



**CIRCULAR 11 OF 2021.22**

**POSTED ON: 2021/10/01, 03, 04 & 07**

**CLOSING DATE: 15 OCTOBER 2021**

## **ECONOMIC DEV, ENVIRONMENTAL AFFAIRS AND TOURISM**

DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer. *Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**FOR ATTENTION:** Mr T. Gantsho

**CLOSING DATE:** 15 October 2021

**NOTE:** Applications must be submitted on an application for employment (i.e. z83) form **effective from 01 January 2021** obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf>, (an unsigned Z83 usually disqualify an applicant, however, the Z83 in the e-recruitment system is currently undownloadable and therefore unsigned – applicants applied via the system will therefore not be disqualified), and should an application be received using the incorrect application for employment (Z83), it will not be considered. The Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable referees as well as copies (copies need not be certified) 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) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the 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 and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**APPLICATIONS:** Please take note, **NO hand delivered applications will be allowed** due to COVID 19 Pandemic.

**Applicants must apply online through the E-recruitment system using <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the advert date, however, the technical support is limited to working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri) and week days (Mon-Fri)**

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **CHIEF DIRECTOR: ENVIRONMENTAL AFFAIRS**

**Salary Range: R1 251 183 – R 1 495 956 (Level 14)**

**(Ref. DEDEA/2021/09/01) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B. Degree (NQF7) or equivalent qualification majoring in Environmental Management as recognized by SAQA. In addition, 6 to 10 Years' experience at senior management level after obtaining the minimum qualification within the environmental management sector/ senior management level. Valid driver's license required

**The following skills, knowledge and attributes are required:**

Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity. A successful candidate will be required to undergo a security clearance. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors.

**DUTIES:** Strategically manage, direct and align the environmental management programme with legislative, scientific and provincial development imperatives. Coordinate and strategically direct the activities of a multi-disciplinary team to provide professional advice on the planning and implementation of sustainable spatial development initiatives as well as the protection of the bio-diversity and coastal zone within the Eastern Cape Province. Coordinate and strategically direct activities of the Branch to develop provincial environmental governance



policies, programmes, empowerment strategies and systems supporting the protection, mitigation of adverse practices and sustainable utilisation of the Province's natural resources and coastal zone. Monitor evaluate and report on the performance of the integrated environmental management programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. **Employment Equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**DIRECTOR: PUBLIC ENTITY FINANCIAL OVERSIGHT**

**Salary Range:** R 1 057 326 – R 1 245 495 (Level 13)

**(Ref. DEDEA/2019/09/02) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, An undergraduate qualification (NQF7) or equivalent qualification majoring in Economics / Accounting / Business Management/ Financial Management Sciences as recognized by SAQA. In addition, five (5) years' relevant experience at middle / senior management level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage.

**The following skills, knowledge and attributes are required:**

Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. Valid driver's license required.

**DUTIES:** Provide specialized technical services enabling the executive management structures of the department to oversee and manage the equity interest portfolio and the contingent liability exposure of the department's Public Entities. Develop and maintain sustainable financial models for the department's Public Entities. Develop and maintain a Capital Structure Framework for the Department's Public Entities. Provide specialized technical support to the department's executive management structures to enhance public entity shareholder value. Develop, coordinate and facilitate implementation of a revenue enhancement strategy for public entities. Coordinate and monitor implementation of sustainable incentive programmes and/or packages for identified Special Economic Zones. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**Employment Equity target:** African Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



**DIRECTOR: BUSINESS REGULATION AND GOVERNANCE**

**Salary Range: R 1 057 326 – R 1 245 495 (Level 13)**

**(Ref. DEDEA/2021/09/03) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Degree in Economic/Business Management/Legal Sciences. In addition, minimum of five (5) years' experience at a middle management level in economic development environment. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors.

**The following skills and attributes are required:**

Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.

**DUTIES:** Develop and maintain a business regulatory framework for the liquor and gambling industries. Implement processes to align the provincial business regulatory framework with national policy imperatives and provincial specific needs. Monitor, evaluate and report on the impact of business regulatory frameworks and instruments on socio, economic and business development initiatives in the Province. Develop and maintain enforcement systems and instruments. **Employment Equity target:** Coloured Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**REGIONAL DIRECTOR**

**Salary Range: R 1 057 326 – R 1 245 495 (Level 13)**

**(Ref. DEDEA/2021/09/04) Amathole Region**

**REQUIREMENTS:** National Senior Certificate, B. Degree (NQF7 as recognized by SAQA majoring in Economic Management/ Business Management / Public Administration / Development Studies / Environmental Management. Five (5) Years' experience in the areas stated above at middle managerial level.

**The following skills and attributes are required:**

Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.

**DUTIES:** Facilitate, at a strategic level, the alignment of Municipal Planning processes with the province's economic and business development strategy and instruments. Coordinate processes, at a strategic level, with metro, district and local municipalities to enhance compliance with NEMA, national and provincial environmental management norms and standards. Lead and coordinate inter-governmental economic and business development



processes within the area of operation to inter alia ensure an integrated development approach, prevent duplication, sustainability and coordinate processes to unblock identified implementation barriers. Manage and direct cluster coordination processes at local and regional level to synchronize national, provincial, local, private and civil society economic and business development initiatives. Oversee processes to identify and mainstream “green” initiatives in support of sustainable economic growth and creation of decent jobs in operation. Coordinate and oversee the provisioning of technical environmental management support services to local government institutions within the area of operation.

**Employment Equity target:** African Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **DEPUTY DIRECTOR: ECONOMIC RESEARCH & PLANNING**

**Salary Range:** R 869007 – 1 023 645 per annum (Level 12)

**(Ref. DEDEA/2021/09/05) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, National Senior Certificate, B Degree in Economics. 3 years’ Economic research work experience. Three (3) years at a middle management/assistant director level. A valid driver’s license

**The following skills and attributes are required:**

Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Development and maintain the Provincial Research Agenda. Conduct or initiate research initiatives in line with the Provincial Research Agenda. Develop, consolidate and publish provincial economic research products as well as economic development models, indices and indicators. Disseminate innovation products pilot and mainstream innovative solutions. **Employment Equity target:** Coloured Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **DEPUTY DIRECTOR: INFORMATON SYSTEMS AND DEVELOPMENT**

**Salary Range:** R 733 257 – R 863 748 per annum (Level 11)

**(Ref. DEDEA/2021/09/06) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, National Diploma\ B. degree: Information communication technology, Business System Analyses, System design and development. Three (3) years middle management (assistant director) experience in Information Systems Field. A Valid driver’s license.



**The following skills and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Manage the development of policies, strategies and guidelines on ISD. Provide technical knowledge on information system development. Manage business analyses and system maintenance, Manage and co-ordinate geographic information systems (GIS), Perform and manage administrative and related functions.

**Employment Equity target:** White Female

**DEPUTY DIRECTOR: BUSINESS REGULATIONS**

**Salary Range: R 733 257 – R 863 748 per annum (Level 11)**

**(Ref. DEDEA/2021/09/07) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Degree in Economic/Business Management Sciences In addition, 3 Years' experience within an economic development environment at middle management/ assistant director level. Valid driver's license is required.

