

## **OFFICE OF THE PREMIER**

### **DEPUTY DIRECTOR GENERAL: RESEARCH, POLICY, PERFORMANCE MONITORING AND EVALUATION**

*Ref. OTP 01/03/2018*

*Salary Range: R1, 370 973 – R1, 544 406, all-inclusive package, per Annum (Level 15). Bhisho*

**REQUIREMENTS:** An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master's Degree will be an added advantage. A Minimum of 5 years' appropriate experience in the area of Policy Planning and or Implementation; Development, Research, Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level.

**COMPETENCIES/ SKILLS:** Management skills including people management and empowerment. Programme/ Project, Policy, Research and Operations skills, including financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage service delivery interventions, Frontline Service Delivery, Presidential Hotline, Citizen-based Monitoring including multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management and innovation skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

**KPA'S:** Reporting to the Director- General, the successful incumbent will be responsible: To lead the coordination of integrated evidence based policy, planning and research in the Province. To provide strategic leadership in ensuring monitoring and evaluation of Government Priorities. To facilitate intergovernmental relations, international relations, stakeholder engagement and manages strategic interventions. To oversee and ensure the transformatory programmes including management of strategic intervention, empowerment, capacitation and social inclusion of children, youth, women, older persons and persons living with disabilities in the Province, including through strategic partnership. Facilitate macro and transversal planning across government and planning functions in the Department. Facilitating the implementation of the long-term planning and aligning of budget allocations to National Development Plan (NDP) including Provincial Development Plan (PDP). Understanding of the Government Program of Action (POA) and the related priorities across government. Developing and implementing of Integrated Planning Frameworks and Coordination of the research agenda towards evidence - based decision making. Alignment of strategic plans and annual performance plans to MTSF priorities and budgeting processes. Understanding of Monitoring and Reporting Frameworks including establishing credible data sets, baseline information, indicators, targets and key results areas for an Outcome- based Monitoring. Conducting of socio-economic impact assessments and evaluation of new and existing programmes/ projects to establish value for money and feasibility, Understanding of government legislation and regulations or other statutory in terms of the Public Finance Management Act (PFMA), Public Service Administration Act and Regulations including Labour Relations Act ensuring that all are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient business/operational and performance annual planning for the Branch. Ensuring effective and efficient performance management of staff, management of budget and procurement processes within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

**Closing Date: 20 APRIL 2018 @15H00**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

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

Applications can be forwarded through one of the following options:

**FOR THE OFFICE OF THE PREMIER AND RURAL DEVELOPMENT & AGRARIAN REFORM.**

Hand Delivery: Room 1043, 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 6290 / 6424 / 6248

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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> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

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

### **DIRECTOR**

#### **COMPONENT: ORGANISATIONAL DEVELOPMENT**

*Ref No: DRPW 01/03/ 2018*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R 948 174.00 (Level 13)*

**REQUIREMENTS:** A Bachelor's Degree in Human Resource Management or Public / Business Administration or Management (NQF level 7) with five (5) years' experience at Middle Managerial Level. A Valid driver's license.

**KNOWLEDGE AND SKILLS:** Proven Knowledge of HR Information Management System. Operations Management inclusive of operations strategy formulation, operations and organizational design, Job Evaluation, Development of Job Descriptions as well as operations analysis and improvement. Change management. Project Management and Programme. Applied Strategic Thinking. Applied Technology Budgeting and Financial Management. Communication and Information Management. Citizen Focus and Responsiveness Strategic Management. Develop Others. Financial Management. Diversity Management. Impact and Influence. Networking and Building Bonds. Managing Interpersonal Conflicts & Resolving problems. Planning and Organizing. Team Leadership. Communications. Problem Solving and Decision Making. Negotiations. Continuous Improvement. Good communication skills (written and verbal skills) and a good command of the English. Project Management skills. Analytical Skill. Business Process mapping and re-engineering skills. Presentation and Facilitation skills. People Management skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills Language. Knowledge of the Constitution of South Africa, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulation; and other relevant acts, policies and regulations.

**VALUES:** Ability to work under pressure. Ability to communicate at all levels. People orientated. Analytical thinking. Hard-working. Self-Driven. Self-motivated. Honesty and Integrity. Professionalism. Commitment. Assertiveness

