



Circular 40 of  
2017

Posted Date  
2017/11/10

## DEPARTMENT OF ROADS AND PUBLIC WORKS

### ERRATUM

Persons interested in applying for the positions advertised in the **Sunday Times on the 05 November 2017** **also in the EP Herald and Isolezwe** on the **06 November 2017** with the closing date 17 November 2017 must please note that the following changes have been made, which should be read as follows:

1. **The requirement for the post of Director: Organizational Development Head Office, with Ref No: DRPW 02/10/2017**

**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

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**CLOSING DATE: 1st December 2017**

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

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

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

**DEPARTMENT OF ROADS AND PUBLIC WORKS**

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

Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhishe, 5605.

Enquiries: Mr. M. Mbangi at (040) 609 6424 / 6248 / 6290

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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 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 TRANSPORT: GFMS- TRADING ENTITY

### ERRATUM

Persons interested in applying for the position of **Manager Strategy and Risk Management (One year fixed term contract)** that was advertised on Circular 32 of 2017 in the **Provincial website, on Sunday Times of the 16 July 2017 and also in the EP Herald and Isolezwe** on the 17 July 2017 with the closing date 04 August 2017 must please note that the Salary Level has changed, which should be read as follows:

**SALARY LEVEL:** In the previous advert circular no 32 was on salary level 12, it should be salary level 11.

#### **MANAGER STRATEGY AND RISK MANAGEMENT (One year fixed term contract)**

*Salary Range: R 779 295 – R917 970 per annum (Level 11)*

*Component: Office of the Head*

*(Ref. GFMS 26/07/2017)*

**Minimum Requirements:** B Degree/ National diploma (NQF 6) in Commerce/ Public Administration with 3 years' relevant working experience at Management level in Strategic planning, development, performance monitoring and evaluation. Must have managed a team of at least 2 people in the past.

**Competencies:** \*Strategic Capability\*Creative Thinking\*Decision Making\*Problem Solving\*Team Player\*Technical Proficiency\*Ability to co- ordinate cross functional and multi-disciplinary teams\*Sound project management capability\*Excellent presentation skills.

**KPA's:**\*Development of Annual Performance Plans and Operational plans\*Develop systems and interventions to promote a culture of performance and reporting within the entity\*Manage the quarterly performance reporting process\* Co- ordinate the Executive management group engagements\*Management of the risk management and action plans implementation process\*Organisational policy development\* Assist in preparing reports to the Governance Structure/s. Manage the Entity's Stakeholders\* Manage direct reports.

*The Eastern Cape Provincial Government is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature.*

**Closing date: 01 December 2017.**

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

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

#### **DIRECTION TO APPLICANTS**

Applications must be submitted on the Z83 Form, obtainable from any Public Service Department and should be accompanied by a comprehensive CV, certified copies of educational qualifications and Identity Document. Incomplete and unsigned applications will be disqualified. Faxed or e-mailed and late applications will not be considered.

It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates.

PLEASE FORWARD YOUR APPLICATION, quoting the relevant reference number, **Post to:** The Head of the GFMS Trading Entity, Department of Transport, Private Bag X0001, Westbank, EAST LONDON, 5218

**Hand delivery** applications should be submitted at East London Government Garage, No 9 Cotton Road, Westbank office no 35.

**The Department of Transport deserves the right not to make an appointment:**

**Enquiries Mrs P. Mbewu**

**Tel No: 043- 731 1240 / 079 5285871**

## **EASTERN CAPE PROVINCIAL TREASURY**

### **DIRECTOR: ICT MANAGEMENT**

*Salary Package: R 948 174 (Level 13)*

*(PT.46 /11/2017) Bhisho*

**SALARY:** R948 174 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs)

**Purpose:** To manage and facilitate the provision of ICT Management.

**Minimum Requirements:** A Three year degree (NQF Level 7) in Computer Science / Information Technology or any related field coupled with 7-8 years of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in IT environment.

**KPA's:** **Manage the development and monitor the effective implementation of ICT Governance**

**Framework:** Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, reviewal and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. **Manage the provisioning of ICT infrastructure and operational support services:** Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery Plan.

