports. **People & Financial 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. Monitoring of funds to meet the MTEF objectives of the sub – directorate.

## **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT**

*Salary Range: R334 545 – R404 121 (Level 9)*

*(Ref.DOT 21/06/2017)Head Office: (King William's Town)*

**Minimum Requirements:** B. Degree/Diploma in Security Management with 3 years supervisory experience in the security environment.

**Competencies:** Security Policies. National Intelligent Agency (NIA) procedures. Security vetting processes. Risk Management and Control. Security Investigations and Report writing. Statistics pertaining to security matters. Security Information Systems. Emergency Planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Performance management principles.

**KPA's:** Conduct vetting of employees and services providers. Develop database of vetted candidates and those to be vetted. Conduct security awareness presentations to all staff. Investigate and report on any security breaches. Monitor implementation of access control measures by contracted security services. Investigate and identify security threats. Implement security policy and emergency preparedness plan. **Manage the allocated resources of the Sub – directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:** 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 sub – Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

## **HRD PRACTITIONER**

*Salary Range: R 226 611.00 – R 266 943.00 (Level 7)*

*(Ref.DOT 22/06/2017) (Alfred Nzo)*

**Minimum Requirements:** B. Degree/National Diploma in Human Resource/ Public Administration with 2 years relevant experience.

**Competencies:** Skills development framework. Skills levy. Processes, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports

**KPA's: Development and implementation of all training and development interventions including FET and ABET for the department personnel:** Facilitate and co-ordinate needs analysis process. Co-ordinate PFSA and TTMA programmes. Collect and capture data on excel spreadsheet. Identify employees without NQF level 4. Facilitate enrolment of ABET and FET students. Facilitate signing of FET contracts. Co-ordinate and hold meetings with supervisors and stakeholders. Facilitate payment of institutions. Facilitate purchasing of ABET stationary. **Co-ordination and facilitation of Performance Management and Development System:** Facilitate submission of agreements and quarterly reviews. Capture data on PERSAL system. Prepare documentation on PMDS committee and keep records properly. **Co-ordinate and facilitate administration of internal and external Bursaries:** Receive and sort bursary applications forms. Prepare documentation for skills development committee. Inform bursary awarded applicants. **Facilitate signing of contracts. Facilitate payment of institutions. Facilitation of internship and learner ship programmes system:** Maintain data base. Write memorandum for approval of appointment of learners and interns. Inform unsuccessful candidates. Facilitate appointment with HRM (Personnel provisioning). Facilitate signing of contracts. Co-ordinate and facilitates payments. Collect monthly reports. Ensure proper keeping of records.

## **PERSONAL ASSISTANT x 3**

*Salary Range: R 226 611.00 – R 266 943.00 (Level 7).*

*(Ref.DOT 23/06/2017)Head Office (King William's Town x2), (Ref.DOT 24/06/2017) (Chris Hani x1)*

**Minimum Requirements:** Secretarial Diploma qualification with 3-5 years' experience in rendering a support service to senior management.

**Competencies:** Language skills and the ability to communicate well with people at different levels from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self –management and motivation. Knowledge on the relevant legislation/policies/ prescripts and procedures. Basic Knowledge of financial administration

**KPA's:** Provide a secretarial/ receptionist support services to members of the Senior Management Service (SMS). Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinate and advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Renders administrative support services. Obtain inputs, collates and compile reports. Scrutinize routine submission/reports and make notes/ recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collate information requested by the manager. Ensure travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manage leave register and telephone accounts for the unit. Handle the procurement of standard equipment like stationery, refreshments etc for the activities of the manager and unit. Obtain the necessary signature on documents like procurement advices and monthly salary reports. Provide support to manager regarding meetings. Support the manager with administration of the manager's budget. Study the relevant Public Service and departmental prescripts /policies and other documents and ensure that the application thereof is understood properly.

## **ASSISTANT DIRECTOR X2: ACCOUNTS**

*Salary Range: R 334 545.00 – R 404 121.00 pa (Level 09)*

*(Ref.DOT 25/06/2017). (OR Tambo X1, (Ref.DOT 26/06/2017) Joe Gqabi X1)*

**Minimum Requirements:** B.Com Degree/Diploma majoring in Accounting with 3-5 years' experience in the financial management environment.

**Competencies:** Public Finance Management Act, 1999. Treasury Regulations. Provincial Directives. Basic Accounting Systems (BAS). Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Provincial Directives.

**KPA's: Conduct reconciliation of accounts:** Ensure a proof of payment is sent every month to suppliers (Vodacom, Mtn, machines and municipalities). Ensure that statements are received to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoices are paid up. **Manage financial losses and claims:** Consolidate report for fruitless expenditure. Consolidate register for all outstanding payments. Ensure and scrutinize that payments are signed and banking details are corresponded to service providers. Ensure that claims are correct. **Management of creditors:** Ensure that all payments are captured on BAS. Produce BAS report and analyses payment information. Printout payment stubs from BAS. Ensure proper keeping of payment records. Verify correctness of supporting document before approving any payments. **Manage the allocated resource of the Section in line with legislative and departmental policy directives and comply with corporate governance imperatives:** maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate's functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work plans Development plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance of all subordinates. Ensure management, maintenance and safe keeping of assets.

### **ASSISTANT STATE ACCOUNTANT: REVENUE**

*Salary Range: R 183 558.00 – R 216 216.00 pa (Level 06)*

*(Ref.DOT 27/06/2017) Chris Hani*

**Minimum Requirements:** A grade 12 certificate with 3 years in financial management environment. B.Com Degree/ Diploma majoring in Accounting will be an added advantage.

**Competencies:** Computer operating skills. Planning and organizing. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.

**KPA's: Render financial Accounting transactions:** Receive invoices. Check invoice for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. **Perform Salary Administration support services:** Receive salary advices. Process advice (e.g. check advices for correctness, capture salaries, bonuses, and salary adjustments, capture all deductions etc). File documents. **Perform Bookkeeping support services:** Capture all financial transactions. Clear suspense accounts. Records debtors and creditors. Process electronic banking transactions. Compile journals. **Render a budget support services:** Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

### **SUPPLY CHAIN CLERK X 2**

*Salary Range: R 152 862.00 – R 180 063.00 pa (Level 05)*

*(Ref.DOT 28/06/2017) Joe Gqabi*

**Minimum Requirements:** A grade 12 certificate with 1 year experience in SCM environment.

**Competencies:** Computer Skills. Planning and organising. Language. Good verbal and written communication skills.

**KPA's: Render asset management clerical support:** Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete for disposal. Verify asset register. **Render demand and acquisition clerical support:** Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar systems. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. **Render logistical support services:** Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

### **ASSISTANT DIRECTOR: BUDGET PLANNING AND REPORTING**

*Salary Range: R 334 545.00 – R 404 121.00 pa (Level 09)*

*(Ref.DOT 29/06/2017) Head Office*

**Minimum Requirements:** B Degree/ Diploma majoring in Cost and Management Accounting Qualification with 3 years' experience in Budget Office.