**KPA's: To ensure the Implementation of Transformation and Change Management Programmes:** - Develop and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organizational behavior. Coordinate and monitor the implementation of transformation programmes. **To ensure the Implementation of Organisational Design:** - **Develop,** monitor and maintain the Departmental organisational design policy framework and instruments. Provide support in the development of service delivery model. Develop and maintain organisational and post establishment structure Provide technical advisory service to line management. Facilitate the development of job description for the department. Conduct job analysis and evaluation process. **Provide business efficiency enhancement service:** Develop, monitor and maintain the departmental business process management policy, framework and quality assurance instruments. Develop business process architecture. Ensuring the effective and efficient department's value streams and optimal integration of strategy, processes, people and technology/ systems by interactively analysing, researching, designing, recommending and implementing innovative and cost efficient business processes within the department. Document and facilitate the alignment of business processes to support improvement in organisational efficiency and effectiveness. Facilitate the development of standard operational procedure. Provide technical support to business units on the development, improvement and maintenance of quality service standards. Provide technical support to the business units with regard to Organisational Modelling, Re-engineering and Organizational Design has outlined in the Operational Management Framework. Process design development and enhancements within the departments to ensure resource and operational alignment with departmental strategies and organisational structures. Facilitate and coordinate capacity building within the department to implement and manage the various institutional management systems. **Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:** - Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities • Ensure timeously

development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets

**DEPUTY DIRECTOR: INFORMATION SYSTEMS**  
**COMPONENT: INFORMATION COMMUNICATION TECHNOLOGY**

*Ref No: DRPW 02/03/ 2018*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R657 558.00 Per Annum (Level 11)*

**REQUIREMENTS:** • A Bachelor's degree or National Diploma in Information Systems / Computer Science. • 5 years relevant experience, of which 3 years must be at an assistant director level Three (3) years' experience in one or more of Microsoft technologies (e.g. ASP.net, VBScript, and V.B.net). Three (03) years application design, development, installation and maintenance, Three (3) years Project Management of development projects in a cross functional environment.

• Post Graduate qualification in Information Technology / Systems will be an added advantage. A Valid driver's licence is compulsory

**TECHNICAL COMPETENCIES:** Development and maintenance of application software, Execution of technical investigations, Integration of applications, communication with relevant parties, Quality assurance, Development technologies, tools & middleware • Various RDBMS's, Secure systems, VB.Net, ASP.Net & MS SQL environment.

**KNOWLEDGE:** • Competent and knowledge in Public Finance Management Act(PFMA) • Division of Revenue Act(DORA), • Treasury Regulations, procurement policies, • SITA Act and its regulations, Human Resource Management including, • Public Service Act, • Public Service Regulation, Labour Relations Act and its regulations, • Employment Equity Act and related policies, • Minimum Interoperability Standards(MIOS) of Public Service, Minimum Information System Security Standards(MISS) of Government, • Promotion of Access to Information Act(PAIA) and Promotion of Administrative Justice Act(PAJA), Performance Management System in Public Service, • Protection of Personal Information Act (POPI)

**KPA'S:** • Render strategic leadership, general administration, co-ordination, HR management and financial management. • Render system/business analysis services to business units to design User Requirement Specifications (URS) in order to develop new and upgrade of systems and manage SDLC process. Development and maintenance of application software and applicable documentation across systems. Provision /coordination of technical support and ensuring technical stability of application systems. Ensuring that application projects are managed and administered in line with prescribed standards and procedures, and are delivered to the agreed scope, timescales and costs. Provide applicable training and mentorship, team leadership and project leadership. Integration of applications and systems across systems. Formal and informal communication with all relevant parties. Quality assurance and user system acceptance signed off. Client/user Relationship management and customer retention. Translation and construction of complex business problems into sound technical solution. Provide analytical support to the DRPW, reviewing identified problem areas and / or changes in business requirements, and proposing changes to systems and/or business processes to ensure the business is making most effective use of IS systems. Render departmental web/portal design, development and implementation. Organise and deliver training and supporting documentation to DRPW staff when required to ensure the most efficient use of IS systems. Manage SLA with SITA and other Suppliers.

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 03/03/2018*

*Centre: Joe Gqabi Regional Office (Sterkspruit)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree/National Diploma in Finance/Accounting/Public Management or Administration/Purchasing Management or equivalent qualification at NQF Level 6 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. Five (5) years relevant experience in Supply Chain Management of which 3 years should preferably be in Supply Chain Management and at Assistant Director Level. • Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. • Problem solving, analytical skills and computer literacy. • Knowledge of Logis and BAS. • Strong planning and coordination abilities. • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. • A valid driver's license.

**KPA'S:** • Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. • Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. • Prepare monthly management reports on SCM Performance and provide early warning signs to management. • Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. • Monitor compliance with contractual terms and conditions as well as service level standards. • Ensure compliance with SCM Policy and analyse on policy changes. • Monitor SCM supplier performance and complaints register. • Manage the review of payment vouchers and report findings with recommendations to Director.

**DEPUTY DIRECTOR: LOSS CONTROL  
COMPONENT: INTERNAL CONTROL**

*Ref No: DRPW 04/03/ 2018*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R657 558.00 Per Annum (Level 11)*

**REQUIREMENTS:** A Bachelor's degree/ National Diploma in Commerce. A minimum of 5 years Loss Control experience of which 3 years must be at an Assistant Director level. A valid driver's license. Knowledge of Microsoft office (Word, Excel and PowerPoint).

