

Department. Perform basic procurement process. Liaise with various stakeholders including private attorneys, State Attorneys & other service providers. Conduct records and document management.

ENQUIRIES

Ms Tembo Tel No: (040) 608 4200

DEPARTMENT OF HEALTH

APPLICATIONS

Additional Note: Applicants must make use of the e-Recruitment system when applying for Head Office posts only Link: <https://erecruitment.ecotp.gov.za/> The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For technical glitches only – No CVs). Email with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel no: 040 608 1602/5/6/7. Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Fort England Psychiatric Hospital - Post to: HD Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6139 or Hand delivery to: HR Office Fort England Psychiatric Hospital, York Road, Grahamstown, 6139. Enquiries: Ms Nazo Tel: 046 602 2300.

Lilitha Nursing College - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200 Tel.No: 043 7433 006/057

Umlamli Hospital-Post to: Human Resource Office, Umlamli Hospital, Private bag X5016 Sterkspuit, 9762 or Hand delivery: HR office, Umlamli Hospital: Enquiries: Ms Mpithimpithi-Tel no : 051 611 0079/90

Ngcobo Sub District - post to: Human Resource Office, Ngcobo Sub District P. O Box X 215 Ngcobo 5050 or hand delivered to All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N Matala Tel no : 047 5480022/34

Umzimvubu Sub District-Post: Human Resource Office, Umzimvubu Sub District, Private Bag X 3515, kokstad 4800 Enquiries Mr Magadla Tel No: 039 727 2090

Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043708 2121.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Makala 043 761 2131.

Grey Hospital - Post to: HR Office, Private Bag X0043, King William's Town, 5600 or hand deliver to: HR Office, Grey Hospital, Eales Street, King Williams Town, 5600. Enquiries: Ms Phillips Tel no 043 643 3300

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880, Enquiries: Ms Danster Tel no: 048 881 2123.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms N Somlota-Tel no 047 874 0111.

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Dordrecht Hospital - Post to: Human Resource Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Tshiwula Tel no. 045 943 1195.

Elliot Hospital - Post to: Human Resource Office, P.O. Box 523. Elliot, 5460. or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza – Tel no 045-9311321.

Frontier Regional Hospital - Post to: HR Office, Private Bag X7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel no: 047 878 2800.

Hewu Hospital - Post to: Human Resource Office, Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr U Malawana Tel no 040 841 0133

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Mount Frere, 5090 or Hand Deliver Silindi Location, Ntabankulu 5130. Enquiries: Ms L Mahlali Tel No: 039 255 0077

Indwe Hospital - Post to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Chris Gouws Tel no. 045 952 1030

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel no 047 874 8000.

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr. B Mbalula Tel: 049 842 1111.

Emalahleni Sub District - Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.

St Elizabeth Regional Hospital- Post: Human Resource Office, St Elizabeth Regional Hospital, Private Bag X 1007, Lusikisiki, 4820. Enquiries: Mrs T Duntsula – Tel no: 039 253 5012.

Elundini Sub-District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand delivery: HR Office, Elundini Sub-District Office, Police street, Enquiries: Mrs. Du Plessis – Tel no: 039 257 2400

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Hand delivery: HR Office, Elundini LSA Police Street, Mount Fletcher. Enquiries: Mr Nzinde Tel no: 039 257 0099

Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.

Maclear Hospital - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.

Jose Pearson TB Hospital - Post to: HR Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms N Klassen Tel no: 041 372 8000.

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

Elizabeth Donkin Hospital - Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La

Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr. E Felkers Tel no 041 585 2323.

Uitenhage Provincial Hospital - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr. P Oosthuizen Tel no: 041 995 1129.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700: Enquiries Mr. Praitel Tel no 0397976070

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booie Tel no 043 683 1313.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748

Khotsong TB Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata 039 737 3801

Taylor Bequest Hospital (Matatiele) - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr. Kholiso Tel no 039 737 3107.

Cathcart Hospital - Post to: Human Resource Section, Cathcart Hospital, Private Bag X10, Cathcart, 5310 or hand delivery to: 10 Hankop Street, Cathcart, 5210, Enquiries: Ms Velaphi- Tel no: 045 843 102

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr. Bango – Tel no: 039 251 3009.

Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2.

Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver: Grahamstown Road, Peddie 5640, Enquiries: Ms Mlotana Tel no: 040 673 3321

Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Tel no 040 658 0043.

Winterberg Hospital - Post to: HR Office, Winterberg Hospital, Alice Road, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142

Adelaide Hospital - Post to Adelaide Hospital, Piet Retief Drive, PO Box 128, Adelaide, 5760, Enquiries: Ms K Marques Tel 046 684 0066.

Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

St Lucys Hospital - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel no 047 532 6259.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509

Margery Parkes TB Hospital - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr. MT Buyelo Tel: 049 893 0031.

Marjorie Parrish TB Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/ Bag X154, Port Alfred, 6170. Or Hand deliver at: Human Resource Office, Marjorie Parrish Hospital, Port Alfred. Enquiries: Mr. X Ndlebe Tel: 046 624 5306

Humansdorp Hospital - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis

Street Humansdorp Hospital Next to Nico Malan High School Humansdorp
Enquires: Ms G Kivedo Tel no 042 200 4279/236.

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms X Mtimba Tel 047 502 9000

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel: 047 568 8291/2/3

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. J.S Ndzinde – Tel no: 051 633 9631.

