



Province of the  
**EASTERN CAPE**  
REPUBLIC OF SOUTH AFRICA

Circular 04 of 2018

Posted Date 2018/03/11

## **EASTERN CAPE PROVINCIAL TREASURY**

### **DEPUTY DIRECTOR: BUDGET MANAGEMENT**

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

*(Ref. PT 01/03/2018) Bhisho*

**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 years 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: CONTRACT MANAGEMENT**

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

*Ref. PT: 02 /03/2018) Bhisho*

**Purpose:** To manage the development, and implementation reviewal, of Contract Administration Services in the Department. To manage the performance and risks of contracts, and as needed, provide guidance on contract matters to units within the ECPT.

**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 university or institution of learning, with a minimum of 120 credits at NQF Level 6) Commerce / Supply Chain Management / Procurement/ Law or related field coupled with Minimum of 5 year's experience contract management experience of which 3 years must have been at an Assistant Director Level. Short Courses in Contract Management will be an added advantage.

**KPA's: Develop departmental contract management policies and guidelines:** Review Contract Management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. **Manage departmental contracting:** Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for **variations**, amendment cancelations and develop proposals for approval. Evaluate applications for **deviations** and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics Monitor **supplier performance** according to the contract and service level agreement. Negotiate favourable terms and conditions to both ECPT and service provider. Demonstrate high-level understanding of Governance Framework for Contract Management and Internal Control. **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 Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, 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.

**Applicants must possess the following competencies:** In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions & Practice Notes. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management,

Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate and Good Communication Skills (verbal and written).

#### **APPLICATION INSTRUCTIONS:**

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

**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 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. No faxed/email applications will be accepted.

**CLOSING DATE: 29 MARCH 2018 @ 15h00**

#### **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 ROADS AND PUBLIC WORKS**

### **DIRECTOR: INTERNAL AUDIT**

**REF NO: DRPW 01/02/2018, Centre: Head Office (Bhisho)**

**An all-inclusive remuneration package: R 948174.00 (Level 13)**

**Requirements:** •An appropriate Bachelor's degree in Auditing and Accounting. Successful completion of Articles in Accounting and Auditing with a registered firm of chartered accountants and CIA, will be an added advantage and audit experience in infrastructure related projects. 6- 8 years' experience in internal audit services, risk management and Special IT audits; and a minimum of 4 years in managing internal audit services in Deputy Director Level. Possession of a valid driver's license. A person must be a member of IIASA and other relevant professional bodies.

Experience in strategy formulation, implementation and delivery • Experience in designing, implementing and reviewing corporate governance, risk management processes and internal controls • Up to date knowledge of local and international auditing standards and risk practices • Strong IT systems knowledge and teammate audit software including its data analytics.

**Knowledge and Skills:** *Problem solving skills*, Strategic capability and leadership, Management skills, Communication skills, Advanced Computer skills, customer service skills, Programme and project management. Driver's licence is a must. • Public Finance Management Act (PFMA); Standards for the Professional Practice of Internal Auditors, Public Service Regulations and Framework; Computer audit software (teammate and ACL, etc)

**Values:** Integrity, Objectivity, *Confidentiality*, Competency.

It is expected from the incumbent to work outside normal working hours from time to time.

**KPA's:** The Director internal audit will assist the Chief Audit executive: • To coordinate the provision and management of Internal Audit services. To provide an independent objective assurance and consulting activity designed to add value and improve an organization's operations. Develop Internal Audit policies and procedures in accordance with the Institute of Internal Auditors (IIA) standards. Prepare, for approval by the audit committee a rolling three-year strategic internal audit plan. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage all the resources for the component. • Co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimize duplication of effort. Providing support to the Audit Committee in terms of plans and reports. • Monitor and evaluate systems of internal control, risk management and Governance processes. • Assisting the Department in adhering to sound corporate governance principles, complies with all government regulations and satisfies all legislative oversight requirements. • Assess the operational procedure and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act. • Assist the accounting officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement. Assist the accounting officer in achieving the objectives of the Department by evaluating and developing recommendations for the enhancement or improvement of the processes. Establish internal audit priorities • Develop a good work relationship with external auditors as well as the chairperson and members of the audit committee

## **REGIONAL DIRECTOR: AMATHOLE REGIONAL OFFICE (EAST LONDON)**

*(Ref. DRPW 02/02/2018)*

*An all-inclusive remuneration package: R 948174.00 (Level 13)*

**Minimum Requirements:** A Bachelor's Degree / National Diploma in Public Administration/ Management or equivalent with 6 to 10 years' experience in Human Resource Management/Financial Management / Infrastructure environment of which at least four (4) must be at Middle Management Level in the public sector • A valid driver's license

**Knowledge:** Sound financial and people management skills • Proven strategic and leadership skills • Excellent communicator at all levels (written and verbal) • Knowledge of operational framework of the Public Finance Management Act • Ability to work in a culturally diverse environment and lead cultural intervention and change Management projects • An understanding of the restructuring imperatives within the Public Service environment • Computer literacy

**Skills:** Strategic capability and leadership • Financial Management • People management and empowerment • Programme and Project Management • Communication • Client orientation and customer focus • Good interpersonal skills and negotiation skills

**KPA's:** Manage the following functions of the department in the Region: • Manage the roads and buildings of the Region • Maintenance of state owned buildings • Property development • Management of all properties utilized by provincial government departments • Develop policies and systems for the efficient management of state property • Expanded Public Works Programme • Manage the risks of the Region as identified in the Departmental Risk Management Plan • Providing strategic direction for the region while at the same time exercising operational control to achieve departmental targets • Financial management - Responsible for regional budget and reporting • HR Management- Responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resources development • Corporate services, including office management and the wellness programme • Ensuring full functionality of the Performance Management and Development System in the region

## **CHIEF QUANTITY SURVEYOR (GRADE A) X1 POST**

**COMPONENT: PROVINCIAL DEPARTMENTS (BUILDINGS)**

**Ref No: DRPW 03/02/2018, Centre: Head Office (Bhisho)**

**An all-inclusive remuneration package of R 805 806 per annum (OSD)**

**REQUIREMENTS:** • Degree in Quantity Survey or relevant qualifications • Six years quantity Survey post-qualification experience required • Compulsory Registration with the South African Council for Quantity Survey Profession (SACQSP) as a Professional Quantity Surveyor • A valid Driver's license.

**KNOWLEDGE AND SKILLS:** • Programme and Project Management. • Quantity Survey Legal and operational compliance • Quantity Survey operational communication • Process knowledge and skills • Maintenance skills and knowledge • Mobile equipment operating skills • Research and development • Computer aided engineering applications • Creating high performance culture • Technical Consultancy • Professional Judgement

**KPA's:** **Quality Survey analysis effectiveness:** • Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology **Maintain quality survey operational effectiveness:** • Manage the execution of quantity survey strategy thorough the provision of appropriate structures, systems and resources, • Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability • Monitor quantity survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. **Financial Management:** • Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, • Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects. **Governance:** • Allocate, monitor and control resources, • Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, • Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, • Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. **People Management:** • Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity y survey according to organizational needs and requirements and Manage subordinates key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives.

## **CHIEF ARCHITECT**

**COMPONENT: HEALTH PORTFOLIO (BUILDINGS)**

**Ref No: DRPW 04/02/2018, Centre: Head Office (Bhisho)**

**An all-inclusive remuneration package of R 805 806 per annum (OSD)**

**REQUIREMENTS:** • A Bachelor's Degree in Architecture or relevant qualification. • Six years post qualification Architectural experienced • Valid driver's license • Compulsory Registration with SACAP as a Professional Architect

**KPA's:** **Architectural Design and analysis effectiveness:** (i) Perform final review and approvals or audits on architectural designs according to design principles or theory. (ii) Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology (b) **Maintain architectural operational effectiveness:** (i) Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources (ii) Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability (iii) Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives.(c) **Financial Management:** (i) Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; (ii) Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; (iii) Manage the commercial value add of the discipline-related programmes and projects: (iv) Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; (v) Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. (d) **Governance:** (i) Allocate, monitor and control resources; (ii) Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; (iii) Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; (iv) Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and

across operations, in support of individual development plans, operational requirements and return on investment; (v) Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. (e) **People Management:** (i) Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

### **DEPUTY DIRECTOR: FINANCIAL SERVICES**

*Ref No: DRPW 05/ 02/2018, Centre: Chris Hani Regional Offices (Queenstown)*

*An all-inclusive remuneration package of R657 558 per annum (Level 11)*

**Requirements:** A National Diploma or B Degree in Accounting /Commerce/Financial Management, Taxation, Internal Auditing/ Cost and Management/ Business Administration with at least five (5) years Financial Management environment experience of which three (3) years" experience must be at an Assistant Director Level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license.

**Knowledge and skills:** Sound understanding of Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them, Knowledge of budget process, BAS, PERSAL and LOGIS .Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of laws, Regulations, Policies ,Instructions, Practices, Public Finance Management Act,, Notes of the Public Finance Management Act(PFMA)and National Treasury Regulations.

**KPA's:** Provide strategic guidance on handling financial matters of the region Ensure that budget-related matters are handled accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow ups on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage Personnel. Expenditure analysis. Manage compliance with legislative requirements on payment processes and reporting Monitor and manage the authorization of receipts and deposits and timeous submissions of returns to Head Office. Management of the Financial Administration component. Effective and efficient identification and management of risks within the unit Management, safeguarding and maintenance of assets, including debtors. Management of liabilities and collection of revenue. Compliances with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorized, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct Settlement of contractual obligations and payment of all money owing, including inter-governmental claims within the agreed or prescribed period. Keeping full or proper records of the financial affairs of the Region. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury Regulations, and other relevant guidelines and legislation. Risk Management.

### **DEPUTY DIRECTOR: PROVINCIAL COORDINATION EXPANDED PUBLIC WORKS PROGRAMME**

*Ref No: DRPW 06/ 02/2018, Centre: Head Offices (Bhisho)*

*An all-inclusive remuneration package of R657 558 per annum (Level 11)*

**REQUIREMENTS:** A recognized B-degree or National Diploma in Socio Economic Development/ Public Administration. At least five (5) years relevant experience of which three (3) years must be at Assistant Director Level.