**Competencies:** Policy implementation. Resource management (people, finance, assets, equipment, consumables, etc. team and people management. Conflict Resolution. Self-Management.

**KPA's: Plan and monitor departmental budget according to the prescripts:** Provide budget services that is forecast. Ensure working papers (EC 5.1 ABC and cash flows) are developed, analyzed and signed off by relevant programmes Heads. Load budget on BAS and ensure completeness in line with the approved budget and annual Cash Flows. Ensure minutes of previous meetings of IYM are forwarded in tome to stakeholders for interaction. Attend to authorization of shifting on BAS and ensure documents are safely filed and safeguarded. Monitor expenditure patterns for the district and provide feedback. Analyse reports and provide advice to programmes. Attend and capture adjustment estimates on BAS and communicate such to stakeholders. Prepare budget related working papers for IFS and AFS for reporting. Authorize journals according to delegation. Check suspense account reconciliation. Prepares and submit IYM report to Manager for verification. Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates key performance areas by setting and monitoring performance standard and taking actions to correct deviations to achieve sub-directorate objectives.

### **SENIOR INTERNAL AUDITOR: RISK MANAGEMENT**

*Salary Range: R 281 418.00 – R 331 497.00 (Level 08)*

*(Ref.DOT 30/06/2017) Head Office*

**Minimum Requirements:** B. Degree/ Diploma in Auditing, Accounting OR Risk Management.3-5 years' experience in Internal Auditing OR Risk management

**Competencies:** Public Finance management Act. Treasury Regulations. Risk Management Framework. Standard for professional practice if internal Auditing. Public Service Act of 1994, as amended. Public Service Regulations.

**KPA's: Rendering of risk management services:** Coordinate the development and the reviewing of risk management policies. Conduct risk assessment to identify, assess and merge departmental risks and develop a risk management strategy. Conduct inspection/ audits to identify emerging risk when required. Monitor risk implementation of mitigating strategies. Facilitate addressing the risk issues as per the King 3 document. Supervise maintenance of risk management related registers. **Provision of support services to the Risk Management related process:** Coordinate and liaise with auditor general and shared internal audits services during assignments. Conduct quarterly and annual trend analysis on irregular transactions identified during audits and advise on mitigating strategies. Coordinate submission of information required by auditor general. Participate in audit interventions identified by the department. Facilitate the seating of the risk management committee meetings. **People Management:** Ensure that staff which reports to his post have work plan agreements and are reviewed on time. Facilitate capacitation of staff through performance management and development system (PMDS). Manage leave for staffing reporting to this post. Manage budget of the unit.

### **STATE ACCOUNTANT: ACCOUNTS (2 POSTS)**

*Salary Range: R 226 611 – R 266 943.00 (Level 07)*

*(Ref.DOT 31/06/2017) Sarah Baartman District: X1, (Ref.DOT 32/06/2017) Head Office District: X1*

**Minimum Requirements:** B. Com Degree/Diploma majoring in Accounting with 3-5 years' experience in the financial management environment. Computer Literacy

**Competencies:** Good communication skills. Reporting skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Decision –making skills. Accounting skills.

**KPA's: Administer and coordinate creditors' payments functions, which would include the following:** Receive creditor's invoices and purchase orders. Verification and matching of creditor's invoices and purchase orders. Forwarding payment vouchers for compilation purpose. Check and verify compiled payment vouchers. Capture payment into the system. Control the movement of payment vouchers. Submit payments vouchers to internal control Unit. **Control and administer sundry payments functions, which would include the following:** Receive and submit sundry invoice to their subordinates. Verify and recommend the expenditure. Capture sundry payment vouchers to internal control unit. **Perform and manage administrative related functions, which would indicate the following:** Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with Public Service prescripts. Ensure management of PMDS.

### **ASSISTANT DIRECTOR: ENATIS**

*Salary Range: R334 545 – R404 121 per annum (Level 9)*

*(Ref.DOT 33/06/2017) Head Office*

**Minimum Requirements:** B. degree/ National Diploma in Public Administration Certificate as an Examiner of Learners and Driving Licenses. Examiner of Motor vehicle with 3-5 years' experience as an Examiner.

**Competencies:** Analytical skills, Computer training, management, Leadership skills Extensive knowledge of Road traffic Act and Regulations, Public Service Regulations, Traffic management systems (Natis), Performance management system.

**KPA's: Management and monitor of driver regulation and Standard** Managing the registration certificates, registered examiners and their correct grading in the Province. Administer Regulation 125 applications for Professional Driving permits. Managing that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions. Audit files and pursue any irregularities that may prevail which may lead to disciplinary or criminal offence. **Management and monitor of vehicle regulation and standards:** Managing the facilities registrations and grading, registered examiners and their correct grading. Ensuring that all sites are correctly zoned and the structures have clear



entrances and exits. Ensuring the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS (SANS) standards. Check whether there is a management representatives managing all affairs of the facilities. **The Management of executions of punitive measures in respect of any irregularities and to effect appropriate measures for non-compliance:** Suspend or cancel all an authorized officers/stations/centres. Analyze and scrutinize the extent of peculiarities and irregularities for decision making. Execute any duties confined in the Road Traffic Act (Act 93 / 1996). **Managing the applications set by provincial specifications by number plate manufacturers and embossers:** Ensuring that applications for MIBs, MNPs, and Embossers do comply for registration. Managing cancelations registrations for non-compliance.

### **ADMINISTRATION OFFICER: ENATIS**

**Salary Range: R226 611 – R266 943 per annum (Level 7)**

**(Ref.DOT 34/06/2017) Head Office**

**Minimum Requirements:** B degree/ National Diploma in Public Administration with 3 year relevant experience in the licensing environment.