CLOSING DATE
NOTE

: 01 September 2023
: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health 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. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 29/146

: **DIRECTOR: INTERNAL AUDIT REF NO: ECHEALTH/DIR-ID/HO/APL/01/08/2023**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY
CENTRE
REQUIREMENTS

: R1 16 200 – R1 365 411 per annum (Level 13), (an all-inclusive package)
: Head Office, Bhisho
: National Senior Certificate, Bachelor of Commerce Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF Level 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with 5(Five) years must have been at middle management (MMS)level in the auditing environment. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). A CA (SA), CIA, CCSA coupled with a qualification in health economics will provide an added advantage. In-depth understanding of legislative framework that governs the Public Service; Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology; Internal Audit regulatory frameworks and

policies; Practice of Internal Auditing; Risk Management Strategy, Combined Assurance Frameworks and Plans, Enterprise Risk Management (ERM) Concepts, framework and methodologies. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning, Programme management, Financial management skills, presentation skills. Maintain Confidentiality. Ability to work under pressure. Impact and Influence, Managing Interpersonal Conflict and Resolving Problems. A valid Driver's License.

DUTIES

: Manage The Provision Of Internal Audit Services In The Department; Develop the 3 year rolling audit plan, Ensure availability of appropriate resources for completion of the audit plan, Institute audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and execution of the audit plan, Ensure provision of reports to relevant Management, Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. Manage The Provision Of Administrative And Technical Support To Audit Committee; Execute duties as assigned by the CAE, support the CAE in providing timely reports to the Audit Committee; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Provide support in planning for Audit Committee meetings and ensure that the meetings take place as scheduled, Ensure the secretariat duties are performed for Audit Committee sittings, Ensure Technical support assistance to the Audit Committee is provided, Assist Audit Committee to develop Audit Committee reports annually 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 staff development plans are created and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed daily 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 the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Implement and Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms K Livi Tel No: (040) 608 1210
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

NOTE

: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

POST 29/147

: **DIRECTOR: HUMAN RESOURCE UTILIZATION & CAPACITATION REF NO: ECHEALTH/DIR-HR-UC/HO/APL/02/08/2023**

SALARY CENTRE REQUIREMENTS

: R1 16 200 – R1 365 411 per annum (Level 13), an all-inclusive package
: Head Office, Bhisho
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in Public Management/Public Administration/Human Resource Management or relevant qualification coupled with 5(Five) years must have been at middle management (MMS)level. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework.

Health Act. Public Service Act. Public Service Regulation; and Other relevant acts, policies and regulations. Skills and competencies: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organizing, Team Leadership, Problem Solving and Decision Making, Continuous Improvement. Good communication skills (written and verbal skills) and a good command of English language. A valid driver license.

DUTIES

: Manage development and training programme: Guide on development of training strategy. Monitor facilitation of skills development and talent management. Ensure identification of training programmes. Assess, monitor and evaluate impact of training programmes. Manage implementation of career, learnership and internship management services: Guide on development, monitoring and evaluation of career programmes. Monitor facilitation on implementation of learnership and internship programmes. Monitor implementation of induction programmes. Manage administration of bursaries: Guide on development of policies and strategies i.r.o bursaries. Monitor management of foreign, external & internal bursaries. Manage provision and co-ordination on implementation of PMDS: Guide on development of policies and strategies i.r.o PMDS. Co-ordinate, monitor and evaluate the implementation of PMDS in the Department. Guide and lead on capacitation and supporting of managers on PMDS. Manage performance and all the allocated resources: 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 timeous 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.

ENQUIRIES
NOTE

: Ms K Livi Tel No: (040) 608 1210
: Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 29/148

: **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DD-HRM/CDDO/APL/03/08/2023**

SALARY
CENTRE
REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11), (an all-inclusive package)
: Chris Hani, District Office
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management/Public Administration or relevant qualification with Five (5) years' experience in the field of which three (3) years at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In-depth knowledge of all relevant Acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedures) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision-making, communication, planning and leadership skills. Conflict management. Computer literacy. A valid driver's license.

DUTIES

: Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations' baseline plans such as: sub - directorate operational plan HR Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans – check supply and demand and draw allocation schedules. Compile selection and recruitment plan. Co-ordination of unit operations or programmes. Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustments. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, Workforce planning (HR

Plan & EE Plan), Leave administration, Remuneration & service benefits, Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior /conduct in the work place. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the entire workforce. Ms Nyoka Tel No: (045) 8071110/1101.

ENQUIRIES

POST 29/149

DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: ECHEALTH/DDHIS/DO/APL/04/08/2023

SALARY CENTRE REQUIREMENTS

R811 560 – R952 485 per annum (Level 11), (an all-inclusive package)
 Alfred Nzo, District Office
 National Senior Certificate, Bachelor's Degree (NQF Level 7) as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years must be at Assistant Director level in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies: Have an insight of the District Health Information Systems. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g. promotion of access to information act (PAIR), statistics Act (Act 6 of 1999) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good communication skills. Computer literate and ability to utilize Microsoft Office applications. A valid driver's license.

DUTIES

responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Forging strong strategic relationships with strategic partners and local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data from District hospitals is captured on DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co- ordinate data collection efforts of partner organisations, such that all data is centrally available to the District and beyond. Ