



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER OF THE EASTERN CAPE

HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT

Salary Range: R1 689 750 – R 1 903 506 (Level 16) plus a non-pensionable HoD allowance equal to 10% of the package

(Five-year performance based contract)

(Ref. HoD/DSD/1/2017) Head Office – King William's Town

Minimum Requirements: An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA • 8 to 10 years relevant experience at a senior and executive managerial level (at least 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996) • The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator, a servant leader whose predisposition is to serve the poorest of the poor with distinction and empathy. Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License

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

KPA's: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Social Development and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Provision of social development services to individuals, groups and communities to enable them to enjoy an acceptable quality of life and become self-reliant, with the primary focus on the poor, vulnerable and socially excluded • Provision of social welfare services (promotive, preventive, palliative, rehabilitative, therapeutic) • Provision of comprehensive social security services • Community development facilitation and support • Poverty and inequality eradication • Prevention and mitigation of the effects of HIV / AIDS on vulnerable groups • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Social Development • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Management of Provincial Transversal programs and transformational priorities • Implementation of Minimum Information Security Standards (MISS) • Efficiently managing corporate services in the department.

DEPARTMENT OF ROADS AND PUBLIC WORKS

CHIEF DIRECTOR: OPERATIONS

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

Ref No: DRPW 01/06/2017, Head Office (Bhisho)

Minimum Requirements: • The candidate must be in possession of Bachelor Degree in Public Management/ Administration (NQF level. 7) or equivalent qualifications with at least 5 years' experience as a Director in a Public Sector • Post graduate diploma in project management will be an added advantage • A Valid Driver's License

Knowledge and Skills: • Functioning of government Programme management • Project Management • Financial Management • General Management skills • Computer skills • Report writing skills • Communication (verbal and written) • Marketing • Interpersonal skills • Decision making skills • Lobbying skills • Diplomatic skills • Programme and Project Management skills

•Service delivery innovation and analytical thinking skills • Policy development, implementation and analysis • Negotiation and motivation

Values: •Ability to work under pressure •Ability to communicate at all levels; including the highest political levels •People orientated •Analytical thinking •Hard-working •Self Driven •Self-motivated •Honesty and Integrity •Professionalism •Commitment • Assertiveness

KPA'S : **1. Manage and guide the implementation of the strategic plan:** Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target • Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions • Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures • Monitor overall performance and monitor progress in implementing interventions **2. Departmental operations are efficient and effective:** • Ensure the formulation, implementation and continuous review of best practices, policies and procedures • Develop and implement performance guideline and standards on operational management. **3. Manage records of the Department:** •Develop and maintain the Department's Records Management Policies procedures and systems • Ensure Department's records management practices comply with the National Archives and Records Service Act 1996. • Develop and maintain the Department's file plan •Act as a Custodian of all Departmental records •Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS) **4. Manage the Project Management Office (PMO)** •Ensure the establishment and operation of a PMO as a knowledge repository of Project Management practices with a province-wide mandate •Ensure the PMO is an effective custodian of the Department's Project Management Frameworks •Manage delivery on the Department's portfolio of projects through.

DEPUTY DIRECTOR (1 Year Contract)

Sub-component: Project Accounting

Centre: Head Office (Bhisho)

An all-inclusive remuneration package: R 657 558 (Level 11)

Ref No: DRPW 02/06/2017

Minimum Requirements: • An appropriate Bachelor's Degree/ National Diploma in Finance, Auditing, Financial Information Systems • At least five (5) years relevant experience of which at least 3 years must be at an Assistant Director level • Working knowledge of Government financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Proven interpersonal and communication skills at all levels • Strong analytical skills • Excellent financial management skills • Good communication skills • Advance computer literacy (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Sector SCOA. •Valid driver's licence.

KPA's: • Compiling and monitoring projects budgets and cash-flows •Monitoring expenditure against contracts. Ensuring effective allocations on per project base. •Manage administering of commitments with supporting documents in respect of projects. • Manage processing of journals • Handle project exceptions • Monitor the implementation of policies, and setting of norms and standards in respect of projects. • Manage enforcement of compliance to financial prescripts • Manage human resources related matters in the section • Ensure implementation and compliance to the Public Finance and Management Act and General Accounting Practices • Maintain a good working relationship with customers and stakeholders • Implement internal control systems • •Attend to and resolve audit queries • Gather and provide information required by auditors • Address audit queries and attend to request. • Analyse data and compare with financial systems (BAS, LOGIS and PERSAL) •Supervising and controlling the filing system.

DEPUTY DIRECTOR (1 Year Contract)

Sub-component: Financial Reporting

Centre: Head Office (Bhisho)

An all-inclusive remuneration package: R 657 558 (Level 11)

Ref No: DRPW 03/06/2017

Minimum Requirements: • An appropriate Bachelor's Degree / National Diploma in Commerce/Accounting/ Financial Management • At least five (5) years' experience in Financial Reporting of which at least 3 years must be at Assistant Director level • A clear understanding of accounting reforms in government will be an advantage • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures • Good communication skills • A valid driver's license.

KPA's: • Compilation of monthly management accounts • Review of working paper files for different elements of financial statements, • Review Interim and Annual Financial Statements in accordance with National Treasury Guidelines, • Monitor the year end closure processes and reports to ensure they are timeously completed • Provide feedback to providers on information for the Interim and Annual Financial Statements to ensure compliance with requirements in terms of Financial Reporting Framework. • Manage human resources related matters in the section • Gather and provide information required by auditors • Address audit queries and attend to request. • Supervise and control the filing system.