**Competencies:** Knowledge of *ENATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics*, Understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of working environment. Computer literate, Communication skills (verbal and written), Presentation skills, Meeting Procedures, Self-Organisation, Resource Management, Customer and quality management, Problem solving

**KPA's: Administer critical motor vehicle and driving license applications.** Receive applications coming from customers through registering authorities. Analyse applications coming from registering authorities to check compliance with the requirements of the Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from ENATIS transactions are securely kept. **Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities.** Ensure that all telephone queries received from DLTCs, VTCs and Registering Authorities are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on ENATIS. **Render Technical support to Registering Authorities.** Receive telephone queries from Registering Authorities. Diagnose cause of the problem. Log a call to the National Department of Transport. Monitor progress in relation to logged calls. Receive feedback resolution from National Department of Transport. Deal with change request. \* Facilitate procurement of additional and new equipment

### **PRINCIPAL PROVINCIAL INSPECTOR: TRANSPORT REGULATION**

**Salary Range: R281 418 – R331 497 per annum (Level 8)**

**(Ref.DOT 35/06/2017) Joe Gqabi: Aliwal North -2, (Ref.DOT 36/06/2017) Steynsberg-2. Sarah Baartman: (Ref.DOT 37/06/2017) Straundale-1, (Ref.DOT 38/06/2017) Kinkelbos-2, (Ref.DOT 39/06/2017) Aberdien-1, (Ref.DOT40/06/2017) Humansdorp-1.**

**(Ref.DOT 41/06/2017) Amathole: Fort Beaufort-2. (Ref.DOT 42/06/2017) OR Tambo: Port St. Johns-1.**

**Minimum Requirements:** B. degree/National Diploma Traffic Management with 3-5 years supervisory experience. 7-10 years working experience in the Traffic Law Enforcement field. All valid relevant driving licenses (A-EC). No criminal record

**Competencies:** Extensive experience in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents.

Conflict management , *Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team*

**KPA's: Management and supervision of subordinates** People management. **Enforce Road Traffic Legislation.** Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). **Examine Drivers' Licenses and Motor Vehicles** Conduct learner and driver license tests. Conduct vehicle road worthy tests. **Provide visible Traffic Control/Policing and promote /ensure crime prevention activities** Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. **Perform all administrative activities and related duties** Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. **Assess road conditions** Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs.

Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

### **CHIEF PROVINCIAL INSPECTOR: TRANSPORT REGULATION**

*Salary Range: R657 558 – R774 576 per annum (Level 10)*

*(Ref.DOT 43/06/2017) (Ref....) Joe Gqabi: Steynsberg-1, (Ref.DOT 44/06/2017) Sarah Baartman: Straundale-1, (Ref.DOT 45/06/2017) Kinkelbos-1, (Ref.DOT 46/06/2017) Graff-Reinet-1, (Ref.DOT 47/06/2017) Amathole: Elliot-1, (Ref.DOT 48/06/2017) Komga-1.*

**Minimum Requirements:** B. degree/National Diploma Traffic Management with 3-5 years supervisory experience. 7-10 years working experience in the Traffic Law Enforcement field. All valid relevant driving licenses (A-EC). No criminal record

**Competencies:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of law enforcement documents, Operator fitness inspections, Investigations, Working knowledge of applicable legislations –Public transport and traffic environment.. Records management, Resource management, Customer relationship management, Performance management, Finance management, Conflict management, Projects management, Self-management, Time management, Risk management, Change management, Public Information Management.

**KPA's:** *Manage the implementation of operational law enforcement plan.* Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. **Ensure effective and efficient leadership** Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). **Management of service delivery improvement** Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. **Ensure effective and efficient Asset Management** Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives** 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 sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

### **SENIOR PROVINCIAL INSPECTOR: TRANSPORT REGULATION**

*Salary Range : R226 611 – R266 943 per annum (Level 7)*

*(Ref.DOT 49/06/2017) (Ref...) Joe Gqabi: Steynsberg-2, (Ref.DOT 50/06/2017) Maclear-2, (Ref.DOT 51/06/2017) Sterkspruit -3, (Ref.DOT 52/06/2017) Aliwal North-2. (Ref.DOT 53/06/2017) Sarah Baartman: Straundale-2, (Ref.DOT 54/06/2017) Kinkelbos-3, (Ref.DOT 55/06/2017) Aberdien-1. (Ref.DOT 56/06/2017) Amathole: Butterworth-2, (Ref.DOT 57/06/2017) Elliot-2, (Ref.DOT 58/06/2017) Qumra-6, (Ref.DOT 59/06/2017) Fort Beaufort -2 (Ref.DOT 60/06/2017) Zwelitsha-2. (Ref.DOT 61/06/2017) OR Tambo: Port St Johns-2, (Ref.DOT 62/06/2017) Lusikisiki-1, (Ref.DOT 63/06/2017) Alfred Nzo: Mount Frere-1, (Ref.DOT 64/06/2017) Maluti-2.*

**Minimum Requirements:** B degree/National Diploma Traffic Management with 3-5 years supervisory experience. 7-10 years working experience in the Traffic Law Enforcement field. All valid relevant driving licenses (A-EC). No criminal record

**Competencies:** Public Transport legislation, policies and regulations, Vehicle Inspections, Vehicle impoundment, Completion of Law Enforcement documents, Code of conduct, Dangerous goods, Departmental policies, Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11, Operational guidelines on law enforcement equipment. Conflict management skills.

**KPAs:** **Enforce Road Traffic, Public Passenger and Transport Legislation** Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). **Examine**

**Driver's Licenses and Motor Vehicles** Conduct learner and driver license tests. Conduct vehicle road worthy test. **Provide visible Traffic Control/Policing and promote/ensure crime prevention activities** Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations. (i.e. damaged road surfaces, breakdown of vehicles). **Perform all administrative activities and related duties** Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. **Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors** Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

### **ADMINISTRATION OFFICER: TRANSPORT REGULATION**

*Salary Range: R226 611 – R266 943 per annum (Level 7) X*

*(Ref.DOT 65/06/2017) Joe Gqabi District: Maclear-1,*

*(Ref.DOT 66/06/2017) District Office-1, (Ref.DOT 67/06/2017) Steynsberg-1. (Ref.DOT 68/06/2017) Chris Hani District:*

*(Ref.DOT 69/06/2017) Queenstown-3. (Ref.DOT 70/06/2017) Sarah Baartman District: Struandale-1,*

*(Ref.DOT 71/06/2017) Kenkelbos-1, (Ref.DOT 72/06/2017) District Office-2, (Ref.DOT 73/06/2017) Grahamstown-1.*

*(Ref.DOT 74/06/2017) Amathole*

*District: Butterworth-1, (Ref.DOT 75/06/2017) Elliot-1. OR Tambo: (Ref.DOT 76/06/2017) Mthatha-1,*

*(Ref.DOT 77/06/2017) Lusikisiki-1, (Ref.DOT 78/06/2017) Port St. Johns-1. (Ref.DOT 79/06/2017) Alfred Nzo: District Office-2. (Ref.DOT 80/06/2017) Head Office-1*

**Minimum Requirements:** B. Degree/Diploma in Public Administration/Social Science with 3-5 years administration/clerical experience.