**Manage the provisioning and maintenance of ICT administrative systems and ensure data integrity:**

Manage the maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders' communication & information sharing through the use of ICT. **Render advisory services on ICT needs and requirements:** Manage and review existing user support technology options and determine appropriate technology. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. **Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility:** Identify and manage risks in

area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**Skills and Competencies:** ICT Systems and Network Management, Financial Management, Policy Development & Management, Project Management and Development, ICT Procurement. Web design and Programming understanding. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management and Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy.

## **DEPUTY DIRECTOR: RISK AND SCM PERFORMANCE**

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

*(PT.47 /11/2017) Bhisho*

**Purpose:** To manage Risk and Supply Chain Performance Management Services in the department.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Supply Chain Management / Internal Auditing / Public Administration / Economics / Business Management or any other related field coupled with Minimum of 5 years relevant work experience at least 3 years must have been at an Assistant Director level in Supply Chain Management environment.

**KPA'S:** Ensure optimum compliance within the SCM unit: Manage and monitor compliance with SCM policies and procedures within the department. Manage , monitor and evaluate supplier performance in relation to contractual obligations. Manage , monitor and evaluate SCM performance in respect of compliance to all SCM elements. Manage quality control checks and identify non-compliance issues in overseeing contract management for all departmental operating leases. Manage and monitor adherence to the prescribed code of conduct by the SCM practitioners and report any contraventions. Manage and assess the cost efficiency (market analysis) of the procurement processes and deviations from normal procurement procedures. **Manage compliance assessment report:** Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Chief Director SCM. **Manage provisinging of risk management interventions of SCM unit:** Identify and evaluate risks within SCM unit. Develop complaints register. Investigate complaints and report back to complainant. Monitor and evaluate bid processes in the department. Manage safe keeping of SCM informations. **Manage area of responsibility:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates, Ensure assets are managed, maintained and kept safely by subordinates.

**Skills and Competencies:** In-depth knowledge of legislative framework that governs the Public Service

Knowledge and understanding of the following prescripts: Public Finance Management Act, Supply Chain Management Policies, Risk Management and Policies. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate and Good Communication Skills (verbal and written)

## **ASSISTANT DIRECTOR: SYSTEM CONTROLLER**

*Salary Notch : R 334 545 (Level 09 )*

*((PT.48 /11/2017) Bhisho*

**Purpose:** To ensure effective and efficient utilization of LOGIS and Monitor Commitments.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Information Systems or any related field coupled with Minimum of 3 years relevant work experience at a level of an officer in Supply Chain Management environment. Experience as a LOGIS system controller or Sub-system controller. Knowledge of BAS will be advantageous.

**KPA's:** Render departmental system control support: Manage Maintenance of security user profiles. Creating, modifying and terminating users. Provide Assistance to reset revoked user's password. Inform all users of significant changes to system functionality and/or operations. Perform periodic checks to confirm user's current access. Terminate users that are inactive for a period exceeding two months. Creation of new item control numbers (ICN). Provide technical assistance to all users having problems to perform their transaction on LOGIS. Take overall responsibility of LOGIS infrastructure and management. **Monitor progress of payments on commitments:** Capture all commitments on a spreadsheet per month to identify slow moving commitments. Inform end users regarding outstanding commitments. Notify end users about slow moving commitments. Prepare Monthly report on status of commitments. Report on current and capital expenditure of commitments for interim and annual financial statement. De-commitment of all outstanding commitments at the end of each financial year.

**Skills and competencies:** Knowledge and application of the following prescripts: Public Finance Management Act. In-depth knowledge of legislative framework that governs the Public Service. Supply Chain Management Framework in Public Service. Treasury Regulations. Communication Skills (verbal & written). Computer Literate. Problem Solving and People Management. Analytical Thinking, Client Orientation, Customer Focus, Diversity Management and Risk Management.

## **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING**

*Salary Notch: R 334 545 (Level 09)*

*((PT.49 /11/2017) Bhisho*

**Purpose:** To facilitate the implementation of the Accounting Standards and Services to Provincial Departments.

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) majoring in Financial Accounting, Auditing, Financial Management, Public Finance or any related field coupled with a Minimum of 3 years' relevant work experience in an Accounting environment at a level of an officer ( Level 7 or higher).