**The following skills, knowledge and attributes are required:**

Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis , Ability to evaluate and analyze information for policy development and application of policies, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES:** Manage the development and maintenance of the business regulatory framework for the liquor and gambling industries, Manage processes to align the provincial business regulatory framework with national policy imperatives and provincial specific needs, Manage processes to monitor, evaluate and report on the impact of business regulatory frameworks and instruments on socio, economic and business development initiatives in the Province, Manage the development and maintenance of enforcement systems and instruments, Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**Employment Equity target:** Indian Female



**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**DEPUTY DIRECTOR REVENUE AND EXPENDITURE MANAGEMENT**

**Salary Range:** R 733 257 – R 863 748 per annum (Level 11)

**(Ref. DEDEA/2021/09/08) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, Degree / National Diploma in Accounting. 3 Years' experience within Financial environment at middle management/ assistant director level. Valid driver's license is required.

**The following skills, knowledge and attributes are required:**

Knowledge of the Financial Handbook, Public Finance Management Act, Public Service Act, Treasury Regulations, Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing.

**DUTIES:** Responsible for development of policies, strategies and action plans related to expenditure management. Ensure management of expenditure processes and recording. Ensuring debtors and creditor management. Responsible for management of cash and bank services. Ensure management of bookkeeping and suspense account clearing. Responsible for compilation of Annual Financial Statements (AFS). Perform and manage administrative related functions. **Employment Equity target:** Coloured Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**DEPUTY DIRECTOR: AGRO-PROCESSING (RE-ADVERTISEMENT)**

**Salary Range:** R 733 257 – R 863 748 per annum (Level 11)

**(Ref. DEDEA/2021/09/09) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B. Degree /Diploma (NQF 6 or 7) with Agricultural Economics or Agricultural Management as a major as recognised by SAQA. A minimum of three (3) years' experience in the Agro-processing or related field at a middle management/ assistant director level.

**The following skills, knowledge and attributes are required:**

Computer Literacy, Project Management; Communication and Problem Solving. A valid driver's licence is required.

**DUTIES:** Provide technical support to the implementation of the Provincial Agro Industry Development Action Implementation Plan. Manage mainstreaming of start-up Agro-processing enterprises. Provide scientific and technical inputs on Agro-processing developmental initiatives. Identify, undertake and oversee the application of and adaption of international best practice Agro processing and Agro industry development models. Manage the budget of the



sub-directorate. Coordinate and provide support for research on user-friendly processing methods focusing on innovation, technology and ease of operation and maintenance.

**Employment Equity target:** African Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **SCIENTIST PRODUCTION: AIR QUALITY**

(Ref. DEDEA/2021/09/10) Head Office: Bhisho

**GRADE A – (618 443 - 666 540) OSD**

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

**REQUIREMENTS:** National Senior Certificate, Bsc. (Hon). Major Subjects/Field: Relevant natural sciences subjects. Professional Registration: South African Council for Natural scientific Professional (SACNASP)

Experience and technical skills in the area of air quality field. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act,

**DUTIES:** Develop and implement Air Quality methodologies, policies, systems and procedures to strategically support the Programme. Perform Air Quality scientific analysis and regulatory functions. Conduct and initiate Air Quality research and development projects.

Supervise administrative and related functions. **Employment Equity target:** Indian Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **SCIENTIST PRODUCTION: WASTE MANAGEMENT**

(Ref. DEDEA/2021/09/11) Head Office: Bhisho

**GRADE A – (618 443 - 666 540) OSD**

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

**REQUIREMENTS:** National Senior Certificate, Bsc (Hon). Major Subjects/Field: Relevant natural sciences subjects. Professional Registration: South African Council for Natural scientific Professional (SACNASP). Valid driver's licence. Experience: 3 years post qualification natural scientific experience.

**The following skills, knowledge and attributes are required:**

Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act,





**DUTIES:** Develop and implement waste management methodologies, policies, systems and procedures to strategically support the Programme. Perform waste management scientific analysis and regulatory functions. Conduct and initiate waste management research and development projects. Supervise technical support staff and facilitate human capital development initiatives. **Employment equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **SCIENTIFIC MANAGER**

(Ref. DEDEA/2021/09/12) Head Office: Bhisho

**GRADE A – (898 569–1027 419) OSD**

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

**REQUIREMENTS:** National Senior Certificate, MSc degree. Major Subjects/Field: Environmental Management/Natural Sciences. Professional Registration: Registration with SACNASP as a professional Natural Scientist. 6 years post qualification natural scientific experience. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act).

**DUTIES:** Ensure the development and implementation of environmental management research policies, systems and procedures. Provide strategic leadership and direction within the programme to direct scientific research initiatives. Lead, coordinate, and develop scientific environmental management models and regulatory frameworks. Conduct, manage and oversee environmental research and development. Manage the allocated resources of the research component. **Employment equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/13) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Comm-degree or equivalent qualification in Accounting. The following skills, knowledge and attributes are required: Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing. Valid driver's licence.

**DUTIES:** Supervise the processing of transactions for the clearance of suspense and inter-departmental accounts. Supervise the processing of salary pay-over reconciliations and transactions. Supervise the collection, reconciliation and safeguarding of revenue. Supervise processes to ensure that all liabilities (including commitments and accruals) are accounted and paid for timeously. Supervise the administration of banking and reconciliation processes. Supervise the maintenance of the departmental financial management information systems. Perform and manage administrative and related functions. People management.

**Employment Equity target:** Indian Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ASSISTANT DIRECTOR: CONSUMER PROTECTION**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/14) Joe Gqabi Region**

**REQUIREMENTS:** National Senior Certificate, B-degree or equivalent qualification in Business Management/Dispute Resolution/Public Administration. Valid driver's licence. 3 Years' supervisory experience in the area of consumer affairs.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Manage and direct the development and the implementation of a targeted district consumer awareness strategy. Manage and direct the provisioning of technical assistance to consumers to resolve complaints. Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. **Employment Equity target:** African Female



**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ASSISTANT DIRECTOR: BUSINESS ANALYSIS**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/15) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, Degree/ National Diploma in Information Systems/ Computer Science, Three (3) years relevant experience, Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Liaise with business to understand detailed information and systems requirements, Collect and assess needs, Gather requirements on behalf of users, Analyse problems, envisage solutions and investigate business systems, Develop requirements specification for the IT systems, Responsible for operational management of one or more systems or solutions, Maintenance of Documentum System, Periodically check log files for errors and warnings, Troubleshoot and resolve documental errors, System testing, Conduct documental training, Perform documental software updates, apply patches and migrate content when necessary, Assist project managers in deploying the system, Perform administrative and related functions, Ensure compilation of and submit monthly, quarterly progress and technical reports (functional and support related e.g. work plans for PMDS); Assist in the develop a business plan and action plan for the section; Implement a service delivery improvement programmes for the section; Ensure Compliance with the Public Service prescripts.

**Employment equity target:** White Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ASSISTANT DIRECTOR: SPECIAL PROGRAMS UNIT (SPU)**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/16) Chris Hani Region**

**REQUIREMENTS:** National Senior Certificate, B Degree in Social Science and / Public Administration, Three (3) years relevant experience. Valid driver's licence. Experience in Economic and Environment Sector will be an added advantage.



**The following skills, knowledge and attributes are required:**

Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing, Programme and Project Management

**DUTIES:** Provide inputs for development of Policy and Guidelines, Ensure Lobbying and networking for designated groups, Coordination and Provision of reports on Performance of Regional Programmes on SPU targets, Provide and Facilitate Capacity Building programmes which will include the following. Conduct Education and Awareness on departmental programmes, Perform administrative and related functions.

**Employment Equity target:** African Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ASSISTANT DIRECTOR: SECURITY MANAGEMENT**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/17) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Degree in Security Management. 3 Years' Security Management at a supervisory level. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Responsible for planning, developing and implementing security plans, security programs. Performs incident analysis and investigation relative to all incidents with advice and closure to all responsible functional management and supporting security management. Monitors and evaluates unit performance on key security issues and programs, recommends corrective action programs here appropriate.