A Valid driving licence.

**KNOWLEDGE:** Knowledge of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislation, policies and procedures.

**KPA's:** Ensure that all public bodies implement EPWP programme. Liaise with public bodies and encourage them to increase their investment on Public Employment programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the establishment of sector committees. Ensure that sectors have business plans in line with the agreed national targets. Ensure that public bodies comply and adhere to EPWP policies and the ministerial determination. Provide continuous support and monitoring to public bodies. Monitor the utilisation of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances.

Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums

## **DEPUTY DIRECTOR: HIRING AND LETTING**

### **COMPONENT: PROPERTY MANAGEMENT**

**Ref No: DRPW 07/ 02/2018 Centre: Head Offices (Bhisho)**

**An all-inclusive remuneration package of R657 558 per annum (Level 11)**

**REQUIREMENTS:** A recognized B-degree or National Diploma in any Property/Public Administration/ Public Management / Law discipline with experience in the property environment with specifically acquisition through leasing with at least five (5) years relevant experience of which three (3) years must be at Assistant Director level. Proven relevant experience in the administration and management of expense leases is necessary. Good knowledge and understanding of the Property Transformation Charter, the PFMA and Treasury Regulations. Candidates with a legal background and experience in contract administration, as well office space planning will be an added advantage. Computer literate - MS Office. Valid EB driver's license.

**KNOWLEDGE AND SKILLS:** Knowledge of property prescripts and procedures with regard to lease management. Computer literacy. Knowledge and understanding of the Public Finance Management Act. Knowledge of budgeting and control Ability to write letters and memorandums, as well as to compile reports for the Senior Manager. Ability to read and interpret lease contracts. Knowledge and understanding of contract and facilities management. Ability to determine office space needs and to measure buildings. Good communication and negotiation skills (both verbal and writing). Must be able to work independently as well as in a team. Ability to work under pressure and meet deadlines. People management and problem-solving skills. Strong interpersonal skills and ability to build relationships. Strong negotiation skills. A sense for accuracy and detail is very important.

**KPA's:** Management of the leased portfolio of the Department. Willingness to travel and a valid driver's licence. Conduct conditional assessments on government and private property. Prepare applications and reports to the Departmental BID Adjudication Committee. Prepare submissions for the hiring and letting of land and buildings ▪ Liaise with various stakeholders in the private and public domain regarding property rentals and space requirements, including Municipalities and SAPOA. Land use and spatial analysis – measurement of office accommodation and buildings. Conduct negotiations with landlords and tenants. Prepare lease agreements. Ensure correct and timeous payments on utilities and rentals of leased properties. Ensure optimal utilisation of leased properties and effective contract administration. Assist the Senior Manager in other related tasks and duties which may be assigned from time to time. Procure leased accommodation on behalf of clients (Provincial Government Departments) in accordance with approved needs assessments. Produce status reports. Maintain the lease registers. Liaise with the Finance Unit and Regional Offices. It will be expected from the official to travel extensively within the borders of the Province.

## **QUANTITY SURVEYOR**

### **COMPONENT: HEALTH PORTFOLIO - BUILDINGS**

**Ref No: DRPW 08/ 02/2018, Centre: Head Offices (Bhisho)**

**An all-inclusive remuneration package of R 549 639 per annum (OSD)**

**Requirements:** • A Degree in Quantity Survey or relevant qualification • Three years Quantity Survey experience is required • A valid driver's license • Compulsory registration with SACQSP as a Professional Quantity Surveyor

**KPA's:** • Perform quantity survey activities on buildings, structures or facilities:- Co-ordinate professional teams on all aspects regarding quantity survey • Ensure adherence to quantity determination standards • Provide quantity survey advice and technical support in the evaluation of costs • Ensure adherence to quantity determination standards • Provide quantity survey advice and technical support in the evaluation of costs • Ensure Administration and budget planning:- • Manage resources, prepare and consolidate inputs for the facilitation of resource utilization • Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration • Report on expenditure and service delivery • Research and development:- • Continuous professional development according to council guidelines • Research/literature studies on quantity survey to improve expertise • Liaise with relevant bodies/ councils on quantity survey related matters

## **CONTROL SECURITY OFFICER**

### **COMPONENT: FACILITIES MANAGEMENT**

**Ref No: DRPW 09/02/2018, Centre: Amathole Regional Offices (East London)**

**Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)**

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Security Management/ Policing / Law or any relevant qualification with a minimum of 5 years' experience in the security field of which 3 should be on a supervisory level • Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. • A valid driver's licence.

**NB!!** • SSA Security Managers course and Project Management will be an added advantage.

**KNOWLEDGE AND SKILLS:** • Sound knowledge of security administration field • Knowledge of the MISS and MPSS • Contract management of private security • Investigation skills • Sound management and interpersonal skills • Good communication skills at all levels • Computer Literacy • Presentation skills

**KPA's:** • Manage and oversee security within the region • Assist in the drafting and reviewing of security policies Assist in the drafting and reviewing of security policies, plans and procedures • Conduct security threat and risk assessments as well as security audits within the region • Monitor compliance with the Miss, MPSS and other security legislation • Evaluate and improve the effectiveness of security measures and procedures • Create, develop and maintain a security awareness and training programme for the region • Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region • Manage and co-ordinate the investigation of security breaches in the department • Manage and monitor compliance to Service Level Agreements with security service providers • Supervise work schedules to assure deadlines are met • Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products • Provide reports to line management on a regular basis. • Reports to the Director: Security Management

## **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT**

**Component: Property Management**

**Ref No: DRPW 10/02/2018; Centre: Head Office (Bhisho)**

**Salary Notch: R334 545 per annum (Level 9)**

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma in any Property / Public Administration / Public Management / HR discipline with at least four (4) years relevant experience in property management of which two (2) years must be at a supervisory level. Proven relevant experience in the implementation of GIAMA, administration and management of immovable properties is necessary. Advanced knowledge and understanding of Act 7 of 2000, GIAMA, IDMS (Infrastructure Delivery Management System) the PFMA and Treasury Regulations. Computer literate - MS Office. Research skills. Valid EB driver's license.

**KNOWLEDGE AND SKILLS:** Knowledge of property prescripts and procedures, facilities management, Health and safety regulations, government budget cycle process. Computer literacy • Ability to write letters, memorandums, as well to compile reports for the Manager Knowledge and understanding of property and land-related legislation Very good communication skills – both verbal and writing. Ability to interpret variety of technical instructions to enable to form. Office management skills. Must be able to work independently as well as in a team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important. Very good communication skills – both verbal and writing. People management and problem-solving skills. Office management skills.

**KPA's:** Implementation of GIAMA. GIAMA support to user departments and regions. Management and administration of Facilities register. Management of Facilities Complaints and Defects Register. Liaising with Building Maintenance Unit for day-to-day maintenance. •Co-ordination of legal services relating to Occupational, Health and Safety of the portfolio. Computer literacy. Ability to write letters, memorandums, as well to compile reports for the. Must be able to work independently as well as in a team. Ability to work under pressure.

## **ASSISTANT DIRECTOR: PROPERTY HOLDINGS X3 POSTS**

**COMPONENT: FIXED ASSET MANAGEMENT**

**DRPW 11/02/2018; Centre: Sarah Baartman (Port Elizabeth) X1 post**

**DRPW 12/02/2018; Centre: Alfred Nzo Regional Office (Mount Ayliff) X1 post**

**DRPW 13/02/2018; Centre: OR Tambo Regional Office (Mthatha) X1 post**

**Salary Notch: R334 545 per annum (Level 9)**

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma in any Property discipline/ Public Administration with at least four (4) years relevant experience in Fixed Asset Management (Property Management) of which two (2) years must be at supervisory level. Advanced computer skills and good

communication skills both verbal and written. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver's license.

**KPA's:** Manage the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Prepare submissions to Head Office for approval of acquisitions and disposals by Premier. Prepare and submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. Assist the Manager with other related tasks and duties which may be assigned from time to time. Supervision of staff.

### **CONTROL ENGINEERING TECHNICIAN X3 POSTS**

**Component: Health Portfolio - X2 posts, Provincial Departments X1 post**

**Ref No: DRPW 14/02/2018, Centre: Head Office (Bhisho)**

**Salary Notch: R 396 375 per annum (OSD),**

**REQUIREMENTS:** • National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience • Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician • A valid driver's license.

**KNOWLEDGE AND SKILLS:** • Project Management • Technical design and analysis knowledge • Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Technical consulting.

**KPA's: Manage Technical Services:-** • Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities • Ensure promotion of safety in line with statutory and regulatory requirements • Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology • Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority • **Manage administrative and related functions:-** To provide inputs into the budgeting process • Compile and submit reports as required • Provide and consolidate inputs to the technical/engineering operational plan • Ensure the development, implementation and maintenance databases; and • Manage, supervise and control technical and related personnel and assets • **Research and development:-** Continuous professional development to keep up with the new technologies and procedures • Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters

### **CHIEF ARTISAN - GRADE A: BUILDINGS**

**Ref No: DRPW 15/02/2018 Centre: Amathole Regional Office (Butterworth)**

**Salary Notch R 343 329 per annum (OSD)**

**REQUIREMENTS:** • An appropriate Trade Test Diploma certificate • Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman • Valid driver's license.