**KPA'S:** 1. **Provide Strategic Leadership and Management:** Perform the strategic and operational analysis of the department to identify its status regarding asset loss. Align the internal control standard, processes and systems with Risk Management. Provide Leadership to staff and management within the Loss Control unit of Internal Control 2. **Perform Loss Control Operations:** Maintain and monitor continuously appropriate and effective of Loss Control policy, procedures and processes, in accordance with statutory requirements and standards. Fully implement Loss Control policy, procedures and processes effectively. Facilitate and coordinate all identifiers of asset losses. Facilitate, coordinate and prepare for and respond to oversight and related committees. Review Loss Control investigation and prepare reports. Ensure functionality of the Loss Control Committee. 3. **Facilitate processes which enable the department to demonstrate a commitment to integrity and ethical values.** Communicate and reinforce the accountability for responsible conduct of all personnel. Make explicit the consequences for deviations from standards of conduct at any level in the organization. Ensure that new and existing employees are trained on the department's standards of conduct and continuing education, and providing appropriate briefings to third parties engaging in business with the department. Promote Interactions with external parties that reflect fair and honest dealings. Investigate occurrences of possible violations to ensure a thorough understanding of issues and circumstances. Develop appropriate support documentation and reporting. Identify and communicate with anyone under investigation (or after thorough investigation in instances of alleged asset losses), and follow up on any corrective actions taken to remedy the matter in a consistent and timely basis and according to prescribed company guidelines. Communicate to departmental personnel that appropriate investigation and corrective actions have been taken. Depending on the nature and pervasiveness of the deviation that has occurred, establishing remediation activities as needed to make retrospective corrections and forward-looking improvements. 4. **Project Management:** Manage the project to attain the project goals and achieve stakeholder's satisfaction. 5. **Risk and Change Management:** Contribute to the management of risk and the consideration of potential risks relating to Loss Control. 6. **Financial and Performance Reporting:** Prepare, submit and publish all statutory Finance Management Reports within the stipulated deadlines. Implement a performance management system within the division of Loss Control. 7. **Audit and Assurance of Internal Control:** Respond timeously and coordinate responses to Requests for Information and Communications of Audit Findings during the audit. 8. Provide support to Regions.

**CHIEF ARTISAN - GRADE A: BUILDINGS**

*Ref No: DRPW 05/03/2018*

*Centre: Amathole Regional Office (East London)*

*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 • A 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.

## **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT X2 POSTS**

### **COMPONENT: INTERNAL CONTROL**

*Ref No: DRPW 06/03/ 2018, Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R334 545.00 Per Annum (Level 09)*

**REQUIREMENT:** An appropriate tertiary qualification (NQF 6 of higher) B Com Accounting/National Diploma in Internal Audit with four (04) years relevant working experience in SCM compliance of which two (2) years must be at supervisory level. The relevant work experience and preparation of financial statement is compulsory. Computer skills in Microsoft Office. Knowledge of PFMA, National Treasury Regulations and all SCM Prescripts, CIDB and other relevant prescripts. Must be in possession of a valid EB/Code 8 drivers licence. Be able to work across the Province.

**COMPETENCIES:** Financial Management, People Management, Customer Care and Communication, Strategic Management, Report writing, Ability to multi-task and handle complex task, Good Computer skills in MS Word, MS Excel, and MS PowerPoint. Policy development and time management. Ability to work in a team, under pressure and work long hours.

**KPA'S:** Conduct SCM compliance assessments. Conduct investigations on financial misconduct. Perform SCM Audit controlling. Prevention of financial misconduct. Prepare inputs to Financial Statements. Ensure effectiveness of the Irregular, Fruitless and Wasteful Expenditure Committee. Maintain and update the Compliance register. Prepare reports for oversight bodies. Investigate and provide recommendations to SCM complaints. Prepare all Compliance legislated reports.

## **ASSISTANT DIRECTOR: LOSS CONTROL**

### **COMPONENT: INTERNAL CONTROL**

*Ref No: DRPW 07/03/ 2018, Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R R334 545.00 Per Annum (Level 09)*

**REQUIREMENT:** An appropriate tertiary qualification (NQF 6 of higher) B Com/National Diploma Internal Auditing with four (4) years relevant working experience in Loss Control environment of which two (2) years must be at supervisory level. The relevant work experience and preparation of financial statement is compulsory. Computer skills in Microsoft Office. Knowledge of PFMA, National Treasury Regulations, Labour related and any other relevant prescripts. Must be in possession of a valid EB/Code 8 drivers licence. Be able to work across the Province. Prepare reports for oversight bodies.

**COMPETENCIES:** Financial Management, People Management, Customer Care and Communication, Strategic Management, Report writing, Ability to multi-task and handle complex task, Good Computer skills in MS Word, MS Excel, and MS PowerPoint. Policy development and time management. Ability to work in a team, under pressure and long hours.

**KPA'S:** Conduct asset inspections. Conduct investigations on all asset losses. Implement and review of the Loss Control policy. Prevention/ minimisation of asset losses. Prepare inputs to Financial Statements. Ensure effectiveness of the Loss Control Committee. Maintain and update the Loss Control register. Provide expert advisory services on loss control services.