**Employment Equity target:** Coloured Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



**ASSISTANT DIRECTOR: BAS SYSTEMS CONTROL**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**  
**(Ref. DEDEA/2021/09/18) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B degree in Financial Management. 3 Years' operational experience in a Basic Accounting Systems development environment and PERSAL Knowledge. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Maintain the departmental BAS system. Monitor and evaluate the status of the departmental BAS and content on a continuous basis to verify and ensure compliance with systems standards. Provide User Support services.

**Employment Equity target:** Indian Female.

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**

**ASSISTANT DIRECTOR: BUDGET**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**  
**(Ref. DEDEA/2021/09/19) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Comm-degree or equivalent qualification majoring in Accounting. 5 Years' accounting experience. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

**DUTIES:** Provide technical assistance with the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Provide technical assistance with the compilation of the department's inputs for the Estimates of Provincial Expenditure/Adjustments in compliance with Treasury guidelines. Analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Provide technical support with the coordination of in-year monitoring processes for the DEDEAT Group. Perform and manage administrative and related functions.

**Employment equity target:** Coloured Female.

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**



**ASSISTANT DIRECTOR: INTERNAL CONTROL UNIT**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/20) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Comm-degree or equivalent qualification Majoring in Internal Audit. 3 Years' experience at Internal Control Environment. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

**DUTIES:** Assist in the development a compliance check list to support compliance with relevant legislation. Supervise SCM pre-audit transactions. Supervise expenditure pre-audit transactions. Provide technical support to strengthen internal control measures. Participate in internal risk assessment processes.

Responsible for allocated resources of the unit in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

**Employment equity target:** Coloured Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT**

**Salary Range: R 376 596 – R443 601 per Annum (Level 9)**

**(Ref. DEDEA/2021/09/21) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B-degree or National Diploma in Supply Chain Management. 3 Years' experience at supervisory level within the area of Supply Chain Management. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

**DUTIES:** Provide demand planning services. Provide tender and bid specification services. Supervise subordinate staff and support departmental planning processes.

**Employment Equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



## **DATABASE ADMINISTRATOR**

**Salary Range: R316 791 – R373 167 per Annum (Level 8)**

**(Ref. DEDEA/2021/09/22) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, B Degree or equivalent qualification in Information Technology. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

**DUTIES:** Provide technical support with the design and establishment of DEDEAT's Web databases. Monitor the performance of DEDEAT's Web databases and resolve tier 1 and 2 incidents. Provide user support services. **Employment Equity target:** White Male.

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**

## **SENIOR BUSINESS DEVELOPMENT OFFICER**

**Salary Range: R316 791 – R373 167 per Annum (Level 8)**

**(Ref. DEDEA/2021/09/23) Alfred Nzo Region**

**REQUIREMENTS:** National Senior Certificate, B-degree in Economics/Business Administration/ Development Sciences. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

**DUTIES:** Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

**Employment Equity target:** African Male

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**



**SENIOR LRED ADVISOR**

**Salary Range: R316 791 – R373 167 per Annum (Level 8)**  
**(Ref. DEDEA/2021/09/24) Alfred Nzo Region**

**REQUIREMENTS:** National Senior Certificate, B Degree or equivalent In Economic Development. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Integrity, Service orientated, Confidentiality, Technical Proficiency, computer literacy, communication, report writing.

**DUTIES:** Coordinate inputs for the development of policies, guidelines, norms and standards regarding regional economic development. Assist in the formulation and identification of needs/gaps for National, Provincial and Departmental policies, guidelines, norms and standards; provide technical input into the development thereof. Assist in the development of guideline, norms and standards for Education and awareness. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Manage the allocated resources of the Sub Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. **Employment Equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT**

**Salary Range: R495 219 – R566 220 per Annum (OSD)**  
**(Ref. DEDEA/2021/09/25) Amathole Region**

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

**REQUIREMENTS:** National Senior Certificate, 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. Valid driver's licence.

**The following skills, knowledge and attributes are required:**

Integrity, Service orientated, Confidentiality, Technical Proficiency, computer literacy, communication, presentation and report writing.

**DUTIES:** Plan, coordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Promote cooperative governance awareness. Manage and perform administrative duties and related functions.

**Employment Equity target:** African Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.





**CONTROL ENVIRONMENTAL OFFICER GRADE A: EMPOWERMENT**

**Salary Range: R495 219 – R566 220 per Annum (OSD)**

**(Ref. DEDEA/2021/09/26) Head Office: Bhisho**

**REQUIREMENTS:** National Senior Certificate, 4 years' degree or equivalent qualification, appropriate Bachelor's Degree/Diploma in natural or environmental science fields. At least 6 years post qualification experience of which three years must include managerial experience and knowledge of environmental management. A valid driver's licence.

**The following skills, knowledge and attributes are required:**

Environmental impact assessment management. Understanding and knowledge of relevant environmental prescripts. Proven ability and experience to write and interpret technical reports and documents. Management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external staff and stakeholders. Good communication (verbal and written), presentation and report writing skills. Able to provide technical support to other Departmental environmental functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. Computer literacy.

**DUTIES:** Develop policies, guidelines, norms and standards for the provisioning of environmental empowerment and capacity development services by implementing structures. Manage the promotion and facilitation of integrated environmental management practices. Coordinate and facilitate the promotion of environmental rights and awareness programmes. Manage the promotion of natural and community based sustainable resource use practices to promote sustainable development. Supervise the utilisation of the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

**Employment Equity target:** African Male.

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ENVIRONMENTAL OFFICER: BIODIVERSITY**

**(Ref. DEDEA/2021/09/27) Alfred Nzo Region x2**

**(Ref. DEDEA/2021/09/28) Amathole Region x1**

**GRADE A – (272 739 – 302 691) OSD**

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

**REQUIREMENTS:** National Senior Certificate, Degree or diploma in the Environmental conservation sciences field or equivalent qualification as recognised by SAQA. Extensive knowledge and understanding of applicable related policies and regulations pertaining to



Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management.

**The following skills, knowledge and attributes are required:**

Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.

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

**Employment Equity target:** African Males

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

**ENVIRONMENTAL OFFICER: COASTAL ZONE MANAGEMENT**

**GRADE A – (R272 739 – R302 691) OSD**

**(Ref. DEDEA/2021/09/29) OR Tambo Region**

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

**REQUIREMENTS:** National Senior Certificate, Degree or Diploma in Environmental Management/Natural Science/Coastal Planning or equivalent qualification field as recognized by SAQA.

**The following skills, knowledge and attributes are required:**

Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.

**DUTIES:** Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with



other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

**Employment Equity target:** Coloured Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **ENVIRONMENTAL OFFICER: WASTE AND AIR QUALITY MANAGEMENT x2**

**GRADE A – (R272 739 – R302 691) OSD**

(Ref. DEDEA/2021/09/30) Joe Gqabi Region x1

**(Employment Equity target:** Person with Disability)

(Ref. DEDEA/2021/09/31) OR Tambo Region x1 **(Employment Equity target:** Coloured female)

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

**REQUIREMENTS:** National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields.

**The following skills, knowledge and attributes are required:**

Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations, Good interpersonal skills. Ability to interact with communities and stakeholder groups. Computer literacy.