**KNOWLEDGE AND SKILLS:** • Project Coordination • Technical design and analysis knowledge • Research and development • Computer-Aided Architectural applications • Knowledge of legal compliance • Technical report writing • Technical consulting • Production, process knowledge and skills

**KPA's:** • **Manage technical services:** - Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications • **Manager administrative and related functions:** - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets • **Financial Management:** - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services • **People management:** - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking

actions to correct deviations to achieve departmental objectives • Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

## **SENIOR PROVISIONING ADMIN OFFICER: MONITORING AND EVALUATION**

*Component: Expanded Public Works Programme*

*Ref No: DRPW 21/02/2018; Head Offices (Bhisho)*

*Salary Notch: R 281 418 per annum (Level 08)*

**REQUIREMENTS:** An appropriate tertiary qualification at NQF level 6 in Management/Public Management/Social Sciences or equivalent qualification **OR** Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with at least three (3) years relevant experience in Expanded Public Works Programme. Sound administration and communication skills. Sound knowledge and experience of MS Word; MS Excel and Web based reporting systems would serve as an advantage. Knowledge of the Public Finance Management Act. Proven extensive knowledge and experience of the Expanded Public Works Programme on other labour-intensive programmes. A valid Code 8 driver's license.

**KPA's:** Monitoring and Evaluation of Regional Expanded Public Works Programme projects. Oversight on programme reports. Programme review on quarterly basis. Prepare evaluation reports for the region. Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure their programmes compliment and are mainstreamed in departmental programmes. Ensure public bodies contribute towards sectorial plans. Ensure that training and development form key aspects of sectorial plans. Establish sectorial committees and ensure their functionality. Collect and collate reports from sectorial committees. Contribute towards the realization of EPWP targets. Reporting on EPWP web-based system.

## **ENGINEERING TECHNICIAN - GRADE A: BUILDINGS X3 POSTS**

*Ref No: DRPW 16/02/2018, Education Portfolio - Buildings (Head Office) X2 posts,*

*Ref No: DRPW 19/02/2018 Sarah Baartman (Port Elizabeth) X1 post*

*Salary Notch R 274 440 per annum (OSD)*

**REQUIREMENTS:** • A National Diploma in Civil Engineering or relevant qualification • Three (3) years post qualification technical (Engineering) experience • A Valid driver's license • Compulsory registration with ECSA as a Professional Engineering Technician.

**KNOWLEDGE AND SKILLS:** • Project Management • Technical design and analysis knowledge • Research and development • Computer-aided engineering applications • Knowledge of legal compliance • Technical report writing • Technical consulting

**KPA's:** • Render technical services:- Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority • Perform administrative and related functions:- Provide inputs into budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; • Develop, implement and maintain database and Supervise and control technical and related personnel and assets • Research and Development:- Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

## **COMMUNICATION OFFICER**

**COMPONENT: COMMUNICATION SERVICES**

*Ref No: DRPW 22/02/2018, Centre: Chris Hani Regional Office (QAueenstown)*

*Salary Notch: R226 611- R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** An appropriate tertiary qualification at NQF level 6 in Management/Public Management/Social

Sciences **OR** Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with at least two (2) years relevant experience in the related field  
• A valid Driver's license.

**KNOWLEDGE AND SKILLS:** • Knowledge of Batho Pele Principles • Knowledge of Customer Care policy  
• Counselling skills • Communication skills • Report Writing skills • Interviewing skills. Must be willing to travel irregular hours and attend both internal and intergovernmental activities

**KPA's:** • Render an effective and efficient customer service to the clientele of the Department • Handle complaints as per complaints handling strategy • Refer complaints to relevant officials • Follow ups by letters telephone and re- faxing of complaints registered to adhere to turn around time • Implement Batho Pele Principles • Compile weekly, monthly and quarterly customer care reports • Distribute Departmental Publications through exhibitions • Participate in the Public Service month and Provide Logistical and technical support in the Batho Pele forum.

### **PERSONAL ASSISTANT**

#### **COMPONENT: OFFICE OF THE DIRECTOR HR PRACTICES AND ADMIN**

*Ref No: DRPW 23/02/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** An appropriate Bachelor's Degree or National Diploma in Office Management/Public Relations/ Management Assistant with at least two (2) years relevant experience as a secretary or providing secretarial support at senior management level OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). • Advanced knowledge of Microsoft Office packages and document management system. • Must have good interpersonal, organizational and communication skills (written/verbal) and advanced planning. • Must be customer focused, adaptable and detail conscious. • Experience in customer relations and client liaison is also a prerequisite. • The successful applicant must be able to maintain confidentiality and work independently with minimum supervision.

**KPA's:** • Provide a secretarial/receptionist support services to the Director: Taking and typing of minutes of the meetings, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Render administrative support services: - i.e. collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. • Provide assistance in the technical formatting of submissions for the Director from time to time. • Develop and maintain an efficient filing system within the Director's office. • Ensure that travel arrangements are well coordinated, prioritize issues in the Director. • Procure office supply for the Director's office i.e. groceries, stationery, printing supplies etc. Capturing of HR Practices and Administration commitments on Procurement Integration (LOGIS) • Provide logistical support to Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). • Support Director with the administration of his/her budget as well as preparing S&T claims. • Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: - remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director.

### **ADMIN OFFICER: PROGRAMME SUPPORT**

*Component: Expanded Public Works Programme*

*Ref No: 24/02/2018; Centre: Head Office (Bhisho)*

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

**REQUIREMENTS:** An appropriate Bachelor's Degree/National Diploma in Public Administration/Management or Social Sciences OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with at least two (2) year relevant experience in Community Development or working with Poverty Eradication Programmes Excellent communication skills. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Supervisory skills. Computer skills will be an added advantage.

**KPA's:** • Provide administrative support within the programme. Compile reports and presentation for the section and manage budget. Monitor filing and database of beneficiaries. Compile specification of PPC and equipment, present on specification and procurement committees. Report on expenditure of the sub-programme against the approved budget and attend to Regional BAC. Attend general correspondence of the program and liaise with stakeholders from time to time.

### **IT TECHNICIAN: INFRASTRUCTURE**

*Ref No: DRPW 25/02/2018, Centre: Head Office (Bhisho)*

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

**Requirements:** An appropriate Bachelor's degree/ National Diploma in in Information technology/electronics with a minimum of two years' experience in the field of WAN, LAN infrastructure and Desktop user support. International recognized certification such as A+, N+, or MCSE OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). A valid Driver's license will be an added advantage.

**Competencies:** Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, and WAN and LAN infrastructure is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software and server related problems is required. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, servers and routers, knowledge of ICT Security.

**KPA's:** To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software and server rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

### **IT TECHNICIAN: SYSTEM SECURITY**

**Ref No: DRPW 26/02/2018, Centre: Head Office (Bhisho)**

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

**Requirements:** An appropriate Bachelor's degree/ Nation Diploma in Information technology/Information system. ISACA certifications will be an added advantage. A minimum of two (2) years' experience in the field of Desktop user support is required OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Code 8 Driver's license will be an added advantage.

**Competencies:** Good knowledge in ICT user equipment, Antivirus software, and Microsoft Office Suite, Microsoft Operating Systems, and SQL servers is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT systems. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment.

**DUTIES:** To perform all ICT end user Technical Support. To perform all preventive maintenance services with a special focus of patch management and back up of user data. To participate in systems software rollout projects. Provide technical support with regard to access, system availability, and backup and restore procedures, optimisation, virus control, disk space and problems experienced. Develop and maintain the ICT equipment register, to provide a detailed analysis of equipment replacement needs and central ICT resourcing. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers. Assist with backup services of the departmental data and systems

### **INTERNAL AUDITORS: INTERNAL AUDIT**

**Ref No: DRPW 27/02/2018, Centre: Head Office (Bhisho)**

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

**REQUIREMENTS:** • An appropriate Bachelor's degree/ National Diploma in Internal Auditing with a minimum of two years relevant experience in the field of internal audit Internal. Audit Technician designation will be an added advantage. A valid driver's Licence and a person must be a member of IIA SA

**KNOWLEDGE AND SKILLS:-** Reasonable knowledge of Public Service, Internal Auditing, International Standards for the Professional Practice of Internal Auditing (ISPPA) understanding of the Regulatory Framework for Public Service, e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, Understanding of project management principles. Innovative, good interpersonal and problem solving Skills. The IA is expected to affect sound and impartial ruling to ensure observance with internal audit guidelines and proactively control divergence in sensitive circumstances. Must be computer literacy and be able to use teammate audit software. Have an understanding of BAS, Persal and LOGIS and any other related analytical software. Excellent oral, written, Communication and report writing skills. Good organizational and administrative skills. Computer skills including use of audit software. Good organizational and administrative skills.

**KPA's:** Execution of internal audits by, identifying and assessing systems for areas or activities under audit. Gather information regarding systems, procedures and management controls. Analysing and evaluating control systems for areas or activities under audit. Implementation of Internal Audit Coverage Plan. Conduct the planning of individual audit assignments. Execute detailed audit procedures. Prepare working papers recording and summarizing audit procedures performed. Develops a detailed audit report on each audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies. Conduct ad-hoc and consulting audit assignments as allocated. Determine compliance with acts, regulations and policies. Review the process of recording and safeguarding assets. Evaluate adequacy and effectiveness of internal controls,

**CUSTOMER CARE OFFICER: COMMUNICATION SERVICES  
SUB - COMPONENT: MEDIA AND STRATEGY**

*Ref No: DRPW 28/02/2018*

*Centre: Head Office (Bhisho)*

*Salary Notch: R226 611- R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** An appropriate Bachelor's degree/ National Diploma in Management/Public Management/Social Sciences **OR** Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with at least two (2) years relevant experience in the related field

• A valid Driver's license an added advantage

**KNOWLEDGE AND SKILLS:** • Knowledge of Batho Pele Principles, Knowledge of Customer Care Policy Counselling skills. Communication skills, Report Writing skills. Interviewing skills. Must be willing to travel irregular hours and attend both internal and intergovernmental activities. Skills counselling skills. Communication skills. Report Writing skills. Interviewing skills

**KPA's:** • Handle complaints as per the complaints handling strategy. Refer complaints to relevant officials. Follow ups by letters telephone and re- faxing of complaints registered to adhere to turn around time. Implement the Batho Pele Principles. Compile weekly, monthly and quarterly customer care reports. Distribution of Departmental Publications. Logistical support provided

**WORKS INSPECTOR X1 POST**

*Ref No: DRPW 18/02/2018, Centre: OR Tambo Regional Offices (Mthatha),*

*Salary Notch: R183 558.00 per annum (Salary Level 6)*

**REQUIREMENTS:** A National Diploma in Mechanical Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate. Knowledge of Air Conditioning, Refrigeration and Boilers is necessary. Ability to read, interpret drawings, layouts and specifications. A valid driver's license

**KPA's:** Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyse problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment

**LEGAL ADMINISTRATION OFFICER GR 1; MR -1**

*Component: Legal Services*

*Ref No: DRPW 19/08/2018, Centre: Head Office (Bhisho)*

*Salary Notch of R 174 606 per annum (OSD)*

**REQUIREMENTS:** An LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous legal experience is required.

**KPA's: Functional Duties: Must be able to:** Display and understanding of drafting legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Display knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instruction, and discuss these with the supervisor. Accurately document an interview and all advice given.