## **ASSISTANT DIRECTOR**

### **COMPONENT: HEAD OF DEPARTMENT'S OFFICE**

*Ref No: DRPW 08/03/ 2018, Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package: R334 545.00 Per Annum (Level 09)*

**REQUIREMENT:** • A three-year Degree/ Diploma in Public Administration/ Management/ Business Studies or equivalent  
• A minimum of four (4) years Office Management experience of which two (2) years must be at supervisory level

**KNOWLEDGE AND SKILLS:** • Knowledge of Public Service legislation/policies/prescripts and procedures • Good co-ordination Skills. • Basic knowledge of Financial Administration • Good telephone etiquette  
• Computer literacy • Advanced PowerPoint Presentation Skills • Effective record-keeping skills • Sound organizational skills  
• Good people skills • High level of reliability • High level of written communication skills • Ability to act with discretion • Ability to do research and analyze documents and situations and also provide reports • Ability to work under pressure and independently. A working knowledge of LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage

**KPA'S:** • Manage physical and financial resources of the office • Compile financial reports for Management meetings • Prepare submissions, reports and memorandums • Plan and coordinate the logistics for the HOD's Office • Liaise with clients

and stakeholders • Planning and organizing in the office of the Head of Department • Provide administrative executive support to the Head of Department • prepare PowerPoint presentations • maintain information management system in the Office of the Head of Department • manages general administrative queries .

## **PERSONAL ASSISTANT TO THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY**

*Ref No: DRPW 09/03/2018, 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 COMPONENT: BUILDINGS**

*Ref No: DRPW 10/03/2018  
Centre: Chris Hani Regional Offices (Queenstown)  
Salary Notch: R 226 611.00 per annum (Salary Level 7)*

**REQUIREMENTS:** National diploma in Public Management/Administration or Office Management with a minimum of two (2) years' experience as an administration officer in a built environment field • Experience with PFMA, government supply chain and financial management processes will be an added advantage.

**KNOWLEDGE AND SKILLS:** Project Administration • Computer literacy and Microsoft Excel applications • Basic understanding of the project life cycle • Understanding of Supply Chain Management both on Good and Services and infrastructure procurement • Communication • Working with minimum support and supervision • Time management

**KPA'S: Perform Technical Administrative function:** Assist Project Leaders with preparation of Bid Committee reports • Co-ordinate facilities defects reporting between the components • Prepare Building material acquisition • Correspond with consultant and contractors in relation to orders and payments • Monitoring of the Directorate Good and Services budget.  
**Perform administrative function:** Liaise with internal stakeholder in relation to administrative function • Monitor leaves and registers • Prepare acquisition forms for accommodation and transport • Prepare minutes for the Directorate and components meetings • Do filing for the Directorate.

## **TRAINING OFFICER COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 11/03/2018  
Centre: Sara Baartman Regional Offices (Port Elizabeth)  
Salary Notch: R 226 611.00 per annum (Salary Level 7)*

**REQUIREMENTS:** A Bachelor's Degree/National Diploma in Human Resource Management/ Management of Training /Human Resource Development with a minimum of two (2) years relevant experience in Training and Development. Working knowledge of Persal with Introduction to Persal certificate attached or any other HR Information system certificate relevant to the post is a prerequisite. Computer literacy. A Valid driver's license.

**KPA'S:** • Co-ordinate training and development programmes within the region. Facilitate the drafting of the WSP (Workplace skills plan) and Annual Training Plan for the region. Provide training and development interventions to all employees. Provide all logistical arrangement pertaining to Internship management as well as learnership skills programme. Co-ordinate induction programmes within the region. Co-ordinate, administer and keep accurate records and database of bursaries, training programmes, internship and learnership skills programmes. Produce employee training quarterly and annual reports. Arrange all logistics pertaining to skills development interventions including procurement of training interventions. Maintain

good working relations with strategic partners and relevant stakeholders. Research and provide expert advice on training and development trends to all employees. Arrange and attend Skills Development meetings, departmental committees and career exhibitions. Perform any other duties that may be assigned by the Manager.

**ADMIN OFFICER**  
**COMPONENT: HUMAN RESOURCE DEVELOPMENT**

*Ref No: DRPW 12/03/2018*

*Centre: Sara Baartman Regional Offices (Port Elizabeth)*

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

**REQUIREMENTS:** A Bachelor's Degree/National Diploma in Human Resource Management/ Management of Training /Human Resource Development with a minimum of two (2) years relevant experience in Performance Management and Development. Working knowledge of PERSAL with Introduction to PERSAL certificate attached or any other HR Information system certificate relevant to the post is a prerequisite. Computer literacy.