**DUTIES:** Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



**ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES x2**

(Ref. DEDEA/2021/09/32) Alfred Nzo Region x1 (**Employment equity target:** African male)

(Ref. DEDEA/2021/09/33) Amathole Region x1 (**Employment equity target:** Coloured female)

**GRADE A – (R272 739 – R302 691) OSD**

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

**REQUIREMENTS:** National Senior Certificate, Degree/diploma in Environmental Management/Education or Natural Science fields. Valid Driver's licence;

**The following skills, knowledge and attributes are required:**

Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).

**DUTIES:** Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders; Developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**

**LEGAL ADMINISTRATION OFFICER x2**

**GRADE 5 – (R373 389 – R480 921) OSD**

(Ref. DEDEA/2021/09/34) Head Office: Bhisho

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

**REQUIREMENTS:** National Senior Certificate, A law degree (NQF level 7) majoring in Legal practice recognized by SAQA. Admission as an attorney / advocate with **8 years** post qualification experience. Supervisory experience. Computer literacy and a valid driver's license is required.

**The following skills, knowledge and attributes are required:**

Clear understanding of litigation procedures, especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge of all legislation relevant to the Department. Specialised skill in Environmental Affairs will be an advantage. Strategic capability and leadership, Programme



and Proje Management, Financial Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, and Investigation.

**DUTIES:** Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. **Employment Equity target:** African Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **CONSUMER ADVISOR (x4 posts)**

Salary Range: R257 508 – R303 339 per annum (Level 7)

(Ref. DEDEA/2021/09/35) Sarah Baartman x1 (**Employment Equity target: Coloured male**)

(Ref. DEDEA/2021/09/36) OR Tambo Region x1 (**Employment Equity target: Coloured male**)

(Ref. DEDEA/2021/09/37) Amathole Region x2 (**Employment Equity targets: 1 x Coloured male, and 1 x White Male**)

**REQUIREMENTS:** National Senior Certificate, A tertiary qualification in Law. Three (3) to Five (5) years relevant experience in the field. Computer Literacy. Driver's License is compulsory.

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

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.



**LRED ADVISOR x3**

**Salary Range: R257 508 – R303 339 per annum (Level 7)**

**(Ref. DEDEA/2021/09/38) Sarah Baartman Region x1**

**(Employment Equity target: African Female)**

**(Ref. DEDEA/2021/09/39) Joe Gqabi Region x1**

**(Employment Equity target: Coloured Female)**

**(Ref. DEDEA/2021/09/40) Chris Hani Region x1 (Employment Equity target: African Female)**

**REQUIREMENTS:** National Senior Certificate, B-degree with Economics as a major subject. 2 Years' experience in and knowledge of corporate communication practices

**DUTIES:** Coordinate inputs for the development of policies, guidelines, norms and standards. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Coordinate implementation of capacity building programmes. Perform administrative and related functions.

**ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091.**

**NETWORK CONTROLLER**

**Salary Range: R 257 508 – R303 339 per Annum (Level 07)**

**(Ref. DEDEA/2021/09/41) Joe Gqabi Region**

**REQUIREMENTS:** National Senior Certificate, A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Information Technology/Systems. Minimum of one years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems.

**DUTIES:** To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system



processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

**Employment Equity target:** Indian Female

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

### **BUSINESS DEVELOPMENT OFFICER**

**Salary Range:** R257 508 – R303 339 per annum (Level 7)

**(Ref. DEDEA/2021/09/42) Sarah Baartman Region**

**REQUIREMENTS:** National Senior Certificate, B-degree in Economics/Business Administration/ Development Sciences. 2 Years' experience in the area of business development. Valid driver's License.

**DUTIES:** Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

**Employment Equity target:** White Male

**ENQUIRIES:** can be directed to Mr T. Gantsho at 043 605 7091.

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## **PROVINCIAL TREASURY**

Applications must be submitted on a New 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]. Such **copies need not be certified**. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 11 of 2021/22 (DEDEA, PT, DoT: GFMS & DCS)

CLOSING DATE: 15 OCTOBER 2021

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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. 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). 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. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry-level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. 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. FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Should an application be received using the incorrect application for employment (Z83), it will not be considered. 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.

**APPLICATIONS BE FORWARDED TO:** [applications@ectreasury.gov.za](mailto:applications@ectreasury.gov.za) /

**Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605.

**Hand Delivery:** Tyamzashe Building, Bhisho

**CLOSING DATE: 15 OCTOBER 2021 @ 16H00**

**ENQUIRIES: MS BONELWA. NDAYI 040 101 1010/72/73**

**2xDIRECTORS: CFO SUPPORT: FIXED 12 MONTHS CONTRACT**

**Salary Package R1057 326 (Level 13) (all-inclusive)**

**Ref. PT.01 /09/2021**

**CENTRE: HEAD OFFICE: Bhisho**

**REQUIREMENTS:** Three year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential

**DUTIES:** Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at Head Office: Bhisho, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting.

**Personal attributes:** Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a



proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

**ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

**DEPUTY DIRECTOR: NORMS AND STANDARDS**

Salary Range remuneration R733 257 (Level 11)

**CENTRE: HEAD OFFICE: Bhisho**

**Ref: PT 02/09/2021**

**PURPOSE:** To manage the implementation of Financial and Associated Governance Norms and Standards within Provincial Departments.

**REQUIREMENTS:** National Certificate and A Three Year Degree (NQF level 7) in Financial Accounting / Financial Management/ Auditing or related field coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level.

**DUTIES: PROVIDE SUPPORT AND BUILD CAPACITY TO ENHANCE PMFA COMPLIANCE:**

Support provincial departments through the implementation of Norms and Standards. Develop and facilitate the implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. **PROMOTE FINANCIAL MANAGEMENT ACCOUNTABILITY** coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. **DEVELOP AND ROLL OUT PROVINCIAL FINANCIAL MANAGEMENT PRESCRIPTS:** Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. **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 timeously development 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.



**SKILLS AND COMPETENCIES:** Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Risk Management, Public Sector Accounting and Budget. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others and Diversity Management, Impact and Influence.

**ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING**

**Salary Range remuneration R733 257 (Level 11)**

**CENTRE: HEAD OFFICE: Bhisho**

**Ref: PT 03/09/2021**

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

**REQUIREMENTS:** A Three Year Degree (NQF level 7) in Financial Accounting or Finance related field majoring in Accounting coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level,

**DUTIES: MONITOR AND REPORT ON THE PREPARATION OF AFS AND IMPLEMENTATION OF AIP:** Provide support to Departments and ensure reporting is in accordance with relevant accounting standards (MCS GRAP), and legislative guidelines. Render support in reviewing and monitoring the reporting of milestones on AIP and AFS plan. Monitor the development and implementation of the Audit Improvement Plans (AIP). Manage the reviewal of Annual Financial Statements, Interim financial statements and provide feedback to departments. **PROVIDE TECHNICAL SUPPORT TO PROVINCIAL DEPARTMENTS AND PUBLIC ENTITES:** Conduct analysis and review of the departments' books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts, report, and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Prepare and submit Consolidated Annual Financial Statements to Auditor General and respond to audit queries thereof. Identify inter-departmental balances, prepare and submit consolidated Annual Financial Statements to Auditor General. **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. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to be laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safe.

**SKILLS AND COMPETENCIES:** Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) and Modified Cash Standards (MCS). 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, Empowerment, Organizing and Planning, Report writing and Analytical. **ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

**DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT:  
JOE GQABI DISTRICT**

**Salary Range remuneration R733 257 (Level 11)**

**CENTRE: ALIWAL NORTH**

**Ref: PT 04/09/2021**

**PURPOSE:** To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

**REQUIREMENTS:** National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA ) in Financial Management/Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

**DUTIES:** Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities

against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Provide project management support to a team, including human resource management, planning, risk management and reporting.