**Generic- Must be able to:** Achieve excellence in delivering the planned customer service outcomes (i.e. service level and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing telecommunication, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning.

**ARTISAN: BRICKLAYER (GRADE A)**  
**COMPONENT: CONSTRUCTION**

*Ref No: DRPW 20/02/2018, Centre: OR Tambo Regional Office (Port St Johns Depot)*

*Salary Notch: R167 778.00 per annum (OSD)*

**REQUIREMENTS:** • Appropriate Trade Test Certificate • Valid driver's license.

**KNOWLEDGE AND SKILLS:** • Technical analysis knowledge. • Technical report writing • Production, process knowledge and skills • Problem solving and analysis • Communication • Decision making • Team work

**KPA's:** • **Design:** • Produce designs according to client specification and within limits of production capability.

**Production:** • Produce objects with material and equipment according to job specification and recognized standards. • Quality assurance of produced objects. **Maintenance-** • Inspect equipment and/or facilities for technical faults. • Repair equipment and facilities according to standards. • Test repair equipment and/or facilities against specifications. • Service equipment and/or facilities according to schedule. • Quality assure serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** • Compile and submit reports; • Provide inputs to the operational plan; • Keep and maintain job record/register; and • Supervise and mentor staff **Maintain expertise:** • Continuous individual development to keep up with new technologies and Procedures.

**REGISTRY CLERK: PERSONNEL REGISTRY X5 POSTS**  
**COMPONENT: HUMAN RESOURCE PRACTICES AND ADMINISTRATION**

*Ref No: DRPW 29/02/2018, X1 post, Centre: Head Office (Bhisho)*

*Ref No: DRPW 30/02/2018, X4 posts, Centre: OR Tambo Regional Office (Mthatha)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Grade 12 (Senior Certificate) or equivalent with 3-5 years' relevant experience • Ability to work under pressure • Ability to handle confidential correspondence • Good communication skills (verbal and written) • Experience in working in registry will be an added advantage

**KPA's:** • Opening of files and replacement of worn covers • Accurate and neat filling of correspondence in files • Ensure that files requested reach those officials as soon as possible • Ensure that files requested are recorded in the Register • Dispatching of outgoing items / correspondence • Noting of correct reference numbers on all incoming correspondence • Making follow ups on all files requested and not returned after five working days

**PERSONNEL OFFICER (X8 POSTS)**  
**COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 31/02/2018, Centre: Amathole Regional Offices (East London) X2 POSTS*

*Ref No: DRPW 32/02/2018, Centre: Alfred Nzo Regional Offices (Mount Ayliff) X1 POST*

*Ref No: DRPW 33/02/2018, Centre: OR Tambo Regional Offices (Mthatha) X5 POST*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Human Resource Management/ Public Management/ Public Administration/Social Sciences with 1-2 years' relevant experience in Human Resources preferably in Staff Provisioning and Conditions of Services OR Grade 12 (Senior Certificate) with 3-5 years'

relevant experience in Staff Provisioning and Conditions of Services • Knowledge of Records Management and understanding of Conditions of Service and staff provisioning • A fair understanding of Public Service Regulations and HR policies • Knowledge and ability to use Persal functions.

**KNOWLEDGE AND SKILLS:** • Computer literacy • Good communication skills • Problem solving • Good interpersonal relations • Attention to detail.

**KPA's:** • Responsible for a variety of administrative duties related to staff provisioning and conditions of service. • Ensure correct remuneration of staff in the Department • Maintenance of establishment on Persal system • Maintain accurate HR records on all assigned activities • Ensure efficient and effective processing of service benefits and incentives of all employees • Administer HR processes at operational level. • Perform any other duties that may be assigned. Administer leaves and PILIR cases in the region

**PERSONNEL OFFICER (X2 POSTS)**  
**COMPONENT: HUMAN RESOURCE DEVELOPMENT**

*Ref No: DRPW 34/02/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Bachelor's Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management with at least 1-2 years' relevant experience in rendering Human Resource Development functions OR Grade 12 (Senior Certificate) or NCV certificate with a minimum of 3-5 years' relevant experience in rendering Human Resource Development functions.

**KNOWLEDGE AND EXPERIENCE:** • Public Service Act • Public Service Regulations • PFMA and Regulations • White Paper on transformation of Public Service • Basic Condition of Employment Act • Employment Equity Act • Skills Development Act. • Knowledge of and experience in HRD Strategy, implementation and monitoring. • **Knowledge of:** - Bursary scheme administration • Skills Development planning and implementation • Workplace Skills Plan development and administration. • Public Service transformation and management • Project Management • Batho Pele Principles and Knowledge of Persal System and • Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook.

**KPA's:** • Assist in coordination of training and development programmes for the department. • Assist in facilitating implementation of skills development policies, strategies and plans. • Capture quarterly Performance Agreements and reviews in Head Office. • Perform a secretariat function during the moderation process. • Assist in development Workplace Skills Plans) and Annual Training Report. • Arrange and attend Skills Development meetings, including departmental committees. • Produce employee training quarterly and annual reports. • Coordinate implementation of Induction Programmes. • Coordinate and administer bursaries, PMDS training, internship and learnership programmes. • Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. • Develop and maintain training databases.

**DATA CAPTURER X20 POSTS**  
**COMPONENT: EXPANDED PUBLIC WORKS PROGRAMME**

*Ref No: DRPW 35/02/2018, X5posts – Amathole Regional Office (East London)*

*Ref No: DRPW 36/02/2018, X3 posts – Alfred Nzo Regional Office (Mount Ayliff)*

*Ref No: DRPW 37/02/2018, X3 posts – Sara Baartman Regional Office (Port Elizabeth)*

*Ref No: DRPW 38/02/2018, X6 posts – OR Tambo Regional Office (Mthatha) - (X4 POSTS COMMUNITY DEVELOPMENT AND X2 POSTS PROVINCIAL COORDINATION)*

*Ref No: DRPW 39/02/2018, X3 posts – Joe Gqabi Regional Office (Sterkspruit)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** Grade 12 (Senior Certificate) with 3-5 years relevant experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude

**KPA's: Provide administrative support services:** Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. **Provide routine and administrative maintenance services:** Update and file records. Continuous updating of information on computer for reporting purposes. Maintain EPWP database. Retrieve information require

**FINANCE CLERK X7 POSTS**  
**COMPONENT: FINANCIAL ACCOUNTING**

*Ref No: DRPW 40/02/2018, Centre: Head Office (Bhisho) x6 posts*

*Ref No: DRPW 41/02/2018, Centre: Sara Baartman Regional Office (Port Elizabeth) x1 post*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** National Diploma in Accounting/ Auditing/ Financial Information Systems with 1-2 years relevant experience or Grade 12 (Senior Certificate) with 3-5 years' experience in relevant field. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

**KPA's:** Render financial support services within the institution. Conduct balancing and banking all money. Received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

**ADMINISTRATION CLERK (X5 POSTS)**  
**COMPONENT: PROVINCIAL COORDINATION**

*Ref No: DRPW 42/02/2018, Centre: O.R. Tambo Regional Office (Mthatha)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • Grade 12 (Senior Certificate) with 3 - 5 years' relevant experience. • Basic knowledge of administrative processes. • Computer literacy. • Good communication (verbal and written) and report writing skills. • Interpersonal relationship. Knowledge of the Expanded Public Works Programme (EPWP).

**KPA's:** • Provide administrative support services. • Draft routine correspondence and track records submitted for processing. • Arrange stakeholder engagement meetings with public bodies. • Check EPWP compliance on projects. • Handle routine procurement matters. • Ensure safe keeping of all records. • The candidate will also be required to provide Social Facilitation support.

**PROVISIONING ADMINISTRATION CLERK**  
**COMPONENT: LOGISTICS**

*Ref No: DRPW 43/02/2018, Centre: O.R. Tambo Regional Office (Mthatha)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • Grade 12 (Senior Certificate) with 3 - 5 years' relevant experience in Inventory and Logis system. • Sound Knowledge of Supply Chain Management processes, Inventory management, Public Finance Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

**KPA's:** • Procurement of all goods and services. • Processing of orders. • Issuing of stores and reconciliation. • Update ledgers and bin cards, capturing of requisitions on Logis, create and print orders on Logis system,

### **ADMINISTRATION CLERK (X3 POSTS)**

#### **COMPONENT: BUILDINGS**

*Ref No: DRPW 44/02/2018, Centre: O.R. Tambo Regional Office (Mthatha)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • Grade 12 (Senior Certificate) with 3-5 years' relevant experience. • Basic knowledge of administrative processes. • Computer literacy. • Good communication (verbal and written) and report writing skills. • Interpersonal relationship.

**KPA's:** • Provide administrative support services. • Draft routine correspondence and track records submitted for processing. • Write memorandums and compile monthly reports. • Handle routine procurement matters. • Ensure safe keeping of all records.