**DUTIES:** • Co-ordinate and implement Performance Management related activities within the region. Ensure efficient monitoring and implementation of probationary appointments. Administer and implement all performance management related transactions. Maintain accurate performance management database. Provide technical advice and assistance on performance management related issues. Research, facilitate and provide in-house training and awareness sessions on performance management developments. Co-ordinate, administer and keep proper records performance management related activities. Perform logistical arrangement for all performance management interventions. Maintain good working relations with clients and relevant stakeholders

**ADMIN OFFICER: PROPERTY HOLDINGS X2 POSTS**  
**COMPONENT: IMMOVABLE ASSETS**

*Ref No: DRPW 13/03/2018*

*Centre: Chris Hani Regional Offices (Queenstown)*

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

**REQUIREMENTS:** A Bachelor's Degree in B.Admin / National diploma in Public Administration with two (2) years relevant experience in property related industry •Good communication skills both written and verbal •Strong negotiation and interpersonal skills, analytical and budgeting skills •Advanced Computer literacy in MS word, Excel and PowerPoint MS Office •Valid driver's license will be an added advantage.

**KPA'S:** Gather all documents required for vesting and disposal and prepare submissions to PSLDC. Research property information in Deeds web, Surveyor General's office and local authorities (property descriptions, location, ownership, title conditions etc). Compile a register for all regionally-owned state properties vested in the name of the Government of the Eastern Cape. Proper systematic filing of title deeds and other important documents (e.g. Item 28(1) certificates etc.) at strong room. Register all important property documents and title deeds in the database. Conduct physical investigations and inspections of properties to determine land use. Compile land audit reports. Provide Asset Management with the schedule of vested properties for capturing into the Asset Register. Identify properties for disposal and consolidation to streamline the property portfolio of the department. Obtain confirmation on Land Claims registered against properties from Land Claims Commissioner. Prepare applications for disposal of properties to PSLDC

**COUNCILOR (EAP): EMPLOYEE WELLNESS X2 POSTS**  
**COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 14/03/2018, Centre: Sara Baartman Regional Offices (Port Elizabeth) X1POST*

*Ref No: DRPW 15/03/2018, Centre: Amathole Regional Offices (East London) X1 POST*

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

**REQUIREMENTS:** • A Bachelor's Degree in Social/Social Science/ Psychology or National Diploma in HRM with Industrial Psychology with a minimum of (two) 2 years relevant experience in the field of Employee Health and Wellness. Computer literacy. Negotiation, presentation, communication, interpersonal, conflict resolution, report writing and counselling skills. Ability to maintain high level of confidentiality and professionalism. Ability to plan and organize. Have knowledge and experience of treatment modalities appropriate for a broad range of recipients. Knowledge of Public Service prescripts and Employee Health and Wellness Policies/ strategies. A valid driver's license.

**KPA'S** • Facilitate the implementation of Employee Health and Wellness programmes in line with Departmental performance plans. Render employee assistance service to employees and their families in a way that ensures confidentiality, timeless and strong code of ethics. Be responsible for assessment of referrals and short-term problem solving solutions. Ensure effective confidential record keeping and data management. Assist in programme promotion and awareness activities • Prepare annual program budget and evaluate the attachment of program objectives • Provide ongoing feedback and communication with both internal and external stakeholders • Provide monthly/ quarterly and annual reports. Alternative duties may be added as decided by Manager: Human Resources.

**PERSONNEL OFFICER: HR PROVISIONING (X2 POSTS)**  
**COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES**

*Ref No: DRPW 16/03/2018*

*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 least 1 – 2 years' experience in Human Resource Provisioning. •OR Grade 12 (Senior Certificate) with at least (3 -5) years' experience in Human Resource Provisioning. •Computer literacy in MS Office packages • •Knowledge and ability to use HR Information Management system.

**KNOWLEDGE AND SKILLS:** •Public Service Act • Proclamation 103 of 1994 as amended Public Service Regulations. • Basic conditions of Employment Act • Report writing. • Computer Literacy.

**KPA'S:** • Process Human Resource Provisioning services. •Process advertising of positions, recruitment, selection and filling of positions. •Process validation of qualifications. •Process assumption of duties. •Process issuing of letters of appointment contracts. • Process confirmation of probation appointments. **To process deployment** – To process personnel utilization and mobility through transfers, translations in rank, promotions and secondments.

### **PERSONNEL OFFICER (X2 POSTS)**

#### **COMPONENT: HUMAN RESOURCE DEVELOPMENT**

*Ref No: DRPW 17/03/2018, 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.

### **PERSONNEL OFFICER (X6 POSTS)**

#### **COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 18/03/2018, Centre: Sara Baartman Regional Offices (Port Elizabeth) X2 POSTS*

*Ref No: DRPW 19/03/2018, Centre: Amathole Regional Offices (East London) X1 POST*

*Ref No: DRPW 20/03/2018, Centre: Chris Hani Regional Offices (Queenstown) X3 POST*

**REQUIREMENTS:** •A Bachelor's Degree/National Diploma in Human Resource Management with 1-2 years relevant experience in Human Resource Management in particular reference to Human Resource Provisioning and Administration OR Grade 12 (senior Certificate) with 3 - 5 years relevant experience in Conditions of Service. A fair understanding of Public Service prescripts and other legislations governing Human Resource Administration. Computer literacy. Knowledge and ability to work on Persal with Introduction to Persal certificate or any other relevant HRM or any other HR Information system certificate relevant to the post is a prerequisite.