SENIOR STATE ACCOUNTANT (1 Year Contract)

Sub-component: Project Accounting

Centre: Head Office (Bhisho)

Salary Notch: R 281 418 per annum (Level 8)

Ref No: DRPW 04/06/2017

Minimum Requirements: • An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems • At least three (3) years relevant experience • Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Proven interpersonal and communication skills at all levels • Strong analytical skills • Excellent financial management skills • Good communication skills • Computer literacy (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Sector SCOA • Valid driver's licence.

KPA's: Assist in compiling and monitoring projects budgets and cash-flows • Assist in monitoring expenditure against contracts. Ensuring effective allocations on per project base. • Assist in recording of projects discussed at BAC • Assist in identifying and obtaining award letters and VOs • Assist in processing journals. • Obtain awards documentation and VOs and also determine source of funding (DRPW vs. client department) • Assist in handle project exceptions • Assist in monitoring the implementation of policies, and setting of norms and standards in respect of projects. • Draw and prepare BAS expenditure report. • Obtain scanned payment vouchers from PV Team • Update commitments register • Assist in enforcing compliance to financial prescripts. Perform and monitor both electronic and manual filling.

STATE ACCOUNTANT (1 Year Contract)

Sub-component: Project Accounting

Centre: Head Office (Bhisho)

Salary Notch: R226 611 per annum (Level 7)

Ref No: DRPW 05/06/2017

Minimum Requirements: • An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems • At least two (2) years relevant experience in Financial Administration • Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Proven interpersonal and communication skills at all levels • Strong analytical skills • Excellent financial management skills • Good communication skills • Computer literacy (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Sector SCOA • Valid driver's licence.

KPA's: • Assist in monitoring expenditure against contracts. Assist in ensuring effective allocations on per project base • Assist in recording of projects discussed at BAC • Assist in identifying, obtaining and file award letters and VOs • Assist in processing of journals. Obtain awards information and VOs and determine source of funding (DRPW vs. client department) • Assist in handling project exceptions. • Obtain scanned payment

vouchers from PV Team • Update commitments register • Assist in enforcing compliance to financial prescripts. Perform both electronic and manual filling.

CLOSING DATE: 14 JULY 2017

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through one of the following options:

FOR THE OFFICE OF THE PREMIER & DEPT. OF ROADS AND PUBLIC WORKS

- **Hand Delivery:** Room 1039, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- **Post to:** The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Enquiries: Mr. M. Mbangi at (040) 609 6424 / 6248 / 6290.

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). Persons with disability are encouraged to apply.

DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE

MANAGER: LIBRARY AND INFORMATION SERVICES (PROVINCIAL LIBRARIES)

Salary Range: An all-inclusive remuneration R657 558.00 – R774 576.00 (Level 11)

Head Office Ref: DSRAC 01/06/2017

Minimum Requirements: Four-year Degree in Library and Information Services, coupled with 10 years' experience in the field of Libraries & Information Services of which 3 years must be at an Assistant Manager level in the field of Library & Information Services. A post graduate Diploma in related field will be an added advantage. Knowledge of relevant legislative framework and understanding of the Library function. Research, planning and organizing, report writing, managerial skills, project management skills, financial Management skills. Good interpersonal relation skills, willingness to work under pressure and work irregular hours. Advanced computer skills. Valid driving license.

KPA's: Manage Library and Information Service, strategic planning and reporting. Library and Information services planning. Develop annual budget for Library and Information Services. Maintain asset register. Personnel Supervision. **(People with disabilities are encouraged to apply).**

MANAGER: RECREATION DEVELOPMENT

Salary Range: An all-inclusive remuneration R779 295.00 – R917 970.00 (Level 12)

Head Office Ref: DSRAC 02/06/2017

Minimum Requirements : Appropriate Bachelor's Degree/Diploma in the field of Sport and Recreation coupled with 10 years' experience in the field of Sport and Recreation of which 3 years must be at Assistant Manager Level. Knowledge of Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Division of Revenue Act (DORA), Sport and Recreation Mass Participation Conditional Grant (Framework), National Sport and Recreation Plan, Sport environment of the Eastern Cape. Must also have good interpersonal skills, problem solving, and crisis management skills. Show good strategic capabilities and leadership and ability to work under pressure. Valid driving license.

KPA's: Develop sub-directorate Plans. Ensure compliance with Conditional Grant Framework. Prepare budget, cash flow projections and procurement plans. Develop inputs into the Conditional Grant Business Plan. Provide strategic leadership and ensure capacity building for subordinates. Ensure productive organizing culture, implement mass participation programmes, coordinate recreation council, implement recreation programmes in voted funds, and organize major recreation events. Knowledge of national recreation trends in the country, develop a training schedule for communities, conduct feasibility analysis of voluntary participation in communities and develop concept documents. Knowledge of project management. Implement the hub programmes.

MANAGER- STRATEGIC PLANNING

Salary Range: An all-inclusive remuneration R657 558.00 – R774 576.00 (Level 11)

Head Office Ref: DSRAC 03/06/2017

Minimum Requirements: Bachelor's degree in Business/Public administration and or in quantitative discipline (i.e. Economics NQF L8, Statistics, etc.) coupled with 10 years' experience in strategy development and business planning environment of which 3 years must be at an Assistant Manager Level, post graduate Diploma in Monitoring and Evaluation and/ Strategy development. Project management certificate (PMP or Prince 2). Understanding of strategic planning in government institution. Monitoring and evaluation experience in the field of strategic planning. Good level of proficiency in Windows, Excel and quantities analysis, among other packages of MS Office. Capacity to produce high-quality reports in English and proven written communication and presentation skills, presenting evaluation findings through a variety of mediums- data visuals e.g. graphs, reports presentations. A strong working knowledge of issues related to development and humanitarian programming (community development, gender equity, inclusion and advocacy). Valid driving license.