**SKILLS AND COMPETENCIES:** Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and Mscoa. Personal attributes: Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

### **DEPUTY DIRECTOR: PERSAL MONITORING AND SUPPORT**

**Salary Range remuneration R733 257 (Level 11)**

**CENTRE: Bhisho**

**Ref: PT 05/09/2021**

**PURPOSE:** To manage salary and Financial Systems administration (PERSAL)

**REQUIREMENTS:** National Senior Certificate and Diploma or B. Degree/ (NQF level 7 as recognized by (SAQA) in Human Resource Management/ Information Technology/ Financial Accounting / Financial Management / Information Systems or any related field plus Minimum of 5 years' experience in Human Resources Management/ Financial Accounting/ Financial Management/ Information Systems and/ or related field of which 3 years' experience as a PERSAL system controller at an Assistant Director level.

**DUTIES: MONITORING AND CONTROL OF PERSAL SYSTEM:** Manage user account reviews of the PERSAL system and ensure compliance to PERSAL policy and the user account management. Manage review of activities of PERSAL system controllers of all provincial departments. Review all user account review reports and systems controller reports and findings before they are released to departments. Manage relationship with systems controllers. Draft PERSAL notices and/or circulars/policies. Manage compliance reviews with regard to all PERSAL policies/ circulars. Manage quarterly spot checks through visits to client departments to test findings. Monitor & provide reports on CoE expenditure, access violations, user administration procedures. Prepare formal quarterly letter to client departments summarising system controller, user account review findings and compliance with applicable circulars/policies. Consolidate and recommend on user training requirements resulting from



review process. **PROVIDE SUPPORT TO DEPARTMENTS:** Chair Monthly Provincial Persal Forums. Monitor and manage responses to all logged calls to ensure that responses are within the agreed timeframes as per the service charter. Provide guidance in the use of correct Transaction Processing Rules (TPR). Review NMIR and Persal Clean up progress reports and provide advice and guidance to departments accordingly. Consolidate monthly review reports. **PROVIDE MANAGEMENT REPORTS:** Identify monthly, weekly and ad hoc business intelligence/financial reports that are required for decision-making. Review reports on findings. Provide advice to departments on flagged exceptions. Review corrective action taken. **MONITOR PERSAL SYSTEMS AVAILABILITY AND ACCESSIBILITY:** Attend to incidents logged with the service desk and adhoc calls. Liaison with Systems Controllers to review status of uptime at all sites. Determine root cause of system downtime. Assessment of WAN weekly performance report from SITA. Perform impact assessment of downtime of system and escalate to relevant department and where necessary OTP, SITA and NT. Compile assessments reports for poor performance per department. **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 units APP. Monitor and report on the implementation of the operations plan i.e. 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 vacancies are filled timeously and that the recruitment, selection and placement of staff is according to laid down policy and procedures. **SKILLS AND COMPETENCIES:** Workflow management, Group profile Management, User Profile Management, Excel, Ms Word. Microsoft Access/SQL

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

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

**Salary Range remuneration R733 257 (Level 11)**

**CENTRE: Head Office: Bhisho**

**Ref: PT 06/09/2021**

**PURPOSE:** To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

**REQUIREMENTS:** National Senior Certificate and A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in budget management.



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 11 of 2021/22 (DEDEA, PT, DoT: GFMS & DCS)

CLOSING DATE: 15 OCTOBER 2021

**DUTIES: OVERSEE THE TIMELY TABLING OF CREDIBLE MAIN BUDGET:** Review and improve on previous year's internal budget process with internal stakeholders. Provide inputs into the National Budget Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's budget submission inputs. Analyse and report on expenditure trends through statistical and economic analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Assess departments' requests for funding. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting System) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the Overview of Provincial Revenue and Expenditure OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance.

**Coordinate the adjusted budget publications:** Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget.

**PROVIDE OVERSIGHT REGARDING THE COMPLIANCE OF DEPARTMENTAL STRATEGIC PLANS (SP) AND ANNUAL PERFORMANCE PLANS (APP) AND THE ALIGNMENT THEREOF TO NATIONAL AND PROVINCIAL POLICY PRIORITIES:** Monitor and manage the provincial budget alignment with strategic plan, apps and OPS.

**ANALYSE MONTHLY IYM ON REVENUE AND EXPENDITURE AND ENSURE**



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 11 of 2021/22 (DEDEA, PT, DoT: GFMS & DCS)

CLOSING DATE: 15 OCTOBER 2021

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**FEEDBACK IS PROVIDED TO DEPARTMENT:** Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review Section 40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, Cabinet Budget Committee (CBC), Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare Provincial Expenditure and Revenue (PEAR) document for National Treasury. **ANALYSE QUARTERLY PERFORMANCE REPORTS (QPR) AND PROVIDE FEEDBACK TO DEPARTMENT:** review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision-making. **MANAGE AREA OF RESPONSIBILITY:** Ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget.

**SKILLS AND COMPETENCIES:** MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**





**3x DEPUTY DIRECTORS: CFO SUPPORT (1 YEAR CONTRACT)**

Salary Range remuneration R733 257 (Level 11)

CENTRE: Head Office: Bhisho

Ref: PT 06/09/2021

**NB: The officials will be deployed to any Municipalities for intervention when need arise**

**REQUIREMENTS:** A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

**DUTIES:** Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders.

**SKILLS AND COMPETENCIES:** Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**



**ASSISTANT DIRECTOR: SCM CLIENT SUPPORT**

Salary Range remuneration R376 596 (Level 09)

**CENTRE:** Head office: Bhisho

**Ref:** PT 08/09/2021

**PURPOSE:** To provide hands-on support to departments on SCM capacity through institutional, organizational, individual, stakeholder development and with procurement processes including support to Bid Committees.

**REQUIREMENTS:** National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Supply Chain / Commerce coupled with Minimum of 3 years' experience in Supply Chain Management Client Support, at Level of an officer (Level 7 or higher). Advanced Ms Office (Ms Word, Ms Excel, Powerpoint)

**DUTIES: RENDER HANDS-ON SUPPORT ON THE IMPLEMENTATION OF STRATEGIES FOR SCM CAPACITY IN THE PROVINCIAL DEPARTMENT:** Coordinate and facilitate all the necessary logistics in respect of SCM training. **RENDER SCM ADMINISTRATIVE CLIENT SUPPORT IN PROVINCIAL DEPARTMENTS AND PUBLIC ENTITIES:** Analyse and provide feedback to departments on procurement plans. Monitor the implementation of the procurement plans through the tender bulletin, and bid award notices. Quality review bid notices received from Departments and ensure that these bid notices are advertised in the Provincial Tender Bulletin (PTB) and National Treasury E-tender publication portal. Analyse deviation requests from Departments. Analyse Conflict of Interest data from National Treasury. Assist in verifying compliance to the FMCMM. Assist in compliance assessments to SCM regulations. Prepare accurate and credible feedback/response letters to Departments on SCM related matters. Assist with the reconciliation of procurement spend. **RENDER ASSISTANCE TO SCM CLIENT SUPPORT TO EXTERNAL STAKEHOLDERS:** Review and provide departments feedback on their draft specifications. Provide assistance on the SCM Help Desk. Render support to the supplier registration process. **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.