**KPA's:** **Support the monitoring and reporting on the preparation of the AFS and AIP co-ordination plan:** Provide support to Departments and report in accordance with relevant accounting policies and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. **Assist with the provision of technical support to provincial departments and public entities:** Assist with the analysis and review of the departments' books of accounts and support the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of consolidated AFS to AG and respond to audit queries thereof. **Assist with the analysis of financial management capability model:** Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safely.

**Skills and competencies:** In depth understanding and application of Financial. Management Policies and Regulations. BAS System, LOGIS system and PERSAL System. Problem solving skills. Computer Literate. Good Communication Skills (verbal and written). Leadership, Managing of Financial Resources, Interpersonal Skills. Change Management, Planning and Execution. People Management and Empowerment.

## **ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT**

*Salary Notch: R 334 545 (Level 09)*

*((PT.50 /11/2017) Bhisho*

**Purpose:** To implement measures to effectively manage the Liquidity of Provincial Revenue Fund and reporting thereon.

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

**KPA's:** Render support on the implementation of liquidity strategies for the Provincial Revenue Fund (PRF): Liquidity of departmental Pay Master General and Exchequer Account. Support a thorough process of funds transfer to departments as per the submitted cash flow requisitions. Prepare the funding for PMG accounts and ensure it is in line with the voted budget. Maintain liquid exchequer account and PMG accounts to ensure a sound financial position of the province by funding expenditure at the right time. Monitor and report the receipt of Equitable Share and Conditional Grants from National Government. Monitor and report the pay-over of own revenue collected by departments to PRF. Monitor and report the pay-over of investment income to PRF from commercial banks. Monitor and report the surrender of unspent voted funds by departments to the PRF and account for the surrender of unspent conditional grants to the National Government. Monitor and report the administration of correspondence to departments for month-end procedures. **Accurate and complete accounting of PRF transactions:** Analyse budget book to produce an overall Provincial Budget Schedule. Prepare cashbook for all transactions that take place in the Exchequer Account daily. Prepare monthly reconciliations of the Exchequer, IGCC accounts and any commercial bank investment accounts in place. Record all transfers and deposits from National Government to ensure that all that is in the payment schedule has flown into the province. Record all the daily PRF transactions on Basic Accounting System (BAS) to produce a ledger account and trial balance. Produce conditional grant certificates to stakeholders within the department. **Provide support in the preparation of the PRF Annual Financial Statements:** Ensure the PRF AFS are produced per the prescribed National Treasury template. Provide information and support to the audit process. Provide input to resolve Audit Findings and implement the auditor's recommendations on the PRF Annual Financial Statements. **Skills and Competencies:** Cash-Flow Management, Financial Risk Management, Investment Management, Application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis, Computer Literate, Analytical Thinking and Communication Skills.

## **ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES**

*Salary Notch: R 334 545 (Level 09)*

*(PT.51/11/2017) Bhisho*

***This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested)***

**Purpose:** To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities

**Minimum Requirements:** A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing coupled with minimum of 3 years as an Internal Auditor. CIA, PIA, IAT & QAR Certifications will be added advantage.

**Skills and Competencies:** Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Relations, Planning and Organizing, Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

**KPA'S:** Render support in monitoring, enforcing and reporting on the effective implementation of Internal Audit Standards: Assist on the re-veiwal / development of standard internal audit Charters. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. **Promote the image of Internal Audit in the province:** Assess the performance of Audit Committees in the province. monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. **Provide support on the implementation of specialised audits including ICT Performance Audit and QAR services:** Render advise on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits) **Facilitate the implementation of recommendations:** Assist department's

Internal Audit functions to produce quality audit reports. Conduct research on best practice monitoring tools suitable for internal audit functions.