KPA's: Direct and administer all activities relating to the development and review of the departmental strategy, business planning processes, institutional performance management and reporting. Implementation of National and Provincial Strategic Planning Frameworks, develop strategic plans, Annual Performance Plans and operational plans for the department in guidance with strategic planning frameworks, regulations and prescripts, management of the annual strategic planning process, institutional reporting, stakeholder management, collating monthly and quarterly reports, evaluating evidence provided for performance, compiling performance information, compiling technical indicator descriptors with smart criteria and compiling all divisions strategy documents. Lead/facilitate strategy design, making sure that the Support and operational units are aligned to the departmental strategy, communicate the departmental strategy and adjust the strategy

MANAGER- MONITORING & EVALUATION

Salary Range: An all-inclusive remuneration R657 558.00 – R774 576.00 (Level 11)

Head Office Ref: DSRAC 04/06/2017

Minimum Requirements : Bachelor's degree in Business/Public administration and or in quantitative discipline (i.e. Economics NQF L8, Statistics, etc.) coupled with 10 years' experience in strategy development and business planning environment of which 3 years must be at an Assistant Manager Level, post graduate Diploma in Monitoring and Evaluation and/ Strategy development. Project management certificate (PMP or Prince 2). Understanding of strategic planning in government institution. Monitoring and evaluation experience in the field of strategic planning. Good level of proficiency in Windows, Excel and quantities analysis, among other packages of MS Office. Capacity to produce high-quality reports in English and proven written communication and presentation skills, presenting evaluation findings through a variety of mediums- data visuals e.g. graphs, reports presentations. A strong working knowledge of issues related to development and humanitarian programming (community development, gender equity, inclusion and advocacy). Ability to provide coordination for operational evaluation studies. Valid driving license.

KPA's: Supporting the implementation of the Monitoring and evaluation Framework and Systems. To implement monitoring and evaluation plan within the Province's wide Monitoring and Evaluation Framework and/or Strategy specific to DSRAC's strategies', needs and contexts. To provide unique skills set to the team, which include systems, building, quantitative and statistical analysis. Develop and Implement Monitoring and Evaluation Systems, Impact Evaluation.

ASSISTANT MANAGER: TAX REBATES & RECONCILIATION

Salary Range: An all-inclusive remuneration R334 545.00 – R404 121.00 (Level 9)

Head Office Ref: DSRAC 05/06/2017

Minimum Requirements: A Degree/ Diploma in Financial Management or equivalent qualification coupled with at least 3 years' experience in the field of Salary and Tax Administration or Matric with 10 years' experience in the field of Salary and Tax Administration with three years' supervisory experience. Knowledge of Basic Accounting System (BAS) and PERSAL. Knowledge of Public Service Regulations, Public Finance Management Act, and applicable circulars/ Determinations. Understanding of generally accepted accounting practice. Must possess the following Skills: Analytical skills, Report writing skills and Computer literacy. Valid Driving License.

KPA's: Management and control payroll function, Manage Tax Rebates office services. Manage departmental receivables. Manage PERSAL deductions and distribution functions including clearing of suspense accounts. Supervise and develop personnel.

ASSISTANT MANAGER: FINANCIAL ADMINISTRATION

Salary Range: An all-inclusive remuneration R334 545.00 – R404 121.00 (Level 9)

Chris Hani District Ref: DSRAC 06/06/2017

Minimum Requirements: A 3-year Degree/ Diploma in Financial Management or equivalent qualification coupled with at least 3 years' experience in Financial Management, 3 years' supervisory experience or Matric coupled at least 10 years' experience in Financial Management with 3 years' supervisory experience. Knowledge of Public Service prescripts such as PFMA, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy. A valid driving license.

KPA's: Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, voucher, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures of the PFMA and Treasury Regulations.

ASSISTANT MANAGER: LIBRARIES & INFORMATION SERVICES

Salary Range: An all-inclusive remuneration R417 552.00 –R491 847.00 (Level 10)

OR Tambo District (DSRAC 07/06/2017), Sarah Baartman District (DSRAC 08/06/2017)

Minimum Requirements: A Degree/Diploma or postgraduate diploma in Library and Information Science with 3 years' experience in Library Services. Must be able to interpret policies and implement strategies. Good management and communication skill. Sound knowledge of collection development and SLIMS. Computer Literacy. A valid driving license.

KPA's: Supervise and manage staff within the district and Public Libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the section's budget. Supervise collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organize workshops for staff.

ASSISTANT MANAGER: MTHATHA REPOSITORY

Salary Range: An all-inclusive remuneration R417 552.00 –R491 847.00 (Level 10)

OR Tambo District Ref: DSRAC 09/06/2017

Minimum Requirements: A Degree or Diploma in Archives and Records Management coupled with 3-5 years' experience in a supervisory level. A National Archives certificate is a prerequisite Comprehensive knowledge of Archives Records Services legislation and policies. Knowledge of public service regulations and IT skills. Knowledge of electronic records management system. Good management and leadership abilities. Research and report writing skills. A valid driver's license.

KPA's: Manage and supervise Mthatha Repository operations. Responsible for managing Government records in accordance with the Provincial Archives and Records Service Act. Liaise with organs of state regarding proper management and use of records. Manage proper maintenance of records and registries of client office. Supervise systematic disposal plans, policies and procedure manuals. Assist client office in designing electronic records management environment. Promote awareness of Archives and Records services through outreach programmes. Monitor compliance to proper records management practice in government bodies.

**ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT
(ADMINISTRATION)**

Salary Range: An all-inclusive remuneration R334 545.00 –R404 121.00 (Level 9)

Alfred Nzo District Ref: DSRAC 10/06/2017

Minimum Requirements: A relevant 3-year bachelor's Degree/Diploma in HRM/Public Administration with 3 years' supervisory experience in the field of HRM or Matric with 10 years' experience in the field of HRM of which 3 years must be at supervisory level. Advanced knowledge of the PERSAL system. Knowledge of applicable PILIR, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. A valid driver license.