**Competencies:** Job knowledge, Knowledge of clerical duties and practices, the ability to capture data, Operate computer and collect statistics, Knowledge of working procedures in terms of the working environment, Communication skills, Interpersonal Relations and Team work

**KPAs: Render general clerical support services.** Record, Organize, store, capture. And retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component, Type basic letters and other correspondence when required. **Provide clerical support services within the component.** Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations. Complete procurement forms for the purchasing standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. **Provide personnel administration Clerical support within the component.** Maintain a leave register for the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. **Provide financial administration support services in the component.** Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

### **DEPUTY DIRECTOR: PROVINCIAL MARITIME SERVICES**

*Salary Range: R 779 295 – R917 970 per annum (Level 12)*

*(Ref.DOT 81/06/2017) Head Office: King William's Town*

**Minimum Requirements:** B. Degree in Maritime Economics/ Maritime Law/ Nautical studies qualifications. A post graduate Diploma/ Masters in Maritime, Project Management and a valid Driver's Licence code 08 will be an added advantage. Minimum of 3-5 years of experience working as an Assistant Director in the relevant field is required.

**KPA's: Facilitate the Development of Maritime Transportation.** Implement maritime bilaterals / cooperation agreements to assist the province in leveraging on the opportunities presented by these agreements. Conduct maritime economic research to assist the province towards strategic direction. Develop maritime policies, strategies and plans for the province aligning them with national, regional and international policies and legislations and implementation of such policies thereof. Coordinate the initiation and management of maritime related projects.

**Coordinate and Facilitate maritime initiatives within the province.** Establish, facilitate and coordinate structures which will advance maritime development in the Province. Continuously liaise with the maritime stakeholders at local, provincial and national level. Establish and manage a database of all the maritime stakeholders at local, provincial and national level. Represent the Department in all maritime statutory structures/forums at both provincial and national level – PCC, Cluster, BCM Maritime Cluster, Provincial Maritime Steering Committee, Operation Phakisa Marine Transport Skills Working Group, Operation Phakisa Boat Building and ship repair working group, Operation Phakisa Small Harbour Development, CIWSP and SVAC.

**Promote Maritime Awareness.** Develop and implement maritime awareness programmes. Enhance capacity building in maritime industry within the Province.

**Manage the Maritime Component.** Produce statutory documents- Memos, reports, letters, specifications, MoU, service level agreements, etc. Provide assistance with the compilation of the budget, annual report and strategic documents. Manage the resources of the maritime unit. Manage the distribution of work to the subordinates and monitor the progress. Provide guidance and assist in the staff capacitation in the maritime unit.



## **DEPUTY DIRECTOR (ADJUDICATOR): TRANSPORT REGISTRAR**

*Salary Range: R 657 558.00 – R 774 576.00 (Level 11)*

*(Ref.DOT 82/06/2017) Head Office: King William's Town*

**Minimum Requirements:** B. degree in Public Transport or Public Administration with 2 years' experience in Management and understanding of Legislations.

**Key Competencies and Skills:** SOP. NLTA.NLTR. Code of Conduct. Project Management. People management. Resource Management. Time Management. Report Writing. Research and Development.

**KPA's: Adjudicate on operating license applications.** Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, and Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts); Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses; Decide and dispose of applications for temporary licenses and duplicate licenses; Decide and dispose of applications for the replacement or temporary replacement of vehicles; Decide and dispose of applications for the conversion of permits to operating licenses; Assist with the administration of the taxi recapitalisation process.

**Provide support to municipalities and stakeholders in relation to public transport regulation.** Providing input into the development of Integrated Transport Plans; Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team; Liaison with municipalities in respect of directions on operating license applications; Liaison with municipalities regarding the restructuring and transformation of public transport; Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport

**Determine conditions on operating licenses.** Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's; Ensure adherence to Code of Conduct for public transport operators and drivers; Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days; Cancellation of operating licenses issued in error; Cancellation of operating licenses issued based on false and misleading information; Cancellation of operating licenses where operator has operated contrary to operating license conditions; Cancellation of operating licenses in the case of non-adherence to the Code of Conduct; Cancellation of operating licenses where the holder has been convicted of certain offences;

**Deal with appeals coming from the Transport Appeals Tribunal.** Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE; Preparing PRE's record of decision in respect of such cases; Representing the PRE at appeals hearings; Articulating the PRE's position where a decision has been taken on review to the High Court.

**Conduct research investigations and quality control.** Rank inspections Inspecting maintenance facilities/Office space/vehicle fleet; Critically analysing business plans and other supporting documentation relating to operating license applications; Investigating matters relating to land transport and making recommendations to the MEC; Understanding and interpretation of transport legislation and policy Validating personal information specified in operating licenses for correctness; Validating route/service information for correctness; Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements, certificate of fitness, registration and licensing of vehicle; Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel;

**Develop staff members attached to the PRE.** Keeping staff abreast of changes to the legislation and business processes, Provide training on standard operating procedures.

## **DEPUTY DIRECTOR: PUBLIC TRANSPORT X 3**

*Salary Range: R 657 558.00 – R 774 576.00 (Level 11)*

*(Ref.DOT 83/06/2017) Chris Hani x1, (Ref.DOT 84/06/2017) Joe Gqabi x1,*

*(Ref.DOT 85/06/2017) Alfred Nzo x 1*

**Minimum Requirements:** B. Degree/ Diploma in Transport Management with 3-5 years' experience in Public Transport management.

**Key Competencies and skills:** Taxi industry. Public Transport Forums. Elections of Executive committee members. Annual Performance Plan. Strategic Planning. Meeting procedures. Report writing. Conflict Management. Facilitation. Negotiation. Communication. Analysing. Interpersonal Relations.

**KPA's: Manage implementation of training for minibus taxi industry role players.** Hold meetings with taxi industry role players to explain government policies and legislations. Analyse inputs from transport forum meetings. Establish and monitor operation of transport forum. Manage the operations of the transport inspectors. Manage the efficient administration of subsidized bus contracts. Manage the facilitation of implementation of non-motorized public transport programs. Management of registration of public transport operators. Compile monthly, quarterly and annual report for the section. Ensure adherence to the requirement of PMDS by staff in the section. Facilitate negotiations/ discussions towards resolution of conflicts in the taxi industry.

**Manage the allocated resources of the Sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** 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 timeous development of job descriptions 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. Produce all statutory reports required from the section.



