

Posted Date 2018/03/11

DEPARTMENT OF ROADS AND PUBLIC WORKS

ERRATUM

Persons interested in applying for the positions advertised in the **Provincial Office of the Premier and Department of Roads and Public Works website** on the with **09 March 2018** with the closing date **29 March 2018** must please note that the following changes have been made, which should be read as follows:

1. **The requirement for the post of Communications Officer: Chris Hani Regional Office (Queenstown), with Ref No: DRPW 22/02/2018 should be as follows:**

REQUIREMENTS: A Bachelor degree or National Diploma in Social Sciences in Communications, PR or Journalism **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: Ability to work under pressure. Ability to work independently and as a team. Ability to analyse and put attention to detail. Ability to follow oral and written instructions. Certified computer training in MS Word, Excel, MS Outlook, and PowerPoint. Good interpersonal relationships. Ability to take initiative. Be reliable. Be assertive

KPA's: Provide internal communications to the internal clients. Maintaining the brand of the department. Marketing and advertising of department events and programmes. Build relations with media. Participate in relevant communication forums inside and outside the department. Implement the development communication approach

2. The number of Post for the **Customer Care Officers: Communication Services**, Sub Component: Media and Strategy with (Head Office) **Ref No: DRPW 28/02/2018** should be **X4 POSTS**
3. The KPA's for the posts of Cleaners X84, with Ref No: DRPW 49,50,51,52,53,54/02/2018 should be as follows:

KPA's: Clean floors and offices using vacuum cleaners and other cleaning equipment .Clean and dust furniture using cleaning and detergents. Ability to operate cleaning machines and equipment. Empty office dust bins, provide fresh water to the offices on a daily basis.

4. The requirement for the post of Senior Admin Officer: Monitoring and Evaluation (Head Office), with Ref No: DRPW 21/02/2018 should be as follows:

REQUIREMENTS: An appropriate tertiary qualification at NQF level 6 in Management/Public Management/Social Sciences/ Marketing/ Information Systems 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 reporting systems. 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.

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:

DEPARTMENT OF ROADS AND PUBLIC WORKS

Hand Delivery: Room 2-09, First Floor, Department of Roads and Public Works, Independence Avenue, Qhasana Building, Bhisho.

Post to: The Director, Human Resource Practices and Administration, Private Bag X0022, Bhisho, 5605. Enquiries: Mr. M. Kwaza at (040) 602 4274 / 4270

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 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 and qualification verification (SAQA). 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 EDUCATION

Erratum:

Requirements for the following positions has been incorrectly advertised.

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 2-years' 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 2-years' 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 – 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 2-years' 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 2-years' experience /Matric with 5 Years relevant experience in recruitment 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. A valid driver license pre-requisite.

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) (2 Posts)

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

Requirements: NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 2-years' 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) (2 Posts)

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

Requirements: NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 2-years' 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) (2 Posts)

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) (2 Posts)

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

Requirements: Grade 12 Certificate with 3 years relevant experience. Good communication skills (written and verbal skills) and a good command of English language. 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: 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.

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 or www.dpsa.gov.za or 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)

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.