KPA's: Supervise and manage Human Resources staff. Oversee human resource utilization. Coordinate and manage human resource development, Labour relations and Wellness. Provide advice regarding the applications of HR Policies. Coordinate and administer EPMDs. Manage HRM budget.

PRINCIPAL MUSEUM HUMAN SCIENTIST (MUSEUM and HERITAGE)

Salary Range: An all-inclusive remuneration R281 418.00 –R331 497.00 (Level 8)

Ref: O.R Tambo District (DSRAC 11 /06/2017), Amathole District (DSRAC 12/06/2017) , Sarah Baartman (DSRAC 13/06/2017)

Minimum Requirements: Degree in History/Heritage/Philosophy/social Science with 3 years' relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of Government process. Project management skills. Good communication and interpersonal skills. Ability to work pressure without supervision. Computer Literacy. Valid driver's license.

KPA's: Assist in the implementation of projects aimed identifying, conserving and managing Heritage resources. Assist in the implementation of projects aiming at promoting cultural heritage tourism. Assist in hosting of national days and significant heritage events. Audit cultural and historical significant heritage sites and objects in the Province. Identification, develop and promote intangible cultural heritage and indigenous knowledge systems. Strengthen relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.

PRINCIPAL LIBRARIAN : LIBRARIES AND INFORMATION SERVICES X3

Salary Range: An all-inclusive remuneration R281 418.00 –R331 497.00 (Level 8)

Ref: Amatole (DSRAC 14/06/2017) & Chris Hani District (DSRAC 15/06/2017) , Alfred Nzo (DSRAC 16/06/2017)

Minimum Requirements: A Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 3 years' experience in a Public Library at a supervisory level. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. A valid driving license.

KPA's: Facilitation of library operations within the district. Monitor Library Operations within the Municipality. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation/ revival of Library structures. Conduct professional visits to public Libraries. Assist in the maintenance of library assets in the districts, assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public Libraries.

**PRINCIPAL / SENIOR LANGUAGE PRACTITIONER: LANGUAGE &
LITERATURE**

Salary Range: An all-inclusive remuneration R281 418.00 –R331 497.00 (Level 8)

Head Office Ref: DSARC 17/06/2017

Minimum Requirements: A three-year degree/diploma in languages with 2 years' experience in promotion and development of language and literature or Matric with three years' experience in the field. Thoroughly understanding of the language industry; committed and dedicated to his/her work, must be able to communicate in Sign Language and offer interpreting services when necessary, be able to work beyond normal

hours of duty, knowledge of prescripts/policies governing Language in the country and in the province and their implementation, be computer literate in Microsoft Word, Excel and Outlook. Financial and budgeting skills. Willingness to travel. A valid driving license.

KPA's: Communicate and liaise with Deaf stakeholders and institutions in the province. Carry out Deaf and language development functions and translations, assist in the execution of all languages development duties in the sub-directorate, and assist the supervisor in strategic planning, budgeting, operational planning, and preparation of reports. Facilitate the promotion and co-ordination of Language and Literature in the Province.

PUBLIC RELATIONS OFFICER

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Bayworld Museum Ref: DSRAC 18/06/2017

Minimum Requirements: Relevant National Diploma or Degree in Public Relations, plus at least two years' relevant experience, Valid driver's license.

KPA's: Internal and external liaison (Media, Bayworld Friends, Sponsors) Supervise visitor service staff. Arrange special events. Report writing press releases, Marketing, Fundraising. Assist and liaison with other museum sections and public. Weekend work when required.

CULTURAL OFFICER: PERFORMING ARTS X3

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Ref: Amathole(DSRAC 19/06/2017)&O.R Tambo (DSARC 20/06/2017)

Minimum Requirements: A Degree or National Diploma in Arts and Culture or Matric Certificate plus 3 years' experience in Arts and Culture. General knowledge of government prescripts, knowledge of project management. Computer Literacy. Good interpersonal and communication skills (verbal and written). A Valid driving license.

KPA's Implement and coordinate the District Office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans of Arts and Culture in the District. Carry out the mandate of the Directorate with the Chris Hani District. To manage, assist and coordinate District and / or Departmental projects arts and culture projects, liaison with local artists, authorities and Arts and Culture bodies (Association Forum etc.).

CHIEF AUXILLIARY SERVICE OFFICER

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Burgersdorp Museum Ref: DSRAC 21/06/2017

Minimum Requirements: An appropriate Degree/Diploma in History/Tourism or equivalent with 1-year experience in Museum environment or Matric with three years' experience in museum environment. Good Public Relations skills. Good verbal and written communication skills. Good telephone etiquette. Willingness to work on weekends and public holidays. A valid driving license.

KPA's: Reception of visitors. Opening and closing of museum to the public. Compile a monthly register of visitors. Reconciliation of daily income. Host visitors and school groups. Supervise cleaning staff. Take care of collections. Manage historical house museum. Present exhibitions and assist with guided tours. Respond to call outs by the security company.

CHIEF RECREATION OFFICER

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Amatole District Ref: DSRAC 22/06/2017

Minimum Requirements: A Three-year Degree/ Diploma in Sport Management or Human Movement Science or Matric certificate with 3 years' experience in Sport Management environment. Good communication and organizing skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid driving license.

KPA's: To promote and encourage participation in sport and recreation through indigenous games and other recreational focused activities. To create platform for talent identification through the implementation of the indigenous and recreational programmes. To organize and implement capacity building programmes and festivals. To facilitate participation of provincial indigenous games teams and horse racing/ riding at provincial

and national organized competitions. To champion the establishment of hubs. To liaise with relevant government and community-based structures relating to recreation development and advancement.

INTERNAL AUDITOR

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Head Office Ref: DSRAC 23/06/2017

Minimum Requirements: A Degree/Diploma in Accounting/Internal Auditing. Knowledge of Standards for the relevant government pre scripts. Knowledge of service delivery (Batho Pele) principles. Good verbal and communication skills. Internal audit techniques. Organizational relationships. A high level of confidentiality. Drafting of reporting points. Computer Literacy

KPA's: Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports.

LIBRARIAN

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

OR Tambo Ref: DSRAC 24/06/2017 & Alfred Nzo (DSRAC 25/06/2017)

Minimum Requirements: A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.

KPA's Develop collection in Libraries. Audit all Public Libraries within the District/Province. Conduct workshops for Libraries. Conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.

SPORT PROMOTION OFFICER

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Chris Hani District Ref: DSRAC 26/06/2017

Minimum Requirements A 3-year Degree/Diploma in Sport Management or equivalent qualification or Matric with 3 years' experience in Sport Management environment. Good communication and organizing skills. Knowledge of relevant prescripts. Ability to work under pressure. A valid driving license.

KPA's Facilitate, organization and implementation of Sport development programme in the District. Oversee and implement all approved sport projects and programs in the district. Preparation of documentation for submission. Planning and implementation of sport and recreation programs. Organize and co-ordinate sport and recreation activities in the district and provincially in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain partnerships. Administration of sport and recreation programs. Organize coaching clinics for coaches and officials in the districts. File documents. Compile reports.

ARCHIVIST: PE REPOSITORY

Salary Range: An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)

Nelson Mandela (DSRAC 27/06/2017)

Minimum Requirements: Tertiary qualification specializing in Archives and Records Management or equivalent qualification with 2 years' experience in records management field or Matric with 3 years' experience in the field. Knowledge of Archives and Records Service policies. Knowledge of electronic records management systems and digitized archiving. IT skills, good verbal and written communication skills. A valid driving license will be an added advantage

KPA's: Responsible for managing Government records in accordance with the Provincial Archives and Records Services Act. Liaise with organs of state regarding proper maintenance of records in registries of client offices of the designated area. Supervise systematic disposal plans. Review policies and procedure manuals. Assist client offices with the management of electronic records.

LIBRARY ASSISTANT: PROVINCIAL LIBRARIES

Salary Range: An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5)

Head Office Ref: DSRAC 28/06/2017

Minimum Requirements A Degree/Diploma in Library and Information Studies or Matric with 2 years' experience in Library environment. Good command of at least 2 official languages. Knowledge of Library systems and relevant government prescripts. Good verbal and written skills. Computer literacy.

KPA's Assist with 1st level cataloguing and classification. Responsible for dispatching of library material to districts. Compile dispatch lists. Assist in the procurement of library material. Generate catalogue cards and spine labels. Responsible for manual processing of library material.

LIBRARY ASSISTANT X 2

Salary Range: An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5)

Ref: OR Tambo (DSRAC 29/06/2017) & Chris Hani District (DSRAC 30/06/2017)

Minimum Requirements A Degree/ Diploma in Library and Information Studies or Matric certificate with 2 years' experience in Library environment. Good command of at least 2 official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

KPA's Assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries. Quality check loading of item records. Generate dispatch lists. Prepare material for mobile library services/book van tour. Assist with stock taking and setting up libraries. Issue library material to members of the community. Join/renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighborhood, community or target populations served by library.

ADMIN CLERK

Salary Range: An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5)

Albany Museum Ref: DSRAC 31/06/2017

Minimum Requirements A Diploma/certificate in Financial Management or Matric with 2 years' experience in Finance environment. Ability to understand and interpret basic financial policies. In-depth knowledge of PFMA. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer literate.

KPA's Examine documents to all information is correct before museum goes expenditure as well as the continuous process of monitoring finance through the year. Ensure adherence of internal controls and authorizing orders. Day to day and monthly reporting on irregular, unauthorized, wasteful and fruitless expenditure to the supervisor.

AUXILLIARY SERVICE OFFICER: MTHATHA MUSEUM

Salary Range: An all-inclusive remuneration R127 851.00 –R150 606.00 (Level 4)

OR Tambo Ref: 32/06/2017

Minimum Requirements: Matric plus relevant training. Relevant experience an added advantage. Must be able to work on weekends and public holidays.

KPA's: To provide for the reception of the public to the Museum building and recording attendance statistics. The courteous reception of visitors and providing guided tours through the galleries. Sale of entry tickets and museum shop items. Monitoring security in the museum through use of CCTV system, floor walking and staff liaison. Checking cleanliness of museum galleries, functioning of systems and wellbeing of displays. Assisting in other areas of the museum when required.

GENERAL ASSISTANT

Salary Range: An all-inclusive remuneration R90 234.00 –R106 290.00 (Level 2)

Albany Museum Ref: DSRAC 33/06/2017

Minimum Requirements: Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good verbal and written communication skills. Self-motivated.

KPA's: Perform routine duties relating to maintenance of the Centre. Load and move heavy equipment. Offload delivered goods from the suppliers. Assist in packing the delivered items to the storeroom and offices. Perform any other duties related to General Assistant work that may arise.

GENERAL ASSISTANTX2

Salary Range: An all-inclusive remuneration R90 234.00 –R106 290.00 (Level 2)

Ref: Head Office (DSRAC 34/06/2017) & Joe Gqabi District (DSRAC 35/06/2017)

Minimum Requirements: Grade 8 certificates or ABET qualification. Must be able to write and read. Good interpersonal skills. Good verbal and written communication skills. Self-motivated.

KPA's: Perform routine duties relating to maintenance of the Centre. Load and move heavy equipment. Offload delivered goods from the suppliers. Assist in packing the delivered items to the warehouse and offices. Perform any other duties related to General Assistant work that may arise.

CLOSING DATE 14 JULY 2017 @ 16:00

NB: Forward applications to the relevant centre

Head Office & Museums: Enquiries – Mr M Cezula Tel: 043 604 4158

Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605

Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605

Amathole District: Enquiries Mr. Trevor Jantjies Tel: 043 704 7806

Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR

Hand deliver: No 16 Commissioner Street, Old Elco Building, East London, 5201

Sarah Baartman District: Attention Mr V Ketelo: 046 6034244

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR

Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.

Nelson Mandela District: Attention Mr V Kitching: 041 408 4533/32

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR

Hand deliver to: 1st Floor, Goldenmile Building, North End, Port Elizabeth.

OR Tambo District: Attention Ms Kenqa: 047 502 9211

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Umtata, 5100 OR

Hand deliver to: Human Resource Management, 6th Floor, Botha Sgcau building, corner Leeds and Owen Street, Umtata.

Alfred Nzo District: Attention Ms T Ntsevu: 039 254 0960

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR

Hand deliver to: No 67 Church Street Mt Ayliff

Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR

Hand deliver to: No. 27 Queens Terrance, Aliwal North

Chris Hani District: Attention Mr X Kwanini: 051 633 2090

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5320 OR

Hand deliver to: No. 6 Ebden Street, Queens town

DEPARTMENT OF ECONOMIC DEVELOPMENT AND ENVIRONMENTAL AFFAIRS

SENIOR MANAGER: ORGANISATIONAL DEVELOPMENT

Salary Range: R898 743 – R1 058691 per annum (Level 13)

(Ref. DEDEA/2017/06/01) • Head Office KWT

Minimum Requirements: An appropriate Master's degree in Social Science and a Post Graduate Qualification in Organisational Development (NQF 8) with five years' experience in the Organisational Development and Work-study field at Management Level.

KPA's: Organizational Development, change management and organisational transformation; Conduct Organizational development investigations and implement change management interventions; Job evaluation and design; Ensure implementation, evaluation and monitoring of the Performance Management and Development Systems; Business Process Re-Engineering; Assessment of competencies in line with the Department's strategic plan; Identification and co-ordination of training needs and the facilitation of development of workplace skills plan; Facilitation of capacitating and training of Departmental employees; Administration of Department's bursaries; Co-ordination of and implementation of Learnerships and Internships; Efficient management of the sub – directorate, including the effective utilization of training of staff, the maintenance of discipline, promotion of sound labour relations and proper use of state property.

MANAGER: COMMUNICATIONS

Salary Range: R657 558 – R774 576 per annum (Level 11)

(Ref. DEDEA/2017/06/02) • Head Office

Minimum Requirements: Three year degree / National Diploma in Journalism / Public Relations and / or equivalent qualification; 3-5 years' experience in communications environment; Effective Communication Skills; Computer Literacy; Drivers Licence

KPA's: Development of Communication Strategy encompassing both Internal and External Environment. Provide Production services to enhance communication in the department Provide Media Liaison Services; Provide leadership on Events Management; Perform and manage administrative and related functions

MANAGER: EXPENDITURE

Salary Range: R657 558 – R774 576 per annum (Level 11)

(Ref. DEDEA/2017/06/03) • Head Office

Minimum Requirements: Qualifications B.com Degree major in Accounting and or Financial Management / Public Finance Management; Experience 3-5 years' experience in the middle management Public service environment; Knowledge and understanding of applicable legislative framework, e.g. PFMA, MFMA and Treasury Regulations; Knowledge of BAS and Persal systems; Experience in the relevant operational fields; Computer literacy; Experience in expenditure, cash flow projections, transfer payments, evaluation and monitoring management; National/Provincial notices and Circulars; Understanding of Financial Management best practices; Financial Management Systems (PERSAL, BAS & LOGIS)

KPA's: Implement and manage Risk, finance protocols and prescripts in the area of responsibility; Manage creditor payments and Reconciliation of Accounts; Manage the provisioning of departmental BAS system control support; Manage Salaries payments and rebates; Perform and manage administrative related functions.

MANAGER: INFORMATION SYSTEMS DEVELOPMENT (ISD)

Salary Range: R657 558 – R774 576 per annum (Level 11)

(Ref. DEDEA/2017/06/04) • Head Office- KWT

Minimum Requirements: National Diploma/ Bachelor's degree in ICT and/or equivalent (NQF Level and Credits). 2-3 years' experience in the ICT field, including Business systems analysis, system /solution design, system development, implementation and system maintenance. Experience in, business process management and business process engineering/reengineering. Must have successfully developed and implemented applications. Demonstrated project management competency and the execution of multiple projects, including managing resources across multiple projects.

KPA's: Manage the Information Systems unit of the department that includes the system Business analysis, System development and support and GIS services. Contribute towards the development and implementation of the Information system of the department. **Enterprise Architecture:** Adhere to Architectural and Governance mechanisms for the Business Requirements Analysis and System Design to improve interoperability of government systems and quality of services and deliverables. **System Analysis and Design:** Model and develop target Business Solution Specification, business requirements analysis and design work packages for integrated software components in accordance with ICT standards and the enterprise architecture for Government. **Software Development and implementation** Provide support in the implementation of the solution development life cycle which includes the full life cycle management of the solution to ensure standardisation in the business which will enable the delivery of a high quality solution and products for improved service delivery. Execution of functional testing of software in accordance with Test Methods and Testing Techniques using approved Testing Tools. **Database Management** to prepare a Database Management System environment for implementation and deployment, management and Administration of application, database, patches and service packs.

Technical Competencies Description Knowledge of: Microsoft.net Framework 4 platform, VB.net, C#, SQL database, Module View Control (MVC), EDI. Application development, enhancement and maintenance practices; Development, Maintenance, Implementation and Integration, including Testing, Packaging and Release; IT Quality Management; IT Security and ICT Standards; Time Management.

Skills: Software Development; Interfacing and Integration; Development Methodologies;(e.g. Agile, SUMMIT); Quality Management (ISO9001, CMMI); Entity Relationship Diagrams; Governance Processes and Standards (e.g. ISO/IEC12207, COBIT, ITIL); Modelling; IT Software Testing; Packaging and Release will be an added advantage.

CONTROL ENVIRONMENTAL OFFICER GRADE A (EQM)

Salary Range: R439 917 – R502 992per annum (Grade A)

(Ref. DEDEA/2017/06/05) • Joe Gqabi

Minimum Requirements: Four (4) years relevant degree/National Diploma in the Environmental Management/Education or Natural Science field; Valid driver's licence (Code B); 6 years' environmental management experience; Computer literacy; Competencies sought will include project management, financial management, communications skills and facilitation skills, environmental impact assessment management, understanding and knowledge of relevant environmental prescripts.

KPA's: Co-ordinating biodiversity and impact management in the region. Co-ordinating special programmes for the entire region. Provide line function support to the offices of the Directors (Biodiversity conservation and Integrated Environmental Management) and Chief Director. Scientific input, management of regional environmental impact assessments and environmental information systems. Coordination of district

environmental inputs in land development processes. Attend departmental and interdepartmental meetings. Assist the Regional Director in the coordination, consolidation and preparation of the district budget.

CONTROL ENVIRONMENTAL OFFICER COMPLIANCE & ENFORCEMENT GRADE A

Salary Range: R439 917 – R502 992per annum (Grade A)

(Ref. DEDEA/2017/06/06) • Head Office

Minimum Requirements: Relevant four year degree or equivalent qualification in Environmental Management and/or Police Management ;Six years post qualification experience in an appropriate law enforcement field with experience in environmental law enforcement and particularly the compilation of legally defensible administrative action; Valid driver's license; Computer literacy; Environmental Management Inspector qualification will be an advantage.

KPA's: Provision of specialist intervention into compliance monitoring and investigations of environmental crime focused on non-compliance with the Chief Directorate: Environmental Affairs environmental quality legislation mandate which, may from time to time include the planning and participation in compliance enforcement investigations and operations; Provision of administrative enforcement process, including drafting and issuing of legally defensible pre-notices, notices, directives and administration of legal correspondence and civil litigation if and where applicable; Promote co-operative governance awareness; Perform and manage administrative and related functions; Ensure effective and efficient risk management in the Department .

CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL EMPOWERMENT SERVICES GRADE A

Salary Range: R439 917 – R502 992per annum (Grade A)

(Ref. DEDEA/2017/06/07) • Alfred Nzo

Minimum Requirements: Four (4) years relevant degree/National Diploma in the Environmental Management/Education or Natural Science field; Valid driver's licence (Code B); 6 years' environmental management experience; Computer literacy.

KPA's: Ensure the promotion and facilitation of integrated environmental management; Co-ordinate and facilitate the promotion of environmental rights and awareness; Manage the promotion of natural and community-based sustainable resource use to promote sustainable development (long-term projects) ;Manage the development, implementation and monitoring of environmental action projects (short-term projects eg Adopt-a-Spot); Ensure the integration of environmental education into all relevant structures (formal and informal); Perform and manage administrative and related functions.

ENVIRONMENTAL OFFICER: EIM

(Ref. DEDEA/2017/06/08) • Chris Hani / Amathole

GRADE A – (240 015 – 266 376)

GRADE B – (282 726 – 313 782)

GRADE C – (331 533 – 390 516)

Appropriated salary will be determined according to the regulatory Framework (based on OSD)

Minimum Requirements: Degree/ Diploma in nature /environmental science field and relevant experience in Environmental Impact Assessment and Waste Management field; Computer literacy; Must in possession of a valid Driver's license.

KPA's Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies; Perform inspection and compile inspection reports and Record of Decision in Accordance with the National Environmental law and National Environmental Management Act; Implement National Waste Management Strategies, Waste Management Act and Air Quality Management Act; EIA Regulations; Conduct Compliance monitoring on waste management as well as air quality services; Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation.

ENVIRONMENTAL OFFICER: BIODIVERSITY

(Ref. DEDEA/2017/06/09) • Joe Gqabi

GRADE A – (240 015 – 266 376)

GRADE B – (282 726 – 313 782)

GRADE C – (331 533 – 390 516)

Appropriated salary will be determined according to the regulatory Framework (based on OSD)

Minimum Requirements: Degree/diploma in the environmental conservation science field Knowledge and experience in Community Based Natural Resource and Biological Diversity Management; Drivers license; Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act)

KPA's Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the public members and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wild life management; Undertake compliance monitoring exercises in respect of wild life permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and local government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks Board; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time

ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT

Salary Range: R331 533 – R390 516 per annum (Grade C)

(Ref. DEDEA/2017/06/10) • Chris Hani/ Cacadu/ Alfred Nzo

Minimum Requirements: Relevant Degree / National Diploma in the environmental management or natural sciences field and/or National Diploma in police management; Valid driver's licence (code B) 3 years relevant experience in environmental management investigations; Computer literacy (MS Word;MS Excel; MS Powerpoint

KPA's: Render proactive and reactive Compliance Monitoring.; Conduct Compliance Enforcement operations. Conduct criminal, civil and administrative investigations; Participate in Compliance Promotion / Awareness. Perform all necessary administrative and related functions

CONSUMER ADVISOR

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

(Ref. DEDEA/2017/06/11) • Amathole; Alfred Nzo; Joe Gqabi

Minimum Requirements: A tertiary qualification in Law; Three (3) to Five (5) years relevant experience in the field; Computer Literacy; Driver's License is compulsory.