### **PROVISIONING ADMINISTRATION CLERK: DEMAND MANAGEMENT (X6 POSTS)**

#### **COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 45/02/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree / National Diploma in Supply Chain Management /Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of 1-2 years relevant experience OR Grade 12 (Senior Certificate) with 3-5 years' relevant experience in Supply Chain Management • Computer skills in Microsoft Office Applications • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts •

**KPA's:** • Assist in compilation of procurement plans. • Assist in compilation of quotation documents for informal tenders • Place adverts for tenders • Open process file for every approved project • Maintain tender register and compile monthly reports on bids awarded • Record all incoming request • Compile quotation form and submit to Acquisition Management

### **PROVISIONING ADMINISTRATION CLERK: LOGISTICS MANAGEMENT (X5 POSTS)**

#### **COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 46/02/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma) in Commerce/ Supply Chain Management/ Logistics Management/ Auditing/ Public Administration with a minimum of 1-2 years' relevant experience in Supply Chain Management OR Grade 12 (Senior Certificate) with a 3-5 years' relevant experience in Supply Chain Management • Computer skills in Microsoft Office Applications • Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts

**KPA's:** •Implementation of Logistical procedures/ policies in procurement • Processing, capturing and authorization of internal requisitions on the Logis System. • Ensure these are processed according to prescribed procedures and policies • Issuing and receipts of goods and services • Posting of the receipts and issuing of goods and services on LOGIS, after services are rendered • Authorization of procurement advices on the LOGIS system • Capturing of quotations on the LOGIS system •Ensure that correct ICN numbers are used before capturing and authorization of requests •Handling queries and advice clients on procedures. • Ensure accurate capturing of data on the LOGIS System.

### **ADMINISTRATION CLERK**

#### **COMPONENT: STAKE HOLDER RELATIONS**

*Ref No: DRPW 47/02/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**Requirements:** Grade 12 with 3-5 years' experience in the Public sector. Bachelor Degree/ or Diploma in Administration will be an added advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. A valid Driver's license (Code 8).

**KPA's: Provide administrative support services:** Draft routine correspondence (type documents). Receive, register and track records of all correspondence submitted to the Office of the HOD. Maintain the document management System and ensure safe keeping of information. Facilitate and Co-ordinate Procurement of Goods and Services for the Office. Distribute correspondence to various sections in the Department including other stakeholders within the Province. Render a messenger service in the HODs office.

### **CLEANERS X84 POSTS COMPONENT: OFFICE SERVICES**

*Ref No: DRPW 48/02/2018, Centre: OR Tambo Regional Office (Mthatha) X46 Posts*  
*Ref No: DRPW 49/02/2018, Centre: OR Tambo Regional Office (Libode Depot) X10 Posts*  
*Ref No: DRPW 50/02/2018, Centre: OR Tambo Regional Office (Qumbu Depot) X7 Posts*  
*Ref No: DRPW 51/02/2018, Centre: OR Tambo Regional Office (Port St Johns Depot) X8 Posts*  
*Ref No: DRPW 52/02/2018, Centre: OR Tambo Regional Office (Lusikisiki Depot) X8 Posts*  
*Ref No: DRPW 53/02/2018, Centre: Alfred Nzo Regional Office (Mount Ayliff) X5 Posts*  
*Salary Notch: R 90 234.00 per annum (Salary Level 2)*

**REQUIREMENTS:** Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**KPA's: Provide cleaning services:** Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. **Provide routine general work and compliance services:** Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers /towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. **Provide routine maintenance services:** Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

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#### **CLOSING DATE: 29 MARCH 2018**

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.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 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

Post to: The Director: HR Practices and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Mr M.D Kwaza 040 602 4274

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**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated,

comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

## **DRPW INTERNSHIP PROGRAMME 2018/19 (186 POSITIONS)**

The Eastern Cape Department of Roads and Public Works (DRPW) is contributing towards skills development by providing unemployed graduates with opportunities to gain practical work experience in various skills areas.

Applications are invited from candidates who have completed a 3 year National Diploma/ Bachelor and Honours Degree/ Master's Degree in the following fields:

<b>REGION</b>	<b>FIELD OF STUDY</b>	<b>NO. OF CANDIDATES PER STUDY FIELD</b>	<b>REF. NO.</b>
<b>HEAD OFFICE</b>	Human Resource Management and Development	11	DRPW H/O - 01/03/2018
	Labour Relations	3	DRPW H/O - 02/03/2018
	Financial Management	12	DRPW H/O - 03/03/2018
	Supply Chain Management / Logistics Management	8	DRPW H/O - 04/03/2018
	Strategic Management	2	DRPW H/O - 05/03/2018
	Communications Management	4	DRPW H/O - 06/03/2018
	Public Management / Public Administration / Business Management	10	DRPW H/O - 07/03/2018
	Property Management	4	DRPW H/O - 08/03/2018
	Office Management	8	DRPW H/O - 09/03/2018
	Security Management	6	DRPW H/O - 10/03/2018
	Risk Management	3	DRPW H/O - 11/03/2018
	Internal Audit	4	DRPW H/O - 12/03/2018
	Legal Services	2	DRPW H/O - 13/03/2018
	Information Technology	4	DRPW H/O - 14/03/2018

REGION	FIELD OF STUDY	NO. OF CANDIDATES PER STUDY FIELD	REF. NO.
<b>AMATOLE</b>	Human Resource Management	10	DRPW AMA - 15/03/2018
	Financial Management	6	DRPW AMA - 16/03/2018
	Public Management / Public Administration / Business Management	6	DRPW AMA – 17/03/2018
	Information Technology	2	DRPW AMA – 18/03//2018
	Supply Chain Management / Logistics Management	4	DRPW AMA – 19/03/2018
	Communications Management	1	DRPW AMA – 20/03/2018
<b>SARAH BAARTMAN</b>	Human Resource Management and Development	3	DRPW S/B - 21/03/2018
	Financial Management	3	DRPW S/B – 22/03/2018
	Public Management / Public Administration / Business Management	4	DRPW S/B – 23/03/2018
	Information Technology	1	DRPW S/B – 24/03/2018
	Logistics Management	1	DRPW S/B - 25/03/2018
	Communication Management	1	DRPW S/B – 26/03/2018
	Office Management and Technology	1	DRPW S/B – 27/03/2018
<b>CHRIS HANI</b>	Human Resource Management and Development	3	DRPW C/H - 30/03/2018
	Financial Management	3	DRPW C/H – 31/03/2018
	Public Management / Public Administration / Business Management	2	DRPW C/H – 32/03/2018
	Information Technology	2	DRPW C/H – 34/03/2018
	Supply Chain Management	2	DRPW C/H – 35/03/2018
	Communications	1	DRPW C/H – 36/03/2018
REGION	FIELD OF STUDY (POSITION)	NO. OF CANDIDATES PER STUDY FIELD	REF. No.
<b>JOE GQABI</b>	Human Resource Management and Development	2	DRPW J/G – 37/03/2018
	Financial Management	2	DRPW J/G – 38/03/2018
	Management Public Management / Public Administration / Business Management	2	DRPW J/G – 39/03/2018
	Information Technology	1	DRPW J/G – 40/03/2018

	Supply Chain Management/ Logistic Management	2	DRPW J/G – 41/03/2018
	Communications Management	1	DRPW J/G – 42/03/2018
<b>OR TAMBO</b>	Human Resource Management and Development	4	DRPW O/T – 43/03/2018
	Financial Management	4	DRPW O/T – 44/03/2018
	Information Technology	2	DRPW O/T - 45/03/2018
	Public Management / Public Administration / Business Management	8	DRPW O/T – 46/03/2018
	Supply Chain Management / Logistics Management	6	DRPW O/T – 47/03/2018
	Communications Management	1	DRPW O/T – 48/03/2018
<b>ALFRED NZO</b>	Human Resource Management	3	DRPW A/N – 49/03/2018
	Financial Management	2	DRPW A/N – 50/03/2018
	Public Management / Public Administration / Business Management	3	DRPW A/N – 51/03/2018
	Information Technology	1	DRPW A/N – 52/03/2018
	Supply Chain Management / Logistics Management	2	DRPW A/N - 53/03/2018
	Communications Management	1	DRPW A/N - 54/03/2018
	Property Management	1	DRPW A/N – 55/03/2018

## **PLACEMENT**

**Only Unemployed Graduates between the ages of 18 – 35 will be considered.** Each application should have its own reference number as per the advert below.

## **DURATION**

The internship programme is offered for a period of 12 months. Successful applicants will be required to sign an internship contract with the Eastern Cape Department of Roads and Public Works.

## **REMUNERATION**

Interns will receive a stipend of R 5 000.00 per month.

## **DIRECTIONS TO CANDIDATES:**

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, originally certified copies of all qualification(s) as well as transcript copies [Matric certificate must also be attached] and ID-document. 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, financial/asset record check, qualification/study verification (SAQA). Successful candidates will also be subjected to security clearance processes. The appointment of successful candidates will be subject to positive outcomes on these checks. Applications received after the closing date will not be considered. **No person will be taken if he or she has been in any internship programme.**

**CLOSING DATE: 23 March 2018 @ 15H00**

**APPLICATION FORMS CAN BE SUBMITTED AS FOLLOWS:** 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:

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**DEPARTMENT OF ROADS AND PUBLIC WORKS**

Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

Post to: The Director: HR Practices and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Mr M.D Kwaza 040 602 4274

**NB: No faxed, e-mailed or late applications will be considered. Failure to submit the required documentation will lead to the disqualification of candidates.**

**DEPARTMENT OF EDUCATION**

**PROJECT MANAGER – HISTORIC SCHOOLS RESTORATION (1-year contract)**

*Salary Range: R 657 558.00 – R 774576.00 per Annum (Level 11)*

*(Ref. DOE 01/03/2018) Head Office – Zwelitsha*

**Requirements:** NQF 7 (480 credits) in Social Sciences/Public Administration/Theology. Clear understanding of the role of the church in education. Skills and experience to mobilise education partners and stakeholders. Creating of an education roadmap for improvement of teaching and learning. Experience in working with the department of education. Passion in promoting the concept and vision of the historic schools across money quarters including the church. Driver's licence a requirement.

**KPA's:** Promote the concept and vision of the historic schools. Obtain support of the idea of the historic school's project. Identify the number of pilot schools out of the 24 schools in the province. Initiate annual sessions with principals and leadership of the schools aiming to build a common vision of the church and the community of belonging. Organise alumni of the historic schools to give back and promote culture of excellence. Forge partnership between school community, alumni and founders of the schools (Church)  
Link between government and churches that played a part in the founding schools.

**DEPUTY DIRECTOR – POLICY EVALUATION AND RESEARCH**

*Salary Range: R 657 558.00 – R 774576.00 per Annum (Level 11)*

*(Ref. DOE 02/03/2018) Head Office – Zwelitsha*

**Requirements:** An NQF 7 (480 credits) in Management Sciences/Public Administration. Three years' relevant post qualification experience at Assistant Director level in the area of Strategic Management, Monitoring and Evaluation. A valid driver's license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; , report writing, consolidation and analysis; research and research practice, project, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge of policy analysis, policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi- level diverse organization. Advanced knowledge of modern systems of governance, public management and administration; Knowledge of the relevant policies of the government of the day.

**KPA's:** Formulate, revise, develop and manage policy and research plans with due consideration of the strategic direction of the Department and the Provincial Government. Plan the implementation of education policies and the evaluation of the efficacy of policies. Promote and coordinate departmental research and policy. Conduct cyclic review of all departmental policies and policy gaps. Develop, maintain and align the departmental Research Agenda with the National and Provincial Research Agenda. Develop and maintain

strategic research products. Manage the development of an inventory of key research products and facilitate the process of transfer of knowledge. Take decisions within the regulatory framework of the Public Finance Management Act. Plan, budget and utilize funds for the unit. Liaise with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding education research and policy. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, Districts and relevant Stakeholders. Assist the Director Strategic Planning Policy and Research in the development and training of Public Service management cadres in the Department in relevant research and policy development matters.

### **ASSITANT DIRECTOR – FOOD SAFETY AND TRAINING NSNP (1-year contract position)**

**Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)**  
**(Ref. DOE 03/03/2018) Head Office – Zwelitsha**

**Requirements:** Appropriate NQF 7 (480 credits) in Food Science and Technology/Nutrition with 4 years' experience in a food related field. A Qualification in Food Service would be an added advantage. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. A sound knowledge of the Health and Safety Act (No 85 of 1993), a working knowledge of HACCP and knowledge of relevant policies and regulations is required. Experience in project and financial management is needed. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite.

**Additional Requirement:** The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.

**KPA's:** Collaborate and coordinate activities with Government and other Non-government institutions on health and safety related issues. Facilitate and coordinate capacity building activities. Develop, interpret and implement food safety and hygiene standards. Promote safe transportation of food. Correct handling, storage and waste disposal of food stuff in the programme. Undertake food control inspections during manufacturing, in warehouses and schools' preparation and storage areas. Advice and report. Minimum adherence to specifications for manufacturing of food and storage in warehouses, infrastructure needed for preparation areas inclusive of storage areas in schools. Compile monthly, quarterly and project reports. Perform other assigned duties.

### **ASSITANT DIRECTOR – Dietician NSNP (1-year contract position)**

**Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)**  
**(Ref. DOE 04/03/2018) Head Office – Zwelitsha**

**Requirements:** Appropriate NQF 7 (480 credits) in Dietetics with completion of Community Services. Currently be registered as a Dietician with HPCSA. Four years' experience relevant experience required. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. Experience in project and financial management is needed. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite.

**Additional Requirement:** The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.

**KPA's:** Collaborate and coordinate activities with Government and other Non-government institutions on nutrition and food related issues. Facilitate and coordinate capacity building activities. Quantify service portions for school feeding. Plan meals on large scale, review menus and meals served to learners. Monitor and report on programme implementation. Coordinate and liaison with partners and service providers with regards to feeding in schools. Compile monthly, quarterly and project reports. Perform other assigned duties.

### **GRAPHIC DESIGNER – CORPORATE COMMUNICATION**

**Salary Range: R281 418-R331 497 per annum (Level 08)**  
**(Ref. DOE 05/03/2018) Head Office – Zwelitsha**

**Requirements:** NQF 7 (480 credits) in Graphic Design with 2 years' experience in the graphic design field in a newspaper environment/NQF 6 (360 credits) in Graphic Design with 5 years' experience in the graphic design field in a newspaper environment/Matric with 10 years' experience in the graphic design field in a newspaper environment. Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

**KPA's:** Design and layout of the publication to ensure that the general appearance is in accordance with the guidelines of the ECDoE branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in line with the corporate identity and image of the department. Assist in the development and management of the branding strategy and the support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products.

**NOTE: Shortlisted candidates will be required to bring their portfolio.**

### **PERSONAL ASSISTANT TO THE OFFICE OF DIRECTOR (6 POSTS)**

**STRATEGIC PLANNING, MONITORING AND EVALUATION (Ref DOE 06/03/2018) COMMUNICATIONS & CUSTOMER CARE (Ref DOE 07/03/2018) SCHOLAR TRANSPORT (Ref DOE 08/03/2018) IDS&G (Ref DOE 09/03/2018) AUXILIARY SUPPORT SERVICES (Ref DOE 10/03/2018) COMMUNITY LIAISON (Ref DOE 11/03/2018)**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**  
**Head Office - Zwelitsha**

**Requirements:** NQF 6 (360 credits) with 2 years' experience in secretarial field of rendering a support service to senior management inclusive of internship / learnership programmes/Matric with 5 years' relevant experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy packages such as Microsoft Excel, Power-Point, Ms Word, Internet etc). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours.

**KPA's:** Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management

### **PHOTOGRAPHER – CORPORATE COMMUNICATION**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**  
**Ref DOE 12/03/2018 Head Office - Zwelitsha**

**Requirements:** NQF 6 (360 credits) in photography/communication/marketing with 2-year experience/ Matric with 5 years' experience in the field of photography/communication/marketing. Valid driver's licence.

**KPA's:** Candidate must be multi-skilled in videography, photography and editing of both video and photo. Must have excellent communication skills, problem solving skills, people skills, and have a positive attitude. Deadline driven. Creative and innovation is required. Proven competency in photography. Flexibility to work within the institution. Good written and verbal communication. The candidate must have a proactive approach and the ability to work in a team and independent. The incumbent will be expected to work after hours and travel extensively.

### **ADMIN OFFICER: HOSTELS MANAGEMENT AND SERVICES**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**  
**Ref DOE 13/03/2018 Head Office - Zwelitsha**

**Requirements:** NQF 6 (360 credits) in financial management/budgeting with 1-year experience/Matric with 5 years' experience in the field of financial management, budgeting and planning. Understanding of Public

Finance Management Act and other relevant prescripts. Ability to manage budget of the section. Understanding of the Education Sector will be an added advantage. Computer literacy. Good communication (verbal and written). Good planning skills and ability to work under pressure. Good telephone etiquette and good interpersonal skills.

**KPA's:** Ensure drawing and tabling of budget, utilization of such and reporting thereof for the sub-directorate for each financial year. Ensure compliance to Service Level Agreements entered into by the sub-directorate with service providers (Rand value services correlation). Keep proper record of all financials/briefs of the sub-directorate. Receives and do analysis of districts monthly, quarterly and annual reports/feedback in liaison with Deputy Chief Education Specialist. Draws financial monthly, quarterly and annual reports for sub-directorate.

**ADMIN OFFICER: INDEPENDENT SCHOOLS**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**

**Ref DOE 14/03/2018 Head Office - Zwelitsha**

**Requirements:** NQF 6 (360 credits) in Public Management with 1-year experience in the field of Independent Schools and working with variety of stakeholders/Matric with 5 years' experience in the field of Independent Schools and working with variety of stakeholders. Understanding of Statutory regulations in relation to Independent Schools. Understanding of the Education Sector will be an advantage. Computer literacy. Good communication (verbal and written). Good planning skills and ability to work under pressure. Good telephone etiquette and good interpersonal skills.

**KPA's:** Assisting the Independent Schools Section with Administrative efficiency of the programme implementation. Provide technical support to the section in systems development and application. Provide administrative support to learner data management and transfer of funds appropriately. Development of standardized database and records of Independent schools. General administrative support to the Independent schools' section. Working closely with districts and adhoc visits to trouble shooting areas

**ADMIN OFFICER – WEBSITE**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**

**Ref. DOE 15/03/2018 Head Office – Zwelitsha**

**Requirement:** NQF 6 (360 credits) in journalism/marketing with 2-year experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS)/Matric with 5 years' experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS). The candidate must have knowledge of web usability and quality criteria & principles, knowledge of current affairs and the functioning of government. Planning and organising skills. English writing and subediting skills. Good interpersonal, liaison, communication and information gathering skills.

**KPA's:** The successful candidate will be responsible for identifying, selecting and acquiring information for website and social media. Preparing website and social media content: writing for the web and social media, language & content editing, structuring information. Daily updating and maintaining of the ECDoE website. Contributing to the improvement & development of the ECDoE website. Assist with reviewing website.

**ADMIN OFFICER – POLICY EVALUATION AND RESEARCH**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**

**Ref. DOE 16/03/2018 Head Office – Zwelitsha**

**Requirements:** NQF 6 (360 credits) in Management Sciences or Public Administration with 1-year experience in Policy Evaluation and Research/Matric with 5 years' experience in Policy Evaluation and Research. A valid driver's license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; report writing, consolidation and analysis; research and research practice, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills. Knowledge of the relevant policies of the government of the day.

**KPA's:** Developing Terms of Reference for Research. Establish and give support to the Research Committee. Develop a calendar for the Research Committee. Identify research areas in collaboration with research stakeholders. Plan, Conduct and promote education research. Receive, capture and compile a presentation on

received research applications for the Research Committee. Manage all logistics, take minutes and follow up resolutions of the Research Committee meetings. Make recommendations to the Head of Department for approval of research requests. Ensuring that research documents are available on the Departmental website. Maintaining and updating the Departmental Research database. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Compile and submit research reports to the Research Committee, Chief Director, Programme Manager and the Head of Department. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Attend to administration aspects pertaining to the sub-directorate. Analyse and assess the impact of policies and determine the adequacy in meeting the needs of education. Manage the budget of the sub directorate. Provide support to time bound initiative led by the Director and the Deputy Director: Strategic Planning, Policy, Research and Secretariat Services.