**SKILLS AND COMPETENCIES:** Sound analytical skills, Knowledge of AM Legislation & Prescripts, Knowledge and application of PFMA and MFMA. Supply Chain Management



policies and practices. Risk & Asset management policies and practices. Financial Accounting and Project Appraisals

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

**ASSISTANT DIRECTOR: SECURITY MANAGEMENT**

**Salary Range remuneration R376 596 (Level 09)**

**CENTRE: Head office: Bhisho**

**Ref: PT 09/09/2021**

**PURPOSE:** To render assistance with the provision and monitoring of Security Management services in the Department.

**REQUIREMENTS:** National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA)/ National Diploma (NQF Level 6) in Security Management or Security related qualification coupled with Minimum of 3 years' experience in Security Management at Supervisory Level (level 7 or higher). Valid Driver's Licence (minimum code B/EB). Valid PSIRA Registration at Grade B or higher. Knowledge of relevant legislation including MISS & MPSS, contract management and electronic security systems.

**DUTIES: RENDER SUPPORT IN THE IMPLEMENTATION OF SECURITY MANAGEMENT POLICIES, SYSTEMS AND PROCEDURES:** Monitor compliance of Security Policies and procedures. Attend security committee meetings & advise on physical and information security issues that are affecting the day-to-day running. Liaise with relevant security institutions about internal security audits, breaches of security and personnel security to achieve an effective security management unit. **ENSURE COMPLIANCE TO MINIMUM INFORMATION SECURITY STANDARDS (MISS) AND OTHER RELEVANT**

**PRESCRIPTION:** Facilitate the vetting process of officials in prioritized positions by ensuring completion of Security Clearance applications as per MISS. Conduct screening of shortlisted candidates. Ensure proper mandate of investigative interviews is followed and obtained by the Senior Provisioning Security Officer. Conduct information security awareness campaigns and ensure a proper planning is in place. Advise on threats and vulnerabilities with regards to information technology security. **SUPPORT MONITORING AND IMPLEMENTATION OF PHYSICAL SECURITY MEASURES BASED ON MINIMUM PHYSICAL SECURITY STANDARDS (MISS):** Monitor access control by ensuring that the department the Department has all the necessary security resources and are effectively utilised by the security company. Give supervision to the controlling of departmental keys and the updating of key registers. Report service level agreement breaches to the Director and follow-up on any findings to the service provider. Perform inspection duties on security points during office and



after hours. **ADMINISTER AND MONITOR THE IMPLEMENTATION OF OHS SAFETY MEASURES:** Ensure department complies with OHS safety standards. Ensure relevant equipment is available in times of emergency disaster. Ensure full participation in Emergency Committee meetings. (Emergency preparedness eg. Emergency Evacuation exercise). .

**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

**Enquiries: Ms Bonelwa. Ndayi 040 101 1010/072/073**

### **PERSAL SUPPORT AND ADMINISTRATION**

#### **(FIXED TERM CONTRACT OF 12 MONTHS)**

**Salary Range remuneration R257 508 (Level 07)**

**CENTRE: Head Office: Bhisho**

**Ref: PT 10/09/2021**

**THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY**

**PURPOSE:** Act as user type 2 for three centralised departments and support the user type1 in the carrying out of his duties.

**REQUIREMENTS:** National Senior Certificate and B. 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 Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years' experience in a PERSAL environment). Knowledge of regulations related to Human Resource Management.

**DUTIES:** Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the



departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

**SKILLS AND COMPETENCIES:** Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

**ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

**PERSONNEL OFFICER: CONDITIONS OF SERVICES**

**Salary Range remuneration R173 703 (Level 05)**

**CENTRE: Head Office: Bhisho**

**Ref: PT 11/09/2021**

**THIS POST IS EARMARKED FOR A PERSON WITH DISABILITY**

**PURPOSE: To render support services in the implementation of Conditions of Service in the Department**

**REQUIREMENTS:** National Senior Certificate (Matric/ Grade 12) coupled with Minimum of 1-year experience in Conditions of services. Persal certificate is essential

**DUTIES: PROCESS EMPLOYEES SERVICE BENEFITS:** Capture records of all departmental employees who are the homeowners and those who are tenants, ensure that they are correctly captured and up to date on PERSAL. Process different types of service termination on PERSAL. Timeous capturing of Z102 for retired, deceased, dismissals and resigned officials on Pension Case Management. Verify pension application forms for resigned, retired and deceased officials. Approve conditions of service on PERSAL. Capture and release state guarantee on PERSAL. **PROCESS LEAVE MATTERS:** Capture leaves on PERSAL. Process leave gratuity. Conduct quarterly leave reconciliations and compile reports. Notify employees who about to exhaust their leave credits. Assist employees with regard to temporary Incapacity leave application. Prepare and submit correspondence to the Accounting Officer for approval of recommendations made by PILIR. **PROCESS LONG SERVICE AWARD:** Inform officials who are due to be paid long service award and obtain approval for payment from the Head of Department (HOD). Capture long service recognition awards for



employees who reached 20, 30 and 40 years of service. File records of officials paid long service award. **ADMINISTER EMPLOYEE CLAIMS AND REPORTS:** Process Subsistence & Travel (S & T) claims for officials who attended interviews and quality check all documents. Process application for resettlement. Assist employees with regard to application for relocation. Capture claims for overtime on PERSAL. Process funeral claims for deceased official admitted to Pensions. **ENQ. B NDAYI: ENQ. B NDAYI: 060 573 5574/ A GUGA 083 745 1855**

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### **DEPARTMENT OF TRANSPORT ENTITY: GFMS**

Applications must be submitted on a **signed Z83 (effective from 01 January 2021)** obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf>, (an unsigned Z83 usually disqualify an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore un-signable – applicants applied via the system therefore will not be disqualified), and should an application be received using the incorrect application for employment (Z83), it will not be considered. And Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable referees as well as copies (copies need not be certified) 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) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered, disqualified from the process. 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. 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. The Department of Transport Entity: GFMS welcomes people with disabilities. **For SMS post:** Females and people with disabilities are encouraged to apply and will be given preference. For entry level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. 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.

**APPLICATIONS MUST BE SUBMITTED THROUGH THE E-RECRUITMENT SYSTEM USING THE FOLLOWING LINK:**

<https://erecruitment.ecotp.gov.za> – The system closes at 23:59 on the advert date, however, the technical support is limited to working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri) and week days (Mon-Fri)

**CLOSING DATE: 15 OCTOBER 2021**

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

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

### **DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT**

**Salary Range: An all-inclusive remuneration R 733 257 (Level 11)**

**Ref. Dot GFMS: 01/08/2021**

**CENTRE: EAST LONDON**

**This is a re- advertisement and those who applied are advised to re-apply**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) /Preferable B Degree (NQF Level 7) in Business Management/ Public Administration/ Finance/ Strategic Management/ Risk management with 5 years' working relevant experience of which three (3) years must be at an Assistant Director/ Junior Management (level 9) in the following areas: Risk Management, Strategy Development and Planning, Performance Monitoring and Evaluation. The applicant must have managed a team of at least 2 people in the past. A valid Code 08 driving license is essential.

**SKILLS AND 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 and Excellent Presentation Skills.

**DUTIES:** Development of Annual Performance Plan and Operational Plans, Develop systems and interventions to promote a culture of performance 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.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**



**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**Salary Notch: R 376 596 per annum (Level 09)**

**Ref. Dot GFMS: 02/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) /Preferable B Degree (NQF Level 7) in Finance/ Auditing / Logistics / Purchasing/ Inventory/ Supply Chain Management/ Public Management. A minimum of 3 years' experience in Supply Chain Management environment in a supervisory level or salary level 7/8. A valid code 08 driving license is essential.