**KPA'S:** Responsible for a variety of administrative duties related to Human Resource Provisioning and Administration:-  
**Processing of Service Conditions and Benefits:** Leave Management, Housing Allowance, Long service recognition awards, Service termination, Medical Aid benefits etc. Ensure efficient and effective processing of service benefits and incentives of all employees including exiting the Public service. Attend to human resource administration related enquiries.  
**Facilitate and coordinate Human Resource Provisioning activities within the Region:** - Provide administrative support during recruitment and selection processes. Ensure adherence to effective implementation of policies, regulations and Acts with regard to recruitment and selection. Process appointments, transfers, promotions, relocations and movements on Persal. Update vacancy reports and establishment. Implement all HR Provisioning and Administration related transactions on Persal. Maintain and provide related statistical information. Produce reports as required. Ability to work under pressure and manage confidential information on all HR related matters. Maintain and update employee records and files. Perform any other duties that may be assigned.

### **PERSONNEL OFFICER (X2 POSTS)**

#### **SUB - COMPONENT: HUMAN RESOURCE ADMINISTRATION**

*Ref No: DRPW 21/03/2018, Centre: Head Offices (Bhisho)*

**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 Administration OR Grade 12 (Senior Certificate) with 3-5 years' relevant experience in Human Resource Administration Environment • Must have a Personal Introductory Certificate. Knowledge of Human Resources and understanding of conditions of service processes. Knowledge of Personal System, Public Service Act, Basic Conditions of Employment Act, Public Service Regulations. Excellent communication skills. Ability to work in a team. Computer literacy

**KPA's:-** Implement and administer all functions to service benefits, condition of service which include government employee housing scheme (GEHS) and state guarantees, all type of leaves, policy and procedure on incapacity leave and ill health retirement (PILIR), long service recognition, medical aid, resettlements, termination of services, leave reconciliation, payment of leave gratuities and withdrawal of pension benefits. Capturing of transaction on Personal. Prepare monthly reports on personnel administration issues and provide statistics. Ability to work under pressure. Any other duties as determined by management.

### **REGISTRY CLERK: PERSONNEL REGISTRY X5 POSTS**

#### **COMPONENT: HUMAN RESOURCE ADMINISTRATION AND ADMINISTRATION**

*Ref No: DRPW 22/03/2018, Centre: Head Office (Bhisho) X1 post*

*Ref No: DRPW 23/03/2018, Centre: Amathole Regional Offices (East London) X3 posts*

*Ref No: DRPW 24/03/2018, Centre: Chris Hani Regional Offices (Queenstown) X1 post*

*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

### **ADMINISTRATION CLERK**

#### **COMPONENT: COMMUNITY DEVELOPMENT**

*Ref No: DRPW 25/03/2018, Centre: Amathole Regional Office (East London)*

*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.

### **DATA CAPTURER X3 POSTS**

#### **COMPONENT: EXPANDED PUBLIC WORKS PROGRAMME**

*Ref No: DRPW 26/03/2018 – Chris Hani Regional Office (Queenstown) X1 POST*

*Ref No: DRPW 27/02/2018 – OR Tambo Regional Office (Mthatha) X2 POSTS PROVINCIAL COORDINATION*

*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

### **ADMINISTRATION CLERK: LOSS CONTROL**

#### **COMPONENT: INTERNAL CONTROL**

*Ref No: DRPW 28/03/2018, 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 or National Diploma Finance/Internal Audit with 1-2 years' experience in Public Sector Administration. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Must be in possession of a valid EB/Code 8 drivers licence. Be able to work across the Province.

**KPA'S:** Provide administrative support services: Draft routine correspondence. Receive, register and track records or documents submitted for further processing in the Loss Control component of the Internal Control. Receive, acknowledge and process reported cases. Maintain and update Loss Control register. Provide secretariat duties. Process travel and subsistence claims. Handle routine procurement matters for procurement of standard items. **Provide routine and administrative maintenance service:** Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Facilitate submission of information to assurance providers. Assist in conducting investigations.

### **ADMINISTRATION CLERK**

#### **COMPONENT: BUILDINGS MAINTENANCE**

*Ref No: DRPW 29/03/2018, 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: LOGISTICS X10 POSTS**

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

*Ref No: DRPW 30/03/2018, Centre: Chris Hani Regional Office (Queenstown) X4 Posts*

*Ref No: DRPW 31/03/2018, Centre: OR Tambo Regional Office (Mthatha) X2 Posts*

*Ref No: DRPW 32/03/2018, Centre: Sara Baartman Regional Office (Port Elizabeth) X1 Post*

*Ref No: DRPW 33/03/2018, Centre: Amathole Regional Office (East London) X3 posts*

*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.