**APPLICATION INSTRUCTIONS:**

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

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

**PLEASE FURTHER NOTE:**

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

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

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

**CLOSING DATE: 1<sup>st</sup> December 2017**

**EASTERN CAPE PROVINCIAL TREASURY**

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



## **DEPARTMENT OF HUMAN SETTLEMENTS**

### **DIRECTOR: ANTI-CORRUPTION AND SECURITY**

**SALARY RANGE: R948 174.00 – R1 116 918.00 (Level 13) All-inclusive package**

**(Ref ECDHS 01/11/2017)**

**Head Office**

**Minimum Requirements:** A relevant undergraduate qualification NQF7 in the legal field as recognised by SAQA with five (5) years' experience at a Middle Management/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Effective and efficient management and monitoring of organisational budget and expenditure. Must have a valid driver's licence. Computer literacy. Advanced planning and organising skills. Experience in anti-corruption will be an added advantage

**Key Responsibility Areas:** Develop and co-ordinate the implementation of anti-corruption and fraud policies and programmes. Develop anti-corruption policies strategy and programmes. Co-ordinate assessments and investigations of corruption in the department. Facilitate capacity building/awareness on fraud and corruption for ethical integrity in the department. Manage the establishment of a database on anti-corruption cases in the department. Administer liaison with anti-corruption structures in order to build effective partnerships. Develop and monitor the implementation of departmental security policies in respect of physical, environmental, information, etc. security matter in relation to departmental programmes. Administer the screening/vetting process in the department. Administer classification of documents and confidentiality status of officials within. Administer training of personnel on the areas of security.

### **2 X CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**

**SALARY RANGE: R935 172.00 – R1 069 272.00 (Level 12 OSD) All-inclusive package**

**(Ref ECDHS02/11/2017) Head Office**

**(Ref ECDHS03/11/2017) OR Tambo**

**Minimum Requirements:** A 3 year degree/advanced diploma or an equivalent NQF7 qualification in the built environment (Civil, Quantity Surveying, Architecture and Building) with minimum of 3 years of solid experience in human settlements development. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP). Must have a valid driver's licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written). Computer literacy is a must.

**Key Responsibility Areas:** Project planning, design, analysis, effectiveness and implementation. Assist developers in developing project implementation plans with realistic cash flows forecast. Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to organizational goal to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimise possible project crisis. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures system and resources. Set project standards, specifications and services levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies to organisational goals to direct or redirect project services for the attainment of organisational objectives. Keep up with new technologies and procedures. Follow approved programmes or development for registration purpose.

### **QUANTITY SURVEYOR PRODUCTION GRADE A**

**SALARY RANGE: R549 639.00 – R592 110.00 Level 11 All-inclusive package**

**(Ref ECDHS04/11/2017)**

**Sarah Baartman Region**

**Minimum Requirements:** A 3 year degree/national diploma in Quantity Surveying or relevant NQF 6 equivalent qualification with at least 3 years' experience in the built environment. Must be registered with SACQSP South African Council for Quantity Surveyors Profession. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must have a valid driver's licence and must be willing to travel.

**Key Responsibility Areas:** Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity surveying. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Ensure adherence to regulations and procedures for procedure SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.

### **DEPUTY DIRECTOR: CUSTOMER CARE**

**SALARY RANGE: R657 558.00 – R774 576.00 Level 11 All-inclusive package  
(Ref ECDHS05/11/2017)**

**Head Office**

**Minimum Requirements:** A 3 year degree/diploma in Public Relations Communications/Marketing and Journalism or NQF6 relevant qualification with 3 years' experience in the customer care environment or a Senior Certificate coupled with 10 years working experience in the public sector. Knowledge of applicable legislation and prescripts. Good research, reporting writing, interpersonal relations, presentation skills. Understanding of financial management. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility Areas:** Develop and implement customer care policies and standards. Research interface between department and clients and determine needs for customer care and help desk functions. Develop and implement strategies and resources to facilitate client interaction. Monitor service provision to ensure adherence to customer care charter. Develop systems to facilitate monitoring and identification of problem areas. Review service provision and strategies to remedy negative situations. Establish and maintain public liaison office and hotline. Determine location and format of public liaison office. Facilitate establishment of public liaison office and provide support. Receive and follow up complaints brought by the public.

### **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

**SALARY RANGE: R657 558.00 – R774 576.00 (Level 11) (All-inclusive package)  
(Ref. HS006/11/2017) Head Office**

**Minimum Requirements:** A three year degree/diploma or equivalent NQF6 qualification in Human Resource Development/Public Administration or relevant NQF6 qualification with 3 years working experience in human resource development or a Senior Certificate coupled with 10 years' experience in the human resource development environment. Experience in Human Resource Development and speciality in training and development will be an added advantage. Knowledge of HR legislation and regulations. Computer literacy. Presentation, facilitation, research and analytical skills. Must have a valid drivers' licence and must be willing to travel.

**Key Responsibility areas:** Identifying and co-ordinating training needs and facilitating the development of a workplace skills plan. Monitoring and facilitating capacitation and training of departmental employees. Administration of departmental bursaries. Co-ordinate and implement learnerships and internships. Conduct a skills audit and develop a database. Align needs with the objectives of the Department and the organisation structure. Identify needs and develop a learner and internship skills programme. Administer contracts. Organise skills development committee.

### **DEPUTY DIRECTOR: PRE-AUDIT**

**SALARY RANGE: R657 558.00 – R774 576.00 (Level 11) (All-inclusive package)  
(Ref. HS00711//2017) Head Office**

**Minimum Requirements:** A recognised 3 year financial qualification or equivalent NQF6 financial qualification with 3 years working experience in a financial or auditing environment or a Senior Certificate coupled with 10 years' experience in the financial or auditing environment. Good communication skills (verbal and written). Strong financial background. Knowledge and understanding of the Public Finance Management Act (PFMA), Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and Auditing prescripts. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility areas:-** Manage the internal control unit for the department. Establish integrated internal control systems. Establish and maintain pre-audit systems. Develop and implement a Delegations framework. Develop and report on the implementation of Audit Intervention Plan. Investigate and report on detected irregular,

unauthorised, fruitless and wasteful expenditure. Provide inputs to Financial Statements. Manage the human resources, assets and financial resources of the sub-directorate.

### **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT**

**SALARY RANGE: R417 552.00 to R491 847.00 (Level 10)**

**(Ref. HS008/11//2017) Head Office**

**Minimum Requirements:-** A 3 year degree/diploma in Social Science/Public Administration/Public Management or NQF6 relevant qualification with at least 3 years working experience in the special programmes unit or a Senior Certificate coupled with 5 years working experience in the special programmes unit. A thorough understanding of special programme and gender mainstreaming of designated groups. Good communication skills (verbal and written). Ability to work under pressure. Good report writing and presentation skills. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility areas:-** Develop departmental special programmes strategy. Gender mainstreaming of designated groups in the Province. Compile a comprehensive database on opportunities created for the designated groups. Develop national and provincial strategies, programmes and projects regarding these groups. Evaluate to determine best practice. Interact and liaise with stakeholders at all levels. Compile Special Programmes Compliance reports Gender Equity reports, policies and strategies and workshop to attain stakeholder participation. Facilitate integration to policies, compliance reports, strategies and service implementation programmes. Evaluate departmental housing and associated programmes. Facilitate the introduction of special programmes in the departmental programmes and strategies. Monitor and evaluate the success of these ventures.

### **CONTROL WORKS INSPECTOR: PROJECT MANAGEMENT AND QUALITY**

**ASSURANCE (CHRIS HANI REGION)**

**SALARY RANGE: R417 552.00 – R491 847.00 (Level 10)**

**Ref: ECDHS09/11/2017**

**Minimum Requirements:** A 3 (three) Year degree/diploma in Civil Engineering/Building/Construction or NQF6 equivalent qualification with at least 3 years working experience in the technical field and or Senior Certificate/NQF3 coupled with 5 years' experience in the technical field. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must have a valid drivers' licence.

**Key Responsibility areas:-** Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

### **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT**

**SALARY RANGE: R334 545.00 - R404 121.00 Level 09**

**(Ref ECDHS10/11/2017)**

**Head Office**

**Minimum Requirements:** A 3 year degree/national diploma in Logistics/Purchasing Management/Public Administration or NQF6 relevant qualification with three years working experience in the acquisition management environment or a Senior Certificate coupled with 5 years' experience in the acquisition management environment. Knowledge of government policies and planning systems. Sound written, oral communication, good planning and organising skills. Computer literacy. Extensive knowledge of Logis and BAS.

**Key Responsibility Areas:** To render provisioning services. Receipt of requests from end-users. Check correctness. Capture the request on the system. Authorisation of requests. Maintenance of monthly/quarterly reports. Ensure effective and efficient use of funds. Obtain cost effectiveness. Verification of price against

contracted price. Maintenance of accruals. Supervision of staff. Manage quarterly reviews. Manage and maintain order list register.

### **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS**

**SALARY RANGE: R334 545.00 – R404 121.00 Level 9**

**(Ref ECDHS11/11/2017)**

**Head Office**

**Minimum Requirements:** A recognised degree in Social Science/Psychology/Social Work with three years working experience in the employee wellness environment. Must be registered with the South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). Knowledge of relevant legislative mandates/frameworks and prescripts that are applicable in the public service. Good negotiation skills, communication (verbal and written), interpersonal relations, conflict management, counselling skills, good reporting writing and presentation skills. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility Areas:** Promote individual physical wellness. Promote sports and recreational activities. Promote and manage individual psycho-social wellness. Promote an effective organizational wellness. Promote work life balance. Co-ordinate healthy lifestyle campaigns. Facilitate and co-ordinate financial management sessions. Provisioning of a fully operational counselling service. Facilitate functional quarterly Employee Wellness committee meetings. Facilitate a functional Peer Educator programme. Promote HIV/AIDS and treatment care and support. Manage and promote anti-stigma and human right advocacy through health promotion and education. Promote HIV and AIDS prevention through behaviour change communication. Conduct HIV and TB screenings. Promotion of GEMS HIV and AIDS disease management programme. Provide care and support to HIV positive employees and their families. Facilitate TB information sessions. Promote effective disease and chronic health management. Facilitate staff health screenings. Attend to mental health cases as referred to Employee Wellness. Facilitate stress and depression awareness sessions. Promote effective occupational health education through behaviour change communication. Attend to incapacity leave and ill health retirement case referred to Employee Wellness. Occupational Health and Safety Act (OHS) managed effectively.

**Preference will be given to disabled persons.**

### **SENIOR ADMINISTRATIVE OFFICER:**

#### **LAND ACQUISITION AND FACILITATION**

**SALARY RANGE: R281 418.00 – R331 497.00 (Level 8)**

**(Ref. HS012/11/2017) Head Office**

**Minimum Requirements:-** A 3 year degree/diploma in Social Sciences/Development Studies or equivalent NQF6 qualification with 3 years working experience in the land acquisition and facilitation environment or a Senior Certificate coupled with 4 years' experience in the public sector working in title deeds, consents and land devolution. Sound knowledge and understanding of transfer and land ownership. Good communication skills (verbal and written). Ability to work under pressure. Computer literacy. Must have a valid driver's licence and must be willing to travel.

**Key Responsibility areas:-** To facilitate the transfer and handing over of housing units to qualifying beneficiaries in conjunction with conveyancers and municipalities. Provide technical advice to municipalities on housing transfer process and land related issues to ensure handing over of title deeds to approved beneficiaries. To verify the appointment of conveyancers for the RDP housing projects in the Eastern Cape Province. Check whether the appointment of the conveyancers for all approved projects are in place. Conduct a deed search and capture instruction in Korbitec system. Make monthly payments and compile a monthly report. Ensure monthly targets are met.

### **SENIOR ADMINISTRATIVE OFFICER**

#### **SOCIAL HOUSING**

**SALARY RANGE: R281 418.00 to R331 497.00 (Level 8)**

**(Ref ECDHS13/11/2017)**

**Head Office**

**Minimum Requirements:** A 3 year degree/diploma in Social Sciences/Public Administration or Public Management or equivalent NQF 6 qualification with 3 years working experience in the social housing environment/services or a Senior Certificate coupled with 4 years working experience in the social housing environment. Sound knowledge of policies and prescripts that are applicable to the Social Housing and Community Residential Units Programmes. Experience in providing administrative support to projects. Good communication skills, presentation skills, analytic skills and conflict management skills. Ability to work in a team. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility Areas:** Assist in compilation and updating of the Provincial pipeline for Social Housing and Community Residential Units' Projects. Receive and process project documents and records such as funding applications and claims. Maintain an efficient record keeping and filing system of all records and correspondence on Social Housing and Community Residential Units Projects. Assist in facilitating implementation of the Social Housing and Community Residential Units Programme. Raise awareness amongst stakeholders such as Municipalities about the Social Housing and Community Residential Units Programmes. Provide administrative and secretariat support to the Provincial Social Housing Steering Committee. Compilation and submission of reports.

**LABOUR RELATIONS OFFICER**  
**HUMAN RESOURCE MANAGEMENT**  
**SALARY RANGE: R281 418.00 – R331 497.00 (Level 8)**  
**(Ref. HS014/11/2017) Head Office**

**Minimum Requirements:-** A 3 year degree/diploma in Labour Law/Human Resources or relevant NQF6 qualification with 3 years' experience in labour relations field or a Senior Certificate coupled with 4 years' experience in the labour relations field. Experience in facilitation of discipline, dispute and grievance process. Chairing of disciplinary hearings and formulation of charges. Good communication skills (verbal and written). Ability to work under pressure for extended periods of times. Able to plan and organise and take initiatives. Good report writing, presentation and project management skills. In-depth knowledge of all relevant legislations/prescripts that are applicable in the public service. High level of confidentiality. Persal Introductory certificate will be an added advantage. Must have a valid drivers' licence.

**Key Responsibility areas:-** Ensure compliance with applicable legislations, rules and regulations. Co-ordinate discipline and grievance processes within the Department. Maintain database on all misconduct, grievance and disputes. Investigate misconduct cases disputes within department and monitor the implementation of sanctions and arbitration awards. Facilitate the handling of grievances. Implement labour relations communication strategy.

**COMMUNICATIONS OFFICER**  
**SALARY RANGE: R226 611.00 to R266 943.00 (Level 7)**  
**(Ref ECDHS15/11/2017)**  
**Head Office**

**Minimum Requirements:** A 3 year degree/diploma Public Relations, Communications, Marketing, and Journalism or equivalent NQF6 with 2 years working experience in the communications environment or Senior Certificate coupled with 3 years' experience in the communication environment. Knowledge of government policies and planning systems. Good interpersonal relations, communication and customer orientated skills. Knowledge of desk top publishing. Computer literacy. Must have a valid drivers' licence.

**Key Responsibility Areas:** Develop marketing plans. Develop and implement internal and external marketing programmes. Provide marketing support and expertise to directorates. Promote departmental subsidies and programmes. Organise departmental exhibitions and promotions. Conduct outdoor activations. Organise competitions to promote the department. Organise and co-ordinate marketing campaigns. Package information for marketing purposes. Develop information booklets and pamphlets. Distribute information packs to various audiences using different marketing tools. Organise marketing functions.

**PROVISIONING ADMINISTRATION OFFICER: DEMAND AND LOGISTICS**  
**MANAGEMENT**

**SALARY RANGE: R226 611.00 to R266 943.00 (Level 7)**  
**(Ref ECDHS16/11/2017)**  
**Head Office**

**Minimum Requirements:** A 3 year degree/diploma in Logistics/Inventory/supply chain management/financial management/public management or equivalent NQF6 qualification with 2 years' working experience in the supply chain environment or a Senior Certificate coupled with 3 years' working experience in the supply chain environment. Knowledge of the public service regularity framework. Understanding of the assets policies and procedures. Good communication skills. Knowledge of LOGIS (Logistical Information System). Ability to work in a team. Computer literacy.

**Key Responsibility Areas:** Develop and maintain asset register. Assist in the implementation acquisition, maintenance, transfers and disposal plans and update the asset register. Conduct regular asset verification and annual asset count and report on discrepancies. Assist in the preparation monthly reconciliation for all asset categories and maintain a loss control register. Prepare and submit monthly, quarterly and annual reports. Bar code/mark purchased assets.

## **SENIOR ACCOUNTING CLERK: GRANT MANAGEMENT**

**SALARY RANGE: R152 862.00 to R180 063.00 (Level 5)**

**(Ref ECDHS17/11/2017)**

**Head Office**

**Minimum Requirements:** A 3 year degree/diploma in finance or equivalent NQF6 qualification with 1 year working experience in a financial environment or a Senior Certificate coupled with 2 years' working experience in a financial environment. Experience in financial administration related to conditional grant management. Sound knowledge of policies and prescripts that are applicable to conditional grant management. Good communication skills and analytical skills. Sound knowledge of Basic Accounting System (BAS). Computer literacy.

**Key Responsibility Areas:** Review and verify claims in line with PFMA and Treasury Regulations. Processing of project payments and related transactions in the Provincial Financial System (BAS). Prepare monthly and quarterly DORA reports. Monitoring and reporting on trust accounts. Records management.

## **PERSONNEL OFFICER: CONDITIONS OF SERVICE**

**SALARY RANGE: R152 862.00 to R180 063.00 (Level 5)**

**(Ref ECDHS18/11/2017)**

**Head Office**

**Minimum Requirements:** A 3 year degree/diploma in Human Resources Management/Public Management/Industrial Psychology or equivalent NQF6 qualification with 1 year working experience in human resource administration or a Senior Certificate with 2 years' working experience in the human resource administration. Must have a PERSAL Introductory Certificate. Knowledge of the PERSAL System, Public Service Act, Basic Conditions of Employment Act, Public Service Regulations. Excellent communication skills. Ability to work in a team. Computer literacy.

**Key Responsibility Areas:** Implementation of leave of administration. Manage leave administration for the department. Monitor attendance register and do reconciliation monthly. Implementation of Incapacity leave and ill-health retirement (PILIR). Implementation of service benefits. Verify and capture of housing allowance applications, long service awards. Check subsistence travelling (S & T) allowance and resettlements costs. Implementation of service terminations and pension benefits. Collect and verification of pension withdrawal forms.

**Preference will be given to disabled persons.**

### **DIRECTIONS TO CANDIDATES**

Note: Before you apply:

**NB: WOMEN, YOUTH, AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY IN ORDER FOR THE DEPARTMENT TO MEET THE EQUITY TARGETS**

Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application.

Applications must be submitted on Z83 form obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp not older than three (03) months. An identity document and qualifications including senior certificate, a valid driver's licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal drivers licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQA.

Non South African citizens must attach proof of permanent residence in South Africa.

Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered.

Note: Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof.

If you have not been contacted within a period of three months after the closing date you may regard your application as unsuccessful.

It is our intention to promote representatively (race, gender and disability)

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

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

**Closing Date: 1<sup>st</sup> December 2017**

**Applications can be forwarded through on the following options:**

#### DEPARTMENT OF HUMAN SETTLEMENTS

**Post to:** The Director: Human Resource Management, Private Bag X13008, Cambridge, 5206.

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

**Enquiries:** Enquiries: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774

## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

### **CULTURAL OFFICER: PERFORMING ARTS X2**

*Salary Range: An all-inclusive remuneration R226 611 – R266 943 (Level 07)*

*Chris Hani District Ref: DSRAC 01/11/2017*

**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 licence.

**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.)

## **PROVISIONING ADMIN CLERK**

**Salary Range: An all-inclusive remuneration R152 862- R180 063 (Level 05)**

**OR Tambo District Ref: DSRAC 02/11/2017**

**Minimum Requirements** : Degree or National Diploma in the field of Purchasing Management/ Public Administration / Financial / Logistics Management or relevant qualification or Grade 12 coupled with 1 year relevant experience in supply chain management environment and or general office work administration. Knowledge of PFMA, Treasury Regulations, Tender procedures and Regulations. LOGIS and BAS. Communication skills (verbal and written), customer care computer Literacy.

**KPA's:** Perform secretarial duties in the bid specification committee and compile reports thereof. Assist in the 48 hour advertising as well as closing of tenders. Invite quotations from prospective supplies on the database, evaluate their authenticity and verify the bidder's declaration of interest. Assist end users in drawing up of specifications. Receive procurement of goods and service. Compiling of memoranda. Assist service providers in updating their details on the database. Filing of documents on a daily basis .

**NB: Forward applications to the relevant centre**

**Chris Hani District: Enquiries Mr. Kwanini Tel: 045 807 7500**

**Post to:** The Senior Manager, Department of Sport, Recreation Arts and Culture, Private 7190, Queenstown 5200 OR

**Hand deliver:** No 6 Edben Street, Queenstown

**OR Tambo District: Attention Ms Kenqa: 047 502 9211**

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

**Hand deliver to:** human Resource Management, 6<sup>th</sup> Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

**CLOSING DATE: 01 December 2017**

**Note:** Applications must be submitted on Z83 form, obtainable at 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) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted candidates only. If you have not been contacted within 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, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). persons with disability are encouraged to apply.

Applications received after closing date will not be considered.

No Faxed applications will be accepted.