### **PRINCIPAL PERSONNEL OFFICER – HR RECRUITMENT**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**

**(Ref. DOE 17/03/2018) • Head Office – Zwelitsha**

**Requirements:** NQF 6 (360 credits) in Human Resource Management with 1-year experience/Matric with 5 Years relevant experience in recruitment section. Computer literate (Excel, Word and Power point. A valid driver licence pre-requisite.

**Competencies:** Excellent writing skills and grounded knowledge or PERSAL system.

**KPA's:** Facilitate and Implement recruitment procedures. Render a secretariat services with accurate advice and guidance during selection process. Knowledge of Public Service Act, Educators Act and Public Financial Management. Computer literacy (MS Excel, MS Word). Good written and communication skills. Must be able to work under pressure and meet tight deadlines. Ensure the availability of funds before advertising the post(s). Oversee and coordinate posts to be advertised. human resource issues. Compliance to HR procedures and policies and assist in the improvement, development, implementation and monitoring of departmental HR policies and practices. Supervise subordinate and quality assure their work. Submit monthly, quarterly and annual reports.

### **PRINCIPAL PERSONNEL OFFICER – CONDITIONS OF SERVICE**

**Salary Range: R226 611 – 266 943 per annum (Level 07)**

**(Ref. DOE 18/03/2018) Head Office – Zwelitsha**

**Requirements:** NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in conditions of service section. Computer literate (Excel, Word and Power point. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration• Practical working knowledge of PERSAL with Introduction to Persal certificate attached is a prerequisite. Good written and verbal communication skills. Ability to work under pressure. Ability to handle confidential correspondences. Proven knowledge of E-Channel or Pension Case Management

**Competencies:** Excellent writing skills and grounded knowledge or PERSAL system.

**KPA's:** Implementation of Service Benefits: Such as Processing of Subsistence & Travel Allowances claims, Processing of fuel claims of members of the MMS and SMS, Processing of Resettlement Claims for the whole province. Administration of Injury on Duty cases and processing of claims from Medical Doctors and Hospitals. Terminations of Service due to resignations, retirements, discharge and death. Withdrawal of Pension Benefits. Approve transactions on PERSAL and verify payments and advice. Ensure credibility of Human Resource information and personnel records. Compile and Provide accurate monthly reports. Manage performance of the subordinates in line with performance management and development system. Compile submission in relation to conditions of service. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.

## **PRINCIPAL PERSONNEL OFFICER – REGISTRY**

*Salary Range: R226 611 – 266 943 per annum (Level 07)*

*(Ref. DOE 19/03/2018) Head Office – Zwelitsha*

**Requirements:** NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in clerical/Registry section. Computer literate (Excel, Word and Power point. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration• Good Planning and organizing skills. Willing to work with and for people from various directorates and districts. Good Customer Care and written and verbal communication skills. A valid Code 8 (EB) driver's license will be an added advantage. Ability to handle confidential correspondences.

**KPA's:** Supervise staff and provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

## **PERSONNEL OFFICER – APPOINTMENTS AND CONDITIONS OF SERVICE**

*Salary Range: R152 862-R180 063 per annum (Level 5)*

*REF: DOE 20/03/2018 Centre: Head Office (Zwelitsha)*

**Requirements:** Grade 12 Certificate with 3 years relevant experience. Knowledge of Human Resources Administration and understanding of Conditions of Service. A fair understanding of public service Regulations, Public Service Act, PAM, Educators Act and other legislations governing Human Resource Administration in Department of Education. Computer literacy. Understanding of PERSAL will be an added advantage.

**KPA's:** Responsible for a variety of administrative duties related to Appointments and conditions of service. Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Medical Aid benefits, etc.). Implementation of various Appointments. Ensure correct remuneration of staff in the Department. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.

## **PERSONNEL OFFICER – REGISTRY**

*Salary Range: R142 461 180 063 per annum (Level 05)*

*(Ref. DOE 21/03/2018) • Head Office – Zwelitsha*

**Requirements:** A grade 12 certificate or equivalent. No experience required. Good communication skills (written and verbal skills) and a good command of English language

**KPA's:** Provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function.

## **ADMINISTRATIVE CLERK: SCHOLAR TRANSPORT**

*Salary Range: R142 461 180 063 per annum (Level 05)*

*(Ref. DOE 22/03/2018) • Head Office – Zwelitsha*

**Requirements:** Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

**KPA's:** Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate.

Act as a team player contributing to the holistic outcomes of the sub-directorate. Maintain and collate authentic data for learners and educators involved in Learner Transport Programme. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

### **ADMINISTRATIVE CLERK: OFFICE OF DDG: IOM**

**Salary Range: R142 461 180 063 per annum (Level 05)**

**(Ref. DOE 23/03/2018) • Head Office – Zwelitsha**

**Requirements:** Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

**KPA's:** Provide financial administration support services in the component. Capture and update expenditure in component. Provide personnel administration clerical support services within the component. Provide supply chain clerical support services within the component. Render general clerical support services. Capture documentation for processing and information using spread sheet to ensure that the information is captured correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate. Act as a team player contributing to the holistic outcomes of the sub-directorate. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

### **ADMINISTRATIVE CLERK (9 POSTS)**

**Salary Range: R142 461 180 063 per annum (Level 05)**

**Various school hostels in province**

DISTRICT	SCHOOL NAME	NO OF POST	REF NO
OR TAMBO INLAND	DALINDYEBO	1	DOE 24/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	1	DOE 25/03/2018
NELSON MANDELA BAY MUNICIPALITY	HUISE	1	DOE 26/03/2018
NELSON MANDELA BAY MUNICIPALITY	ST COLMICILE	1	DOE 27/03/2018
CHRIS HANI WEST	MARIA LOUW	1	DOE 28/03/2018
SARAH BAARTMAN	JANSENVILLE	1	DOE 29/03/2018
SARAH BAARTMAN	PEARSTON	1	DOE 30/03/2018
SARAH BAARTMAN	AEROVILLE	1	DOE 31/03/2018
SARAH BAARTMAN	WILLOWMORE PRIMARY	1	DOE 32/03/2018
<b>TOTAL</b>		<b>9</b>	

**Requirements:** Grade 12 certificate with 5 years in administrative experience. Diploma will be an added advantage. Computer Literacy (MS Word and Excel). Knowledge of finances. An understanding of Public Finance Management Act (PFMA). Basic Conditions of Employment Act. An understanding of Government priorities educational policies and Public Service principles. An understanding of Public Service principles. Good planning skills and be able to work under pressure. Willing to work with and for learners with special education needs (disabled learners). Good communication and negotiating skills (written and verbal), good customer care. Present good telephone etiquette and good interpersonal skills. Promote welfare of learners. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

**KPA's:** Responsible for assisting unit with administrative duties, render photocopying and faxing services. Supervision and control of subordinates; Leave management, Performance management, Records management and Financial management. Managing subsidies / funds transferred to the school by the department. Prepare school budget and initiate procurement processes. Assist in administration. Reconcile, balance and prepare monthly and quarterly reports /quarterly financial statements and budget estimates. Organizing parent's meetings and keep minutes of the meetings. Ordering of text books, stationery, other equipment and distribution of stationery. Procurement and provisioning of office goods /resources. Document management such as typing, filling, reception, scanning, faxing, record keeping of school, staff and learner

issues. Ensure safe keeping of all documentation in the office and answering phones. Capturing data and keeping data base. Compilation of general office correspondence such as memorandums, submissions, invitations, notices and letters.

### **SENIOR HOUSEKEEPING SUPERVISOR (12 POSTS)**

*Salary Range: R127 851-R150 606 per annum (Level 04)*

*Various school hostels in province*

DISTRICT	SCHOOL NAME	NO OF POST	REF NO
OR TAMBO INLAND	DALINDYEBO	1	DOE 33/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	1	DOE 34/03/2018
NELSON MANDELA METRO	HUISE	1	DOE 35/03/2018
ALFRED NDZO	OSBORN	1	DOE 36/03/2018
ALFRED NDZO	MVENYANE	1	DOE 37/03/2018
OR TAMBO INLAND	SHAWBURY	1	DOE 38/03/2018
SARAH BAARTMAN	WILLOWMORE SSS	1	DOE 39/03/2018
SARAH BAARTMAN	ABERDEEN	1	DOE 40/03/2018
SARAH BAARTMAN	DALEVIEW	1	DOE 41/03/2018
SARAH BAARTMAN	JANSENVILLE	1	DOE 42/03/2018
SARAH BAARTMAN	PEARSTON	1	DOE 43/03/2018
SARAH BAARTMAN	AEROVILLE	1	DOE 44/03/2018
<b>TOTAL</b>		<b>12</b>	

**Requirements:** A minimum of Grade 10/Std 8. Good communication skills and Good Customer Care Ability to learn. Willingness to work with learners. An understanding of Public Service Principles

**KPA's:** Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners.

### **HOUSEKEEPING SUPERVISOR/MOTHER/FATHER (14 POSTS)**

*Salary Range: R107 886-R127 086 per annum (Level 03)*

*Various school hostels in province*

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NO
OR TAMBO INLAND	DALINDYEBO	1	DOE 45/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	1	DOE 46/03/2018
NELSON MANDELA METRO	ST COLMICILE	1	DOE 47/03/2018
ALFRED NZO	MVENYANE	1	DOE 48/03/2018
OR TAMBO INLAND	JONGILIZWE	1	DOE 49/03/2018
OR TAMBO INLAND	NGANGELIZWE	1	DOE 50/03/2018
AMATHOLE EAST	BLYTHSWOOD	1	DOE 51/03/2018
SARAH BAARTMAN	WILLOWMORE SSS	2	DOE 52/03/2018
SARAH BAARTMAN	ABERDEEN	2	DOE 53/03/2018
SARAH BAARTMAN	PEARSTON	1	DOE 54/03/2018
SARAH BAARTMAN	AEROVILLE	1	DOE 55/03/2018
SARAH BAARTMAN	WILLOWMORE PRIMARY	1	DOE 56/03/2018
<b>TOTAL</b>		<b>14</b>	