### **PROVISIONING ADMINISTRATION CLERK: DEMAND MANAGEMENT X3 POSTS**

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

*Ref No: DRPW 34/03/2018, Centre: OR Tambo Regional Office (Mthatha) X1 Post*

*Ref No: DRPW 35/03/2018, Centre: Chris Hani Regional Office (Queenstown) X2 Posts*

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

**REQUIREMENTS:** A Grade 12 certificate with at least 3-5 years' experience in Demand Management. Knowledge of Logis system will be an added advantage.

**KPA'S:** Receive and analyze requests from end users, nominate suppliers from CSD, monitor the rotation of suppliers, Secretariat to bid specification Committee, monitor implementation of procurement plans. Advice end-users on drawing specification. Advertise tenders and compile tender documents.

## **PROVISIONING ADMINISTRATION CLERK: ACQUISITION MANAGEMENT**

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

*Ref No: DRPW 36/03/2018, Centre: OR Tambo Regional Office (Mthatha)*

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

**REQUIREMENTS:** A Grade 12 certificate with at least 3-5 years' experience in Acquisition Management. Knowledge of Logis system will be an added advantage.

**KPA'S:** Invite quotations from service providers, check if quotes according to legislation, secretariat to bid committees, compile tender/quotation documents, attend site briefing meetings, open tender box. Compile reports and minutes, develop score sheets. Arrange meetings of bid committees. Submit expenditure approval to Logistics. Submit orders to pre-audit.

## **FINANCE CLERK**

### **COMPONENT: FINANCIAL ACCOUNTING**

*Ref No: DRPW 37/03/2018, Centre: Alfred Nzo Regional Office (Mount Ayliff)*

*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.

## **ADMIN CLERK**

### **COMPONENT: ENTERPRISE RISK MANAGEMENT**

*Ref No: DRPW 38/03/2018, Centre: Head Office (Bhisho)*

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

**REQUIREMENTS:** National Diploma in Internal Auditing/Financial Information System/B degree with auditing or Risk management 3.1-2 years' experience within the Risk Management in a Public Service environment. Sound knowledge of PFMA, Treasury Regulations, Public service Regulations and risk management Frameworks, must possess high level of confidentiality and ethical standards. Sound communication skills both verbal and written. A creative individual with analytical thinking and problem solving abilities. Sound interpersonal relations. Computer literate: Excel, Word and PowerPoint, and Barn-Owl shall be an added advantage. Willingness to work under pressure in a fast paced environment, willingness to work outside working workers. Driver's license required.

**KPA'S:** Setting meetings or workshops for the Enterprise Risk Management processes. Updating Risk Registers. Maintenance of case register. Receiving Internal and external Communication. Maintaining a document management system in the office. Maintaining Enterprise Risk management library repository information. Opening and booking out of files for Investigations. Compilation of report/submission in line with relevant legislation. Taking minutes during meetings and interviews. Assist during investigations of cases. Performing any other general administrative duties for the office. Coordinate procurement for the unit.

## **ADMIN CLERK X4 POSTS**

### **COMPONENT: HUMAN RESOURCES MANAGEMENT**

*Ref No: DRPW 39/03/2018, Centre: OR Tambo Regional Office (Mthatha)*

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

**REQUIREMENTS:** Grade 12 or equivalent qualification with 3 – 5 years' 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. Provide information and reports to the supervisor. File documentation to provide an audit trail as well as to allow for easy retrieval. Maintain legislation relating directly to the Human Resource

functions. Draft routine correspondence and track records submitted for processing. Handle routine procurement matters. Ensure safe keeping of all records.

**ADMIN CLERK: OFFICE SERVICES X2 POSTS**  
**COMPONENT: HUMAN RESOURCES MANAGEMENT**

*Ref No: DRPW 40/03/2018, Centre: Amathole Regional Office (East London) X1 Post*  
*Ref No: DRPW 41/03/2018, Centre: Chris Hani Regional Office (Queenstown) X1 Post*  
*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 general registry functions• Basic knowledge in records management Computer literacy• Must be able to work under pressure with minimum supervision• Good communication skills, written and verbal presentation• Good customer care• Code 8 (EB) Driver's License will be n added advantage.

**KPA's :** Maintain stationary, office equipment and inventories• Order and load franking machine units• Maintain incoming and outgoing register• Receive and record all incoming and outgoing correspondence• Make photocopies and receive or send facsimiles• Assist in postal and laminating services• Maintenance of Private Bag and licensing of franking Machine• Arrange travelling and accommodation.