## **DEPUTY DIRECTOR: FINANCE (SCHOLAR TRANSPORT)**

*Salary Range: R 657 558.00 – R 774 576.00 (Level 11)*

*(Ref.DOT 86/06/2017) EAST LONDON*

**Minimum Requirements:** B. Commerce / B Tech (Accounting/ Internal Auditing) with 5 years relevant experience of which 3 should be at Assistant Management level. Registration with established professional bodies in the Financial Management will be an added advantage.

**Key Competencies and knowledge:** Public Service Act. Public Service Regulations. PFMA. Treasury Regulations. Preferential Procurement Policy. Supply Chain Prescripts.

**KPA's: Financial Management.** Be able to compile and manage budgets. Cash flow management. Administer tender procurement processes in accordance with Treasury regulations and supply management policies and prescripts. Ensure that the PFMA is adhered to at all times. Provide effective financial planning and modelling. Conduct effective scholar transport financial planning, monitoring and reporting. Oversee pre – audit work and strengthen internal control measures. Ensure reconciliations are done effectively and reported on a monthly basis, ensure that accruals and payables are classified correctly and reported monthly. Provide sound payment management processes including reconciliations. Ensure that reconciliations are done and reported on a monthly basis. Ability to manage accruals and payables also ensure that they are reported on a monthly basis.

**Change Management** Be able to initiate and support organizational transformation in order to successfully implement new initiatives.

**Service Delivery Innovation** Be able to explore and implement new ways of delivering services that contribute to the improvement of organizational processes in order to achieve organizational goals.

## **ASSISTANT DIRECTOR: TRANSPORT SAFETY**

*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*

*(Ref.DOT 87/06/2017) HEAD OFFICE*

**Minimum Requirements:** Senior Certificate (Grade 12) and an appropriate National Certificate in Road Safety Education/ Diploma or degree in Education, Communication, Public Relations, Project Management and Social Science coupled with 5-6 years supervisory experience in Road Safety Education. Minimum of valid Code B driver's license is an essential requirement.

**Key Competencies and Knowledge:** Planning and organizing, research, analytic thinking, problem solving, reporting procedures, conflict resolution and advance computer skills. National Road Safety Strategy, Public Service Act/ Regulations, Local Government structure. PFMA, Treasury Regulations.

**KPA's:** Coordinate and support the implementation of Road Safety Education scholar projects. Identify innovative Road Safety Education Scholar projects and programmes. Coordinate development of Road Safety Education Operational Plan. Coordinate and consolidate districts plans and report with collaborating evidence. Develop and monitor Provincial project plans. Develop road safety learner material. Facilitate distribution of road safety education project implemented in the province. Coordinate monitoring and evaluation of Road Safety Education programmes and projects. Engage relevant stakeholders for the promotion of road safety education in schools. Monitor expenditure according to the budget to ensure efficient cash flow management. Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve sub programmes' objectives.

## **ASSISTANT DIRECTOR: TRANSPORT SAFETY**

*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*

*(Ref.DOT 88/06/2017) ALFRED NZO*

**Minimum Requirements:** Senior Certificate (Grade 12) and an appropriate National Certificate in Road Safety Education/ Diploma or degree in Education, Communication, Public Relations, Project Management and Social Science coupled with 5-6 years supervisory experience in Road Safety Education. Minimum of valid Code B driver's license is an essential requirement.

**Key Competencies and Knowledge:** Planning and organizing, research, analytic thinking, problem solving, reporting procedures, conflict resolution and advance computer skills. National Road Safety Strategy, Public Service Act/ Regulations, Local Government structure. PFMA, Treasury Regulations.

**KPA's:** Alignment of Road Safety programmes with the Departmental strategy. Coordinate the identification of Road Safety projects and programmes in the district. Liaise with the relevant stakeholders to manage the hazardous locations. Coordinate the development of Road Safety Operational Plan and Project Plans. Coordinate the identification of schools for participation in Road Safety projects in the district. Coordinate implementation of Road Safety projects and programmes in the district. Coordinate the evaluation and impact assessment of project in the district. Coordinate the establishment of Road Safety Councils in the district. Develop a schedule of meetings in conjunction with Road Safety Council. Application of financial control. Monitor expenditure according to the budget to ensure efficient cash flow management. Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinate's key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve sub programmes objectives.

**ASSISTANT DIRECTOR: CIVIL AVIATION**  
*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*  
*(Ref.DOT 89/06/2017) HEAD OFFICE*

**Minimum Requirements:** B. degree/ National Diploma in Civil Aviation with 3-5 years' appropriate experience

**Key Competencies and Knowledge:** PFMA, Airport Operations, Strong Capability and Leadership, Programme and Project Management. Financial Management. Change Management. Knowledge Management. Proven Computer Literacy. Conflict Management and Resolution and Stakeholder Management.

**KPA's: Provide administrative support to Mthatha and Bhisho Airport** Facilitate filing of critical vacant funded posts to ensure smooth running of the airport. Attend to challenges that need Head Office intervention emanating from Airport inspections. Coordinate the development of contracts with airlines and other airport tenants. Coordinate financial reporting to ensure effective management of the budget allocated airports. Support initiatives that seek to ensure that airport remain compliant with the South African civil aviation regulations. Coordinate the updating of manuals and procedure to ensure that they are compliant with regulations.

**Provide technical support to Mthatha and Bhisho Airports** Guide airport infrastructure inspection to ensure compliance with regulations. Advise airport staff on any safety and security requirements to meet required standards. Assist the Airport manager to draw technical specifications for procurement of high technology equipment needed for smooth running of the airport (fire engines etc.)

**Manage the allocated resources of the Sub- Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives** Maintain high standards by ensuring that 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 descriptions 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.

**SAFETY MANAGER: CIVIL AVIATION**  
*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*  
*(Ref.DOT 90/06/2017) MTHATHA AIRPORT*

**Minimum Requirements:** Degree/ National Diploma in Security Management with 3-5 years security management experience in an aviation environment.

**Key Competencies and Knowledge:** National Aviation Security Plan. Airport Security Plan. Minimum Physical Security Standards. Control of access to Public Premises and vehicles Act of 1985. Civil Aviation Regulation Part 110. Cargo Regulation Part 108. Occupational Health and Safety. Public Service Regulations.

**KPA's: Manage implementation of Airport safety and security measures** Evaluate effectiveness of implemented safety and security measures and recommend areas for improvement. Conduct threat and risk assessments and enforce remedial action. Manage administration of security permits and key controls in line with National Aviation Security Plan. Communicate with stakeholders and tenants around implementation of security measures. Liaise with law enforcement agencies about any identified security threat or breach.