**SKILLS AND COMPETENCIES:** Continuous Improvement, Impact and Influence, Planning and Organising, Decision Making and Problem Solving, Project Management, In-depth understanding of legislative framework that governs the Public Sector Procurement, Team Player, Negotiating, Client orientation and Customer focus, Facilitation skills, Computer literacy, Innovation skills, Analytical and Communication.

**DUTIES:** Research, analyse and plan the procurement requirements for GFMS to ensure value for money, Supervise, Collect and collate information for the annual procurement plan and monitor implementation of the procurement plan, Develop, review and compile goods & services specifications, Manage the acquisition management function, Advise business units on the appropriate sourcing strategies for procurement, Manage the procurement of goods and services, Ensure that procurement procedures are adhered to before orders are authorised\* Coordinate, review and undertake the implementation of contract administration for GFMS, Manage signing and acceptance of contracts, Maintain contract register and advise of contract variation, Prepare reports in line with all reporting requirements, Supervise employees to ensure an effective demand, acquisition and contracts management services and undertake all administrative functions required, Monitor functioning of the Bid Committees, Manage area of responsibility.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**





**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

**Salary Notch: R 376 596 per annum (Level 09)**

**Ref: Dot GFMS: 03/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Human Resource Management/ B Admin/ Public Management/ Human Resource Development, majoring in Human Resource Management with at least 3 years relevant working experience in Conditions of Services, Human Resource Development at supervisory level or SL7/8. A valid Code 08 driving license is essential. Knowledge of Human Resource Management Governing Prescripts, Persal System and OHS Act is essential

**SKILLS AND COMPETENCIES:** Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion, People Management, Problem Solving.

**DUTIES:** Analyse national policy imperatives and facilitate implementation thereof through the development, consultation and adoption of GFMS policy instruments (policies, delegations, procedures and plans). Supervise and provide service benefits (S&T, IOD, Leave Gratuities, Grade Progressions, Pay Progressions, Housing, Pensions etc.), Supervise and provide Leave Administration services, Supervise and provide Service Terminations services, Develop monthly reports, Supervise and provide services on the implementation of Human Resources Development and PMDS Policies & Prescripts, Supervise and provide services on Facilities and Security Management, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

**ASSISTANT DIRECTOR: INTERNAL AUDIT**

**Salary Notch: R 376 596 per annum (Level 09)**

**Ref: Dot GFMS: 04/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Auditing/ Accounting with 3 years' relevant working experience at a supervisory level or Salary Level 7/8 in the auditing or accounting field. IAT or PIA certification will be an added advantage, Valid code 08 Driving license is essential.

**SKILLS AND COMPETENCIES:** Communication and Research, Client orientation and Customer Focus, Project Management, Problem Solving and Decision making, Manage the



allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**SKILLS REQUIRED** to perform the job: Analytical thinking skills. Planning and Organizing Skills. Good Verbal and written communication skills. Good Interpersonal Relations. Computer literacy - Data Analytics, EXCEL etc.)

**DUTIES:** Perform consulting/assurance service for value-add to Entity. Closely manage and execute projects through all audit phases. Manage and maintain assets. Manage and mentor individual staff members. Facilitate meetings to discuss exceptions and audit reports with auditee. Produce minutes of the Audit Committee meetings Assist in the efficient utilisation of the approved unit budget \* Conduct necessary research on best practices for value-add on execution of audit projects.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

**ASSISTANT MANAGER: LOSS CONTROL X2 (ONE YEAR CONTRACT)**

**SALARY NOTCH: R 376 596 PER ANNUM PLUS 37% IN LIEU OF BENEFIT (LEVEL 09)**

**REF: DOT GFMS: 05/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Forensic Investigations / Policing / Legal with at least 3 years at supervisory level or salary level 7/8 experience in a Loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations. A valid Code 08 Driving license is essential.

**SKILLS AND COMPETENCIES:** Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency

**DUTIES:** Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**



**WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**  
**(ONE YEAR CONTRACT)**

**Salary Notch: R 376 596 per annum plus 37% in lieu of benefits (Level 09)**

**Ref: Dot GFMS: 06/09/2021**

**CENTRE: MTHATHA**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Logistics / Public Administration/ Public Management / Mechanical Engineering with 3 years' relevant working experience in a Warehouse/ Depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license is essential.

**SKILLS AND COMPETENCIES:** Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

**DUTIES:** Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

**ADMINISTRATION OFFICER: FLEET MAINTENANCE**

**Salary Notch: R 257 508 per annum (Level 07)**

**Ref: Dot GFMS: 07/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Public Administration / Business Administration with 2 years relevant working experience in office administration and in fleet maintenance environment. Computer Literacy - Advanced Microsoft Excel / Word and PowerPoint skills. A valid Code 08 driving license is essential. An OEM / Dealer network background will be an added advantage.

**SKILLS AND COMPETENCIES:** Creative thinking. Decision Making. Good Organizational Communication effectiveness. Problem Analysis. Good Self-Management. Detail Orientated. Technical Proficiency and work well in a team environment.



**DUTIES:** Maintain an active fleet register. Reconciliation of monthly bills (authorised invoices from Suppliers). Ad-hoc duties when required. Report on vehicles. Analyse all transactions and categorise on a monthly basis. Check and sign authorisations as per delegations. Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan. Coordinate the requests for relief vehicles and record as such.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

### **STATE ACCOUNTANT: ASSET MANAGEMENT**

**Salary Notch: R 257 508 per annum (Level 07)**

**Ref: Dot GFMS: 08/09/2021**

**CENTRE: EAST LONDON**

**REQUIREMENTS:** National Senior Certificate (NQF level 4) and National Diploma (NQF level 6) in Finance/Auditing majoring in Accounting plus at least 2 years' experience in finance, in an accrual environment. Knowledge of the financial system in an accrual environment is essential. A valid Code 8 Driving license is essential. Applicants must attach academic transcripts

**SKILLS AND COMPETENCIES:** Creative thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical knowledge of Accounting Standards.

**DUTIES:** Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicle tracker etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

### **SECRETARY: OFFICE OF HEAD OF ENTITY (ONE YEAR CONTRACT)**

**Salary Notch: R 173 703 per annum plus 37% in lieu of benefits (Level 05)**

**Ref: Dot GFMS: 09/09/2021**

**CENTRE: EAST LONDON**

**This is a re-advertisement and those who applied are advised to re-apply**

**REQUIREMENTS:** National Senior Certificate (NQF level 4). One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. A valid Code 08 driving license is essential.

**SKILLS AND COMPETENCIES:** Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning and Organising.

**DUTIES:** Provide a support service to the office of the Head. Co-ordinate office administration relating to Entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretarial duties to EXCO and management structures and track resolutions. Maintain Entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget. Respond to queries in person, via telephone or email. Develop and implement office procedures. Maintain general company record systems to uphold accurate file. Compose letters, memos and emails. Screen documents, book meeting rooms, set up conference calls and take messages \* Perform administration tasks including filing and photocopying.