**Requirements:** A minimum of Grade 10 / Std 8. Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. An understanding of Public Service principles. Good communication skills, be friendly and have good customer care. Ability to work as part of the team. Promote welfare of learners and motivate learners to build self-esteem. Acceptance of responsibility and be able to identify learner needs and strengths. Create opportunities for learners to participate in activities. Have

the ability to do the right thing all the time. Choose to make a difference. An understanding of Batho Pele Principles

**KPA's:** Has a responsibility to take care of learners after school and at night. Assist and train learners with dressing, feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Sort out and supply clean linen, clothes and repair clothing of learners. Observe children all time and take care of them when sick. Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc. Has a responsibility to take care of learners during day, after school and at night. Have patience and willingness to support learners unconditionally. Promote welfare and uphold the rights of learners. Assist learners with mobility and orientation in school with hostels. Make sure that the learners are on time for school, in proper clean and ironed uniform. Marking of all children's clothes, shelve packing, keep record of all linen, equipment and supervision over laundry. Any pressure sores or illness must be reported immediately. Responsible for stock taking. Responsible for stock taking, supply, sort out clean linen and clothes to learners. Escort /accompany sick learners to hospital / clinic and town. Drawing up of working schedules and making of relief arrangements. Good communication skills and Good Customer Care. Control and keep record and registers up to date.

### **CARETAKER/HANDYMAN (13 POSTS)**

**Salary Range: R107 886-R127 086 per annum (Level 03)**

*Various school hostels in province*

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NO
OR TAMBO INLAND	DALINDYEBO	1	DOE 57/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	1	DOE 58/03/2018
NELSON MANDELA METRO	ST COLMICILE	1	DOE 59/03/2018
BUFFALO CITY	BYLLETTS	1	DOE 60/03/2018
SARAH BAARTMAN	ALEXANDRIA	1	DOE 61/03/2018
OR TAMBO INLAND	JONGILIZWE	1	DOE 62/03/2018
OR TAMBO INLAND	SHAWBURY	1	DOE 63/03/2018
OR TAMBO INLAND	NGANGELIZWE	1	DOE 64/03/2018
AMATHOLE EAST	BLYTHSWOOD	1	DOE 65/03/2018
CHRIS HANI WEST	MARIA LOUW	1	DOE 66/03/2018
CHRIS HANI WEST	FREEMANTLE	1	DOE 67/03/2018
SARAH BAARTMAN	WILLOWMORE SSS	1	
<b>TOTAL</b>		<b>12</b>	

**Requirements:** A minimum of Grade 8/STD 6. Good communication skills. Ability to learn Willingness to work with learners and staff members.

**KPA's:** Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.

### **SECURITY OFFICERS (5 POSTS)**

**Salary Range: R107 886-R127 086 per annum (Level 03)**

*Various school hostels in province*

DISTRICT	SCHOOL NAME	NO OF POST	REF NO
BUFFALO CITY	BYLLETTS	1	DOE 68/03/2018
OR TAMBO INLAND	SHAWBURY	1	DOE 69/03/2018
CHRIS HANI WEST	FREEMANTLE	2	DOE 70/03/2018
SARAH BAARTMAN	WILLOWMORE SSS	1	DOE 71/03/2018
<b>TOTAL</b>		<b>5</b>	

**Requirements:** A minimum of Grade 10/Std 8. Good communication skills, good customer care. An understanding of Public Service principles. Have the ability to do the right thing all the time. Choose to make a difference. Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem.

**KPA's:** Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

### **GENERAL WORKERS/CLEANERS (69 POSTS)**

**Salary Range: R90 234-R106 290 per annum (Level 02)**

*Various school hostels in province*

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NO
OR TAMBO INLAND	DALINDYEBO	3	DOE 72/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	2	DOE 73/03/2018
NMM	ORANGE HOF	2	DOE 74/03/2018
ALFRED NZO	OSBORN	3	DOE 75/03/2018
NELSON MANDELA METRO	ST COLMICILE	3	DOE 76/03/2018
BUFFALO CITY	BYLLETTS	3	DOE 77/03/2018
SARAH BAARTMAN	ALEXANDRIA	2	DOE 78/03/2018
ALFRED NZO	MVENYANE	3	DOE 79/03/2018
OR TAMBO INLAND	JONGILIZWE	3	DOE 80/03/2018
OR TAMBO INLAND	SHAWBURY	3	DOE 81/03/2018
OR TAMBO INLAND	MTHATHA TECH	3	DOE 82/03/2018
OR TAMBO INLAND	NGANGELIZWE	3	DOE 83/03/2018
AMATHOLE EAST	BLYTHSWOOD	3	DOE 84/03/2018
CHRIS HANI WEST	MARIA LOUW	3	DOE 85/03/2018
BUFFALO CITY	BRAIDBACHT	3	DOE 86/03/2018
AMAHLATHI	ST MATTHEWS	3	DOE 87/03/2018
CHRIS HANI	NYANGA	3	DOE 88/03/2018
CHRIS HANI WEST	MICHAUSDALE	3	DOE 89/03/2018
CHRIS HANI WEST	MIDDELANSE	3	DOE 90/03/2018
ALFRED NZO WEST	MAKAULA	3	DOE 91/03/2018
CHRIS HANI EAST	DALIWONGA	1	DOE 92/03/2018
CHRIS HANI WEST	NTSOKOTHA	2	DOE 93/03/2018
CHRIS HANI WEST	MT AUTHOR	2	DOE 94/03/2018
SARAH BAARTMAN	WILLOWMORE SSS	2	DOE 95/03/2018
SARAH BAARTMAN	DALEVIEW	1	DOE 96/03/2018
SARAH BAARTMAN	JANSENVILLE	2	DOE 97/03/2018
SARAH BAARTMAN	PEARSTON	1	DOE 98/03/2018
SARAH BAARTMAN	WILLOMORE PRIMARY	1	DOE 99/03/2018
<b>TOTAL</b>		<b>69</b>	

**Requirements:** A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to

participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

**KPA's:** Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

### **FOOD SERVICES AIDES (28 POSTS)**

**Salary Range: 90 234 – 106 290 per annum (Level 02)**

**Various school hostels in province**

DISTRICT	SCHOOL NAME	NO OF POST	REF NO
OR TAMBO INLAND	DALINDYEBO	1	DOE 100/03/2018
AMATHOLE WEST	FORT BEAUFORT PRIMARY	1	DOE 101/03/2018
NELSON MANDELA METRO	DOUKAMMA	1	DOE 102/03/2018
NELSON MANDELA METRO	HUISE	1	DOE 103/03/2018
NELSON MANDELA METRO	ORANGE HOF	1	DOE 104/03/2018
ALFRED NDZO	OSBORN	1	DOE 105/03/2018
NELSON MANDELA METRO	ST COLMICILE	1	DOE 106/03/2018
BUFFALO CITY	BYLLETTS	1	DOE 107/03/2018
SARAH BAARTMAN	ALEXANDRIA	1	DOE 108/03/2018
ALFRED NDZO	MVENYANE	1	DOE 109/03/2018
OR TAMBO INLAND	JONGILIZWE	1	DOE 110/03/2018
OR TAMBO INLAND	SHAWBURY	1	DOE 111/03/2018
OR TAMBO INLAND	MTHATHA TECH	1	DOE 112/03/2018
OR TAMBO INLAND	NGANGELIZWE	1	DOE 113/03/2018
AMATHOLE EAST	BLYTHSWOOD	1	DOE 114/03/2018
CHRIS HANI WEST	MARIA LOUW	1	DOE 115/03/2018
BUFFALO CITY	BRAIDBACHT	1	DOE 116/03/2018
AMATHOLE	ST MATTHEWS	1	DOE 117/03/2018
CHRIS HANI	NYANGA	1	DOE 118/03/2018
CHRIS HANI WEST	MICHAUSDALE	1	DOE 119/03/2018
CHRISS HANI WEST	MIDDELANSE	1	DOE 120/03/2018
ALFRED NZO WEST	MAKAULA	1	DOE 121/03/2018
CHRIS HANI EAST	DALIWONGA	1	DOE 122/03/2018
CHRIS HANI WEST	NTSOKOTHA	1	DOE 123/03/2018
CHRIS HANI WEST	MT AURTUR	1	DOE 124/03/2018
CHRIS HANIE WEST	FREEMANTLE	1	DOE 125/03/2018
SARAH BAARTMAN	DALEVIEW	1	DOE 126/03/2018
SARAH BAARTMAN	WILLOWMORE PRIMARY	1	DOE 127/03/2018
<b>TOTAL</b>		<b>28</b>	

**Requirements:** To promote healthy lifestyles and good nutrition in schools. Able to draw a healthy and balanced diet. Willingness to work and cater for learners with special education needs (disabled learners). Ability to learn. An understanding of Public Service principles. Acceptance of responsibility and be able to identify learner needs and strengths. Acknowledge and respect differences in learners with disabilities. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Must have the ability to do the right thing all the times. Choose to make a difference. Good communication skills, good customer care.

**KPA's:** Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and

packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children

**GENERAL WORKERS/CLEANERS- NSNP LSPID (1 YEAR CONTRACT POSITION) (3 POSTS)**

**Salary Range: R90 234-R106 290 per annum (Level 02)**

**(Ref. DOE 128/03/2018) Head Office – Zwelitsha**

**Requirements:** A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

**KPA's:** Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

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**CLOSING DATE: 29 MARCH 2018 @ 15H00**

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.ecdoe.gov.za](http://www.ecdoe.gov.za)  
Applications can be forwarded through one of the following options:

**DEPARTMENT OF EDUCATION**

Hand Delivery: Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Post to: Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Enquiries: Mrs NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548)

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

be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions.**