**Promote compliance with South African Civil Aviation Authority legal requirements on safety and security** Develop and update annually airport security program. Develop standard operating procedures for contracted security personnel. Coordinate security emergency exercises. Ensure that security personnel is subjected to refresher courses annually. Organize security awareness workshops. Facilitate procurement of security control equipment

**Promote compliance with South African Civil Aviation Authority legal requirements on safety and security.** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/ quantity and timelines. 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.

**ASSISTANT DIRECTOR: FINANCE (SCHOLAR TRANSPORT)**  
*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*  
*(Ref.DOT 91/06/2017) EAST LONDON*

**Minimum Requirements:** B Commerce/ National Diploma in Accounting/ Financial Management with 3 year relevant experience of which 2 years should be at supervisory level. Public Sector experience would be an added advantage.

**Key Competencies and Knowledge:** Public Service Act. Public Service Regulations. PFMA. Treasury Regulations. Preferential Procurement Policy. Supply Chain Prescripts.

**KPA's: Financial Management** Pre audit work and strengthen internal control. Administer tender procurement processes in accordance with Treasury regulations and supply chain management policies and prescripts. Ensure that the PFMA is adhered to at all times. Supervise the work of Finance clerks. Ensure that payment processes are done correctly and efficiently. Compile accruals and payables on a monthly basis. Compile reconciliations after each payment run. Identify the need to move funds between items and compile submission for this purpose. Monitor and evaluate the performance of finance clerks and data clerks.

**Change Management** Be able to initiate and support organizational transformation in order to successfully implement new initiatives.

**Service Delivery Innovation** Able to explore and implement new ways of delivering services that contribute to the improvement of organizational processes in order to achieve organizational goals.

### **ASSISTANT DIRECTOR: MONITORING**

*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*

*(Ref.DOT 92/06/2017) EAST LONDON (SCHOLAR TRANSPORT)*

**Minimum Requirements:** A three year Bachelor's degree/ Diploma in Public Administration with 3-5 years supervisory experience. Extensive experience in Monitoring and evaluation of service delivery.

**Key Competencies and Knowledge:** Extensive knowledge of Scholar Transport Services. Extensive knowledge and experience in Monitoring, communication, coordination and planning. Programme and project management knowledge. Report writing skills

**KPA's: Monitor and evaluate scholar transport in the province** Develop monitoring programmes and strategies for scholar transport services. Develop an operational plan for the scholar transport monitors based on the provincial annual performance plan and ensure successful implementation. Monthly monitoring of the implementation of annual performance plan targets. Communicate regularly with scholar transport management and facilitate the development of and participation of Traffic Officers in monitoring the scholar transport services. Conduct verification of kilometers and headcount of learners. Participate in integrated partnership with stakeholders.

**Ensure effective and efficient leadership** Coordinate stakeholder relations with other state departments and Law Enforcement Agencies. (LEA's).

**Management of service delivery improvement** Manage administration systems. Implement administrative processes and ensure that registers are inspected weekly. Ensure that statistics are kept correct, current and forwarded by due dates and monitored and made available at centres. Ensure that District Scholar Transport Monitors are doing the work properly. Ensure that the prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times.

**Management of Human Resources** Manage grievances according to prescribed procedures. Facilitate at least one team building activity for district monitors. Ensure that leave is utilized and managed according to the relevant policies and instructions. Coordinate empowering and training programmes for EPWP monitors. Manage performance of staff (Monitors)

### **ADMIN OFFICER: STAKEHOLDER ENGAGEMENT**

*Salary Range: R 226 611.00 – R266 943.00(Level 07)*

*(Ref.DOT 93/06/2017) AMATHOLE (SCHOLAR TRANSPORT)*

**Minimum Requirements:** B. Degree/ National Diploma in Public Relations with 1- 2 years' experience in Public Administration/ Public Relations.

**Key Competencies and Knowledge:** Conflict Resolution. Information Management. Relationship Management. Report writing skills.

**KPA's: Coordinate and conduct stakeholder engagement sessions** Organize stakeholder engagement sessions for the district. Promote sound working relationship between scholar transport and its stakeholders. Develop a database of all scholar transport stakeholders. Record and administer information received from stakeholder engagement sessions and ensure that it is properly kept. Disseminate information to all stakeholders within the district about any developments or changes in the programme.

**Conduct mediation, conflict and dispute resolution services** Identify risks that are likely to interfere with the smooth running of transportation of learners in the district. Hold meetings with parents, teachers and school governing bodies to discuss scholar transport concerns. Provide administrative support to the mediation process taking place to resolve conflicts and disputes between scholar transport stakeholders.

### **LEGAL ADMINISTRATION OFFICER**

*Salary Range: R 334 545.00 – R 404 121.00 (Level 09)*

*(Ref.DOT 94/06/2017) Head office*

**Minimum Requirements:** A LLB (or otherwise determined the Minister of Justice Constitutional Development). At least 8 years appropriate post qualification legal experience.

**Competencies:** Must be able to conduct Analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's instruction. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

**KPA's: Provision of sound legal advice and litigation support:** Attend to litigations by and against the department. Make recommendations to ensure compliance with court orders. Liaise with the office of State Attorney in preparation relating to litigation. Advise the department on implementation of court orders. **Provision of legal advice on drafting of contracts:** Ensure that all contracts drafted by the department are legally binding. Liaise with contract management on closing of any gaps that might be identified in the contract. **Provision of awareness on legislations:** Conduct awareness workshops on legislations applicable to the department. **Management of the supervisees:** Manage performance and

development of supervisees. Participate in the budgeting and financial management of the directorate. Manage all resources assigned to this post.

### **PRINCIPAL ROAD SAFETY OFFICER X 5**

*Salary Range: R 281 418.00 – R331 497.00(Level 08)*

*(Ref.DOT 95/06/2017) AMATHOLE X 1, (Ref.DOT 96/06/2017) SARAH BAARTMAN X 2,  
(Ref.DOT 97/06/2017) JOE GQABI X1, (Ref.DOT 98/06/2017) O.R TAMBO X1*

**Minimum Requirements:** B. Degree in Education or Diploma in Traffic Safety Management. 3-5 years' experience in Road Safety Education or as an educator.

**Key Competencies and Knowledge:** National Road Safety Strategy. Public Service Act/ Regulations. Local Government structuring. Marketing principles. Conflict Management skills.

**KPA's: Effective implementation of Road Safety programs.** Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol. Identify road safety awareness campaigns targeting rural farmers/ stock owners. Mobilise participants to the driver of the year competition.

**Effective implementation of Road Safety Projects** Organize road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects.