**ENQUIRIES: MRS. P. MBEWU 043 731 1249/ MR. K. VALASHIYA-043 731 2319**

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## **DEPARTMENT OF COMMUNITY SAFETY**

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.*

**FOR ATTENTION: Ms N.A. Zuma**

**CLOSING DATE: 15 October 2021**

**NOTE:** Applications must be submitted on a **signed Z83 (effective from 01 January 2021)** (an unsigned Z83 will disqualify an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and as a result un-signable – applicants who applied via the system will therefore not be disqualified). Applications must be accompanied with copies of qualification(s), identity document proof of citizenship if not RSA citizen (**all copies need not be certified**), a comprehensive CV indicating three reference persons with full names, a relationship with reference, and Contact Numbers. NB: Reference checks will be limited to successful candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks including security clearance, security vetting, qualification verification and criminal checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been



contacted by the Recruiting Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**Enquiries: Ms N.P. Mhlom: 079 284 6709**

**DEPUTY DIRECTOR: SPECIAL PROGRAMMES UNIT, EMPLOYEE HEALTH AND WELLNESS PROGRAMMES**

**REF NO: ESL/2021/09/01**

**SALARY: R733 257.00 – R863 748.00 inclusive of package per annum**

**CENTRE: HEAD OFFICE: BHISHO**

**REQUIREMENTS:** Applicant must be in possession of Grade 12, a degree (NQF level 7)/ in the field of Social Work or Psychology/ Social Science/ Public Management with 3 to 5 years working experience working as an Assistant Director in Special Programmes (gender, youth, and disability mainstreaming), and Employee Health and Wellness Programme management. Registration with a professional Body will be an added advantage

**SKILLS:** HOS Knowledge and a SAMTRAC Certificate is required, Knowledge of Public Service regulations and prescripts, Knowledge of gender and job access strategic and prescripts. Knowledge of Employee Health and Wellness Programme Strategic Framework. Knowledge of AND occupational health and safety and Batho Pele principles. Planning an organizing skills. Adaptive to situations, integrity, objectivity Reliability. Sound knowledge of Public Sector environment, knowledge of governance and supply chain management principles and control processes, good communication skills. Ability to develop and apply policies. Ability to maintain confidentiality, work with difficult people and solve conflict. Initiative and creative.

**DUTIES:** Develop departmental Special programmes strategy, Polies and SOP's, Facilitate the introduction of special programmes to the departmental programmes and integration to policies, strategies, and service implementation programmes, Manage the Employee Health and Wellness Programme, Manage the occupational health and safety programmes, Manage transformation programmes (Disability Management/mainstreaming, Gender Mainstreaming, Diversity management, Management Women empowerment, children, and youth



empowerment programmes, Manage Inclusion and Diversity management and the management of administration and Human resources, this will include providing mentorship and guidance to subordinates in assisting them to integrate theory and best practice and develop appropriate skills. **Enquiries: Ms N.P. Mhlom: 079 284 6709**

**ASSISTANT DIRECOTR: SCM**

**REF NO.:ESL/2021/09/02**

**SALARY: Salary Range: R356 286.00-R443 601-00 per annum (Level 9).**

**CENTRE: HEAD OFFICE: BHISHO**

**REQUIREMENTS:** Applicants must be in possession of Grade 12, an appropriate qualification at NQF7 (Bachelor degree) as recognised by SAQA in Supply Chain Management/ Economics/ Accounting/ Logistics/ Purchasing Management/ Business Management/ Management/ Auditing/ Public Administration/ Public Management with at least 3 years' experience at a supervisory level or salary level 7/8 in this field. Applicants in possession of Public Administration/ Public Management must have majored in Supply Chain Management or Public Procurement.

**SKILLS:** Proven Computer Literacy. Valid Code 8 driver's license, sound knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act, practical working experience on LOGIS & BAS systems and interpretation of the system generated reports. Practical working experience in bid committees. Good interpersonal, verbal, writing and communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and supply chain management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration.

**DUTIES:** Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyse (benchmarking) to ensure value for money, consolidate procurement inputs from line Managers, compile and maintain an Annual Procurement Plan (APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-user and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond; advise and meet with Directorates with regard to demand requirements, Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a



representative of SCM. Ensure compliance with SCM policy documents and updating of a bid register with the status of the project. Provide constant feedback to customer and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

**Enquiries: Ms N.P. Mhlom: 079 284 6709**

**SENIOR PROVISIONING ADMIN OFFICER: SCM**

**REF NO.: ESL/2021/09/03**

**SALARY: Salary Range: R316 791.00-R373 167-00 per annum (Level 8).**

**CENTRE: Head Office: Bhisho**

**REQUIREMENTS:** Applicants must be in possession of Grade 12, an appropriate qualification at NQF6 (National Diploma) as recognised by SAQA in the field in Supply Chain Management/ Economics/ Accounting/ Logistics/ Purchasing Management/ Business Management/ Management/ Auditing/ Public Administration/ Public Management with at least 3 years' experience in this field. Applicants in possession of Public Administration/ Public Management must have majored in Supply Chain Management or Public Procurement.

**SKILLS:** Proven Computer Literacy. Valid Cod 8 driver's license, knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act. Practical working experience on LOGIS & BAS systems and interpretation of the system generated reports. Practical working experience of managing bid committees. Good interpersonal, verbal, writing and communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and supply chain management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration

**DUTIES:** Implementing procurement strategies, coordinate implementation of Procurement Plan. The incumbent will be responsible to ensure that the quotation process is compiled with i.e. generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorised and fruitless expenditure. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in management of commitments. Perform contractual and general administrative duties as required by the unit. Advice and report to Assistant Director.

**Enquiries: Ms N.P. Mhlom: 079 284 6709**





**RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT SERVICES OFFICER**

**REF NO.:** ESL/2021/09/04

**SALARY:** Salary Range: R257 508 – R303 339.00 per annum (Level 7).

**CENTRE:** Head Office: Bhisho

**REQUIREMENTS:** Applicants must be in possession of Grade 12, a National Diploma (NQF level 6) qualification in the field of Risk Management/ Financial Management/Internal Auditing, with 2 years 'experience in the environment of risk Management.

**SKILLS:** Knowledge of the PFMA, a valid driver's licence, The ability to capture data, Computer Literacy and collect information and procedures in terms of the working environment. Proven Computer Literacy. A valid Cod 8 driver's license, Knowledge of the Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance. Independence from all operations of the Department of Public Service and Administration.

**DUTIES:** Provide technical support with the development and maintenance of Risk Management Governance Structure, framework, policies and instruments. Provide technical input with the development of and implement risk management plan, take full responsibility of Risk Chairperson Arrangements of meetings, minute taking and his incentives. Applying methodologies of the risk assessment imperatives by establishing and defining the external context and updating of risk register. Provide technical assistance to business units to comply with risk mitigation plans, financial e-disclosure systems. Assisting the unit on awareness campaigns on anti-corruption and Ethics management culture in the department. **Enquiries: Ms N.P. Mhlom: 079 284 6709**

**CLEANER**

**REF NO.:** ESL/2021/09/05      **CENTRE:** Head Office: Bhisho

**SALARY:** Salary Range: R102 534.00 – R120 780.00 per annum (Level 2).

**REQUIREMENTS:** Applicants must be in possession of Abet level 4 or NQF level 1 to 3 with no experience. Good communication skills, honest and reliable. Poses physical strength and cope with physical demands of the position. Be able to work as a team.

**DUTIES:** Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Clean relevant work station. Provide office and properly



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 11 of 2021/22 (DEDEA, PT, DoT: GFMS & DCS)

CLOSING DATE: 15 OCTOBER 2021

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care support services control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms for meetings and gatherings. Provide routine general work. Compliance and maintenance services. Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and environment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment

**Enquiries: Ms N.P. Mhlom: 079 284 6709**