KPA's: Provide technical assistance with the development of and implement the targeted district consumer awareness strategy; Establish liaison with communities on consumer education affairs; Receive and investigate complaints on unfair business practice and provide technical assistance to consumers; Provide good working relationship between the consumer and service providers and business; Liaise with Regulatory bodies on consumer related issues ;Provide information on policy formulation for consumer education and consumer protection; Assist the Assistant Manager on consumer related issues.

ASSISTANT MANAGER: OFFICE MANAGEMENT

Salary Range: R334 545 – R394 065 per annum (Level 09)

(Ref. DEDEA/2017/06/12) • Head Office

Minimum Requirements: A three year post matric qualification in Public Administration or Senior Certificate plus at least ten years' experience in administration; Three years' experience in staff supervision/management; Computer literacy.

KPA's: Facilitate conditional survey of departmental buildings and compile reports; Establish and maintain database of fixed assets and their physical conditions; Coordinate maintenance by service providers, of quality standards and in accordance with OHS act, environmental health and security standards; Monitoring of service

providers for office management related contracts(e.g. Cleaning Services); Responsible for office logistics; Supervision of subordinates; Perform administrative related functions.

ASSISTANT MANAGER: ECONOMIC DEVELOPMENT

Salary Range: R334 545 – R394 065 per annum (Level 09)

(Ref. DEDEA/2017/06/13) • Joe Gqabi/ Alfred Nzo/Chris Hani

Minimum Requirements: A three year degree/ diploma in the commercial / social science with Economics as a major subject, preferably extensive relevant experience in economic development field. Valid driver's license (code B)

KPA's: Management of the Economic Affairs section in the region; Planning and organizing activities of the Section within the framework; Management and control of budget for the section; Liaison with District / Local Municipalities in respect of Local Economic Development issues (IDP/ ISRDP/ LED committees; Tourism development initiatives; Responsible for Enterprise development issues; Control of staff.

ASSISTANT MANAGER: CONSUMER PROTECTION SERVICES

Salary Range: R334 545 – R394 065 per annum (Level 09)

(Ref. DEDEA/2017/06/14) • Cacadu

Minimum Requirements: A tertiary qualification in Law; At least two years' experience in a management position. Legal background and experience in Consumer Protection will serve as an advantage; Broad understanding of all consumer protection legislation; Strong technical skills and people management skills; Computer literacy; Must be in possession of a valid Driver's license.

KPA's: Manage and direct the development and the implementation of a targeted district consumer awareness strategy; To promote and protect rights and responsibilities and to enhance informed consumer choice and public understanding of the competitive process and to accomplish these decisions without unduly burdening legitimate business activity; Provide information on policy formulation for consumer education and information ;

To encourage business compliance with legislation regulation and service delivery which includes comparative tests and surveys of consumer goods and service research into and advice on financial, food, health, safety, welfare and environmental matters, representation at Parliamentary Committees and public enquiries an interest in consumer education and complaints advisory work; Manage and direct the provisioning of technical assistance to consumers to resolve complaints; Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints; To ensure protection of consumers against unfair business practice; Liaise with Regulatory bodies on consumer related issues; Perform any other duties relating to administration and management as may be delegated from time to time.

PRINCIPAL PERSONNEL OFFICER

Salary Range: R281 418 – R331 497 per annum (Level 08)

(Ref. DEDEA/2017/06/15) • Head Office

Minimum Requirements: Three year degree / National Diploma in Human Resources or Grade 12 certificate with three years relevant experience; Effective Communication Skills; Computer Literacy; Knowledge of persal will serve as an advantage.

KPA's: Control of benefits in terms of Legislations and ensuring correctness thereof; Effective management of leave gratuities, IOD's service terminations, housing subsidies, medical aids, housing guarantees and implementation of PILIR; Coordinating and liason with Regional Offices on service benefits; Management and control of activities of the section.

SENIOR MANAGER: ECONOMIST

Salary Range: R898 743 – R1 058691 per annum (Level 13)

(Ref. DEDEA/2017/06/16) • Head Office KWT

Minimum Requirements: Bachelor's degree in Economics / equivalent post graduate; A relevant master degree will be an added advantage; 7 – 10 years relevant experience; Communications skills; Driver's license; Advanced computer literacy

KPA's: To manage and oversee: the development of the Provincial Economic Research Agenda; the consolidation and publishing of Provincial Economic Research Reports; the development and coordination of innovative solutions and mainstreaming thereof; the development and review of necessary policies, strategies and programmes that implement National and Provincial Economic Development priorities; the development of methodologies and instruments to assess economic development impact of state spending in the province; the development and maintenance of an integrated economic development information management system.

ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES x 2

(Ref. DEDEA/2017/06/17) • Chris Hani

GRADE A – (240 015 – 266 376)

GRADE B – (282 726 – 313 782)

GRADE C – (331 533 – 390 516)

Appropriated salary will be determined according to the regulatory Framework (based on OSD)

Minimum Requirements: Degree/diploma in the Environmental Management/Education or Natural Science field; Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence | Computer literacy and skills; Good written and communication skills ; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).

KPA's: Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following:

Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders.; developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes; Performing all administrative and related functions.

CLOSING DATE: 14 JULY 2017

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.dedea.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF ECONOMIC DEVELOPMENT & ENVIRONMENTAL AFFAIRS VACANCIES

- **Post to:** The Head of Department: DEDEAT; Private Bag X0054, Bhisho,
- **Hand Delivery:** The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town.

Enquiries can be directed to Mr. T. Gantsho 043-605 7091

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

DEPARTMENT OF SOCIAL DEVELOPMENT

Erratum

SOCIAL WORK SUPERVISOR GR 1:

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

Please be advised that the abovementioned post, previously advertised on 12 June 2017, the centre is Nelson Mandela: District office instead of Nelson Mandela Treatment Centre

We apologize for any inconvenience caused.