**Financial Management** Control and monitor expenditure according to budget to ensure efficient cash flow management.

**People Management** Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub- directorate objectives.

### **MESSENGER/ DRIVER**

*Salary Range: R 107 886.00 – R127 086.00 (Level 03) x2*

*(Ref.DOT 99/06/2017) HEAD OFFICE. (Ref.DOT 100/06/2017) ALFRED NZO*

**Minimum Requirements:** Grade 10 qualification coupled with 7- 12 months driving experience.

**Key Competencies and Knowledge:** Basic numeracy, Ability to operate photocopy machine. Basic interpersonal relationship. Planning in respect of own work. Basic Literacy.

**KPA's: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents)** Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.

**Render a clerical support/ messenger services in the relevant office. This would, inter alia, entail the following:** Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

### **STATE ACCOUNTANT: (BUDGET PLANNING) x2**

*Salary Range: R 226 611 –R266 943 pa (Level 07)*

*(Ref.DOT 101/06/2017) Head Office (King William's Town)*

**Minimum Requirements:** National Diploma in Financial Management, Cost Management Accounting or Grade 12 with minimum 3 years' relevant experience. Officials working in the budget environment will have added advantage.

**Competencies:** Knowledge of Public Finance Management, Public Service Legislation, Regulations and Policies, Accounting Principle, Performance Management

**KPA's: Collate and consolidate budget inputs from programmes during budgeting process:** Assist assigned programmes with planning and costing activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriation letter and treasury instructions. **Monitor expenditure and advice on discrepancies:** Analyses expenditure patterns and generic reports, Advice programs to spend according to plans or adjust. Capturing of journal on financial management system, Filing of journals and other planning documents.

Check budget availability and SCOA classification for proposed commitment. Assist in the compilation of IYM.

**Perform and manage administrative related functions, which includes the following:** Contribute to compilation of reports as required, Responsible for assets allocated to the unit, Provide mentorship to newly appointed staff, learners and interns, Comply with the Public Service prescripts. Ensure management of PMDS.

## **STATE ACCOUNTANT: REVENUE & COLLECTION**

*Salary Range: R 226 611-R266 943 pa (Level 07).*

*(Ref.DOT 102/06/2017) Head Office (King William's Town)*

**Minimum Requirements:** National Diploma in Financial Management plus 3yrs relevant experience

**Competencies:** Knowledge of Public Finance Management, Public Service legislation, Regulations and Policies, Accounting Principle, Performance Management, Public Finance Management Act 1999, Public Service Regulations, SITA Act, International Standards of BS 7799 and ISO 17799, Access Control, ISS Policies, NIA Act

**KPA's:** Supervise subordinates, Clear PMG adjustment account by passing journals daily. Receive PA 28 and deposit slips from supervisor and update register of returns. Follow up all discrepancies with the SAPO's.M Update the reconciliation spreadsheet. Reconcile PA 28 with BAS and rectify errors. Compile monthly reports at the end of each month and submit to supervisors. Assist in performing financial audits in all registering authorities. Assist in planning in respect of subordinates. Assist in responses to audit queries.

**Perform and manage administrative related functions, which include the following:** Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the public service prescripts. Ensure management of \_PMDS.

## **Fireman (16 POSTS): FIRE, RESCUE & APRON SERVICES**

*Salary Range: R152 862 – R180 063 (Level 5)*

*(Ref.DOT 103/06/2017) (MTHATHA AIRPORT)*

**Minimum Requirements:** Grade 12 with the following minimum certification as a requirement; firefighting and emergency care certificate and Valid Heavy duty driver's license with 1 – 2 years relevant experience.

**Competencies:** Fire Fighting. First Aid. Safety. Fire Fighting norms and standards. Meeting procedures. Report writing.

**KPA's: Prevention and combating of fire:** Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire prevention. **Provision of rescue services:** Provision of rescue services. Check thoroughly rescue equipment on a daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency.

**Inspection of Runway and Apron:** Check foreign objects on the run – way. Inspect safety of the run – way. Check safety of aircraft when landing or checking off. **Marshaling of aircraft:** Conduct standbys on aircraft refueling. Attendance to fuel spillages. Allocate parking bays and marshal aircrafts to their respective bays.

## **INTERNAL AUDITOR: RISK MANAGEMENT**

*Salary Range: R 226 611 pa (Level 07)*

*(Ref.DOT 104/06/2017) Head Office King Williams Town*

**Minimum Requirements:** B. Degree / Diploma in Internal Audit with 2-3 years' experience in internal auditing or risk management.

**Competencies:** Public Finance Management Act. Treasury Regulations, Risk Management framework, Standards for professional practice of internal auditing, Public Service Act of 1994 as amended Public Service Regulations.

**KPA's:** Rendering of risk management services. Assist in the development & review of risk management policies. Conduct risk assessment to identify asses & merge departmental risks and develop a risk management strategy. Conduct inspection/ audits to identify emerging risk when required. Monitor risk implementation of mitigating strategies. Address risk issues as per the King 3 document. Maintain risk management related registers. Follow up on suspected irregular transactions and compile reports for the unit. Provision of support services to the audit process. Assist in coordination/ liaison with auditor general & shared internal audits services during audit assignments. Assist in conducting quarterly/annual trend analysis on irregular transactions identified during audits and advise on mitigating strategies. Coordinate submission of information required by auditor general. Participate in audit interventions identified by the department.

## **ASSISTANT DIRECTOR: YOUTH DEVELOPMENT**

*Salary Range: R 334 545-R394 065 pa (Level 09).*

*(Ref.DOT 105/06/2017) Head Office (K W T)*

**Minimum Requirements:** B degree/Diploma in Social Science/ Human Science. 3 years supervisory experience in Youth Development.

**Competencies:** National and Provincial Youth Policies. Youth Programmes and Projects. Transformation processes. Employment Equity. Basic Conditions of Employment Act, 75 of 1997. Public Service Act, and Regulations. Constitution of South Africa. Public Finance Management Act, 1999. Project Management. Strategic planning. Annual Performance Plan. Meeting procedures

**KPA's:** Ensure the implementation of National and Provincial Youth Policies. Develop and ensure implementation of departmental youth development plans. Co-ordinate departmental reports on development policy, Strategy National and Provincial Youth development and departmental commitments. Develop, Monitor and review departmental Business Plans, Policies. Programs, Projects, for youth development. Do annual and quarterly reports on youth development and forward to the Commission, Office of the Premier and National Department of Transport and Transport Sector Transformation Forum. Ensure mainstreaming of young people and youth programs within the Transportation Sector e.g. in training and development. Ensure the co-ordination of youth institutionalized days in the department and participation Provincially, Nationally and Internationally. Monitor and review departmental budget for Youth development integration. **Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.** 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 sub-Directorate. Develop budget plans for the youth programs and ensure expenditure and accountability thereof. Manage daily employee's performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

### **ADMINISTRATIVE OFFICER (MONITORING) (4 POSTS) SCHOLAR TRANSPORT**

*Salary Range: R226 611 – R266 943 (Level 7)*

*(Sarah Baartman District) REF. No. DoT 106/06/2017*

*(O.R. Tambo District) REF. No. DoT 107/06/2017*

*(Chris Hani District) REF. No. DoT 108/06/2017*

*(Amatole District) REF. No. DoT 109/06/2017*

**Minimum Requirements:** B. Degree/ National Diploma in Public Administration with 1 – 2 years' experience in Public Administration / Public Relations

**Competencies:** Knowledge of Scholar Transport Services. Knowledge and experience in Monitoring, communication, coordination and planning. Project management knowledge. Report writing skills.