**DRIVER (EXTRA HEAVY MOTOR VEHICLE): BUILDINGS X9 POSTS**  
*Ref No: DRPW 42/03/2018, Centre: OR Tambo Regional Office (Mthatha Dept) X2 POSTS*  
*Ref No: DRPW 43/03/2018, Centre: OR Tambo Regional Office (Bota Sigcawu Dept) X1 POST*  
*Ref No: DRPW 44/03/2018, Centre: OR Tambo Regional Office (Qumbu Dept) X2 POSTS*  
*Ref No: DRPW 45/03/2018, Centre: OR Tambo Regional Office (Libode Dept) X2 POSTS*  
*Ref No: DRPW 46/03/2018, Centre: OR Tambo Regional Office (Lusikisiki Dept) X1 POSTS*  
*Ref No: DRPW 47/03/2018, Centre: OR Tambo Regional Office (Port St Johns Dept) X1 POSTS*  
*Salary Notch: R 127 851.00 per annum (Salary Level 4)*

**REQUIREMENTS:** Grade 10 (Std 8) or Abet level 4 with 3 years' relevant experience in building construction. A Valid driver's license (Code C1 with PDP) is compulsory. Ability to read and write

**KPA'S:** To perform driving duties. Transporting goods and employees. Collecting and distributing goods and working materials. Transport employees to various working points. Pre-checking of vehicle before operating. Roads safety Management.

**MESSENGER: OFFICE SERVICES X2 POSTS**  
**COMPONENT: HUMAN RESOURCE MANAGEMENT**  
*Ref No: DRPW 48/03/2018, Centre: OR Tambo Regional Office (Mthatha)*  
*Salary Notch: R 127 851.00 per annum (Salary Level 4)*

**REQUIREMENTS:** Grade 10 (standard 8) qualifications. At least 2-3 years driving experience with valid code 10 driver's License with PDP. 1-2 years' experience in Registry services and experience on handling confidential correspondence. Good communication, verbal and inter- personal skills and problem solving. Knowledge of printing, binding, laminating and faxing services.

**KPA'S:** Collect departmental Mail Bag to and from the Post Office from Mondays to Fridays. Distribute correspondence from the Registry to various sections of the Departments including other Departments within the Province. Print, bind, laminate and fax documents. Distribute incoming faxes, notices, agendas and minutes to all staff members. Ensure effective utilization of allocated vehicles. Assist in Registry day to day services.

**SECURITY OFFICER X3 POSTS**

*Component: Facility Operations*  
*Ref No: DRPW 49/03/2018, Centre: OR Tambo Regional Office (Mthatha)*  
*Salary Notch: R 107 886.00 per annum (Salary Level 3)*

**REQUIREMENTS:** Minimum Grade 9 (Std 7) or Abet level 3 with 2 years' relevant experience, Registration with the Security Office Board (PSIRA), Security training Grade C.

**KPA'S:** Enforce access control regulation of the entrances. Conduct regular patrols in and around the entire perimeter fencing. Prevent situations which could result in fire and / or safety hazards. Ensure that emergency exits are free of any obstruction. Check if fire extinguishers are serviced. Report all security breaches to the Senior Security Officer. Ensure compliance with the key control policy of a particular building. Write all incidents to the occurrence book. Report security breaches to the control room immediately

**DRIVER: FLEET SERVICES X4 POSTS**  
**COMPONENT: ASSET MANAGEMENT**  
*Ref No: DRPW 50/03/2018, Centre: Head Office (Bhisho)*  
*Salary Notch: R 90 234.00 per annum (Salary Level 2)*

**REQUIREMENTS:** Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. A Valid Code 8 driver's license with PDP (an endorsed drivers licence). Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

**KPA'S: Provide transport services:** Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. **Render vehicle Maintenance functions:** Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report.

**GENERAL ASSISTANTS X6 POSTS**  
**COMPONENT: ASSET MANAGEMENT**

*Ref No: DRPW 51/03/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R 90 234.00 per annum (Salary Level 2)*

**REQUIREMENTS:** Abet or grade 10. Grade 12 will be Advantageous. 0-2 year's relevant experience. Good communication skills and good customer care. Acceptance of responsibility. Be able to read and write. Be able to work under pressure. Driving will be an added advantage.

**KPA'S:** Load and unload of furniture and other material when requested to do so. Keep Store Rooms / Strong room clean and tidy. Sorting and packing of material in the Store Rooms / Strong room. Assist to move all redundant material from the department to the store rooms / strong room. Assist to shift furniture during furniture verification, barcoding and disposal/auction. Requesting of payment voucher from Finance

**STORES ASSISTANTS X2 POSTS**  
**COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 52/03/2018, Centre: Head Office (Bhisho)*

*Salary Notch: R 90 234.00 per annum (Salary Level 2)*

**REQUIREMENTS:** •Grade 10 or equivalent •Basic knowledge of SCM legislative framework and Treasury Regulations •Understanding the application of PFMA, BBEE and Stores and Warehouse Management •Strong communication and problem solving skills •Ability to work under pressure and independently.

**DUTIES:** •Maintain stores records •Check and verify deliveries •Administer and monitoring of issuing of goods to End users •Update and maintain Bin cards •Ensure proper packaging of stores •Handling of warehouse queries of both internal and external clients •Assist in mid and annual stock counts •Performed any other duties as assigned by the Manager

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**CLOSING DATE: 20 APRIL 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.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 Ms S. Mdoda 040 602 4140

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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.**