**KPA's: Monitor and evaluate scholar transport in the district:** Conduct verification, headcount and monitoring of the provision of scholar transport services. Continuously update Scholar Transport Database. Monitor the administration of PODs at schools. Participate in integrated partnership with stakeholders. Ensure effective and efficient office Administration: Provide administration on the co-ordination of stakeholders. Work closely with Law Enforcement officers in the district. Management of service delivery improvement at the district: Manage administration systems. Implement administrative processes and ensure that registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times.

## **CLOSING DATE: 30 JUNE 2017**

**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](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ectransport.gov.za](http://www.ectransport.gov.za)

**Applications can be forwarded through one of the following options:**

#### **DEPARTMENT OF TRANSPORT**

**Hand Delivery:** Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William's Town.  
**Post to:** The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605. **Enquiries:** Mr. Ngcobo 043 604 7400 Ext 7455, Amatole District: Private Bag X9009, East London, 5200: Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000. Chris Hani: Private Bag X7185, Queenstown, 5320. Joe Gqabi: Private bag X1001, Aliwal North, 9750. O.R Tambo District: Private Bag X5036, Umtata, 5099. Alfred Nzo: Private Bag X3561, Kokstad, 4700.



**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> 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 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. 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). Persons with disability are encouraged to apply.

---

## **DEPARTMENT OF HUMAN SETTLEMENTS**

### **REGIONAL DIRECTOR: JOE GQABI REGION ALI WAL NORTH**

*Salary Range R898 743.00 - R1 058 691.00 (Level 13)*

*Ref No: ECDHS/RG/JQ/01/06/2017*

**Minimum Requirements:** A relevant undergraduate qualification (NQF 7) as recognised by SAQA. Five (5) years' experience at a Middle Management/Senior Managerial level. A minimum of three years' experience in Human Settlements development. Experience in the built environment will be an added advantage. Management skills is critical in order to support departmental strategy and processes. Broad knowledge of the housing environment, its guiding legislations and policies is required. Broad knowledge of and experience on application of construction procurement. Financial management and budget management experience is necessary. MS projects experience essential. Proven capability to manage multi task projects. Preferably project management experience in Human Settlements. A valid Code 08 drivers licence and must be willing to travel. Computer literacy.

**Key Attributes:** Financial management skills, People management and empowerment, client orientated and customer focused and planning and organizing.

**KPA'S:** Budget and cash flow management as defined in PMDS, develop and manage business and operations plans for the region in line with the departmental strategic goals, objectives and priorities. Ensure efficient and effect service delivery of human settlements programmes. Develop strategies that enhance service delivery in the region and promote good relations and participation of beneficiaries. Manage and implement human settlements programmes as per conditional grant business plan. Represent the department at various forums and stakeholders on housing related issues. Promote close relations with different local authority structures in order to deal with housing and other infrastructure programmes in line with Integrated Development Plans (IDP's) and Municipal Housing Development Plans (MHDPS) and provide technical advice and support to the General Manager, Project Management and Quality Assurance. Efficiently manage own personal development through performance management including the effective utilisation and training of staff maintenance of discipline, promotion of sound labour relations and proper use of state property.

**Competencies:** Strategic leadership capabilities, project management, financial management, people's management and development, good interpersonal relations skills, ability to engage various stakeholders and project implementation and monitoring skills. Advanced project management application skills. Advanced planning and organising skills. Knowledge of Microsoft Excel, Word and Power Point is compulsory.

### **CLOSING DATE: 30 JUNE 2017**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdhs.gov.za](http://www.ecdhs.gov.za)

**Applications can be forwarded through one of the following options:**

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**Post To:** Director: Human Resource Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206 for the attention of Mr Zolani Ntozin.

**Hand Delivery:** Steve Tshwete House, 31 – 33 Phillip Frame Road (in front of SARS), Waverly Park, Chiselhurst, East London.

**ENQUIRIES** Mr Z. Ntozini Tel no: 043-711 9627

# DEPARTMENT OF EDUCATION

***This post is being re-advertised and previous applicants are advised to reapply***

## **DEPUTY DIRECTOR GENERAL: FINANCIAL MANAGEMENT / CHIEF FINANCIAL OFFICER**

**Salary Range: R 1 299 501 – R 1 463 892 (Level 15)**

**(Ref. EDU167/06/2017) Head Office – Zwelitsha**

**Minimum Requirements:** B- degree in Accounting, Financial Management or Auditing; as well as a post-graduate qualification (NQF level 8) as recognized by SAQA in any of the aforementioned areas or Management Sciences • 8 to 10 years' relevant experience in the financial management domain at senior management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers' License

**Note:** Registration as a Chartered Accountant (SA) or with a relevant professional body will be advantageous

**Competencies:** Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication

**Technical Competencies:** PFMA legislative and SCM regulatory framework • Departmental policies and procedures • Annual financial statements • Performance report • Business and project financial planning • MTEF budgeting process

**KPA's:** Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations • Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans • Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations • Strategically direct processes to ensure that the all departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards • Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems • Manage and account for the development and implementation of the Department's Budget and Annual Procurement Plan inclusive of managing the monitoring/ evaluation thereof and reporting thereon • Manage processes to ensure the strengthening of the internal control environment • Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services • Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment • Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters • Liaise on behalf of the accounting officer with the National and Provincial Treasuries • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development financial and supply chain practitioners

## **CLOSING DATE: 30 JUNE 2017**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. FOR MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdoe.gov.za](http://www.ecdoe.gov.za)**

**Applications can be forwarded through one of the following options:**

### **DEPARTMENT OF EDUCATION**

**Post to:** The Chief Director: Human Resource Management and Development, Department of Education, Private Bag X0032, Bhisho 5605. **Hand Delivery:** Department of Education, Human Resource Administration, floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

**Enquiries:** Mr. L van Zuydam (040 609 6460 / Mrs S Nieuwenhuys (040 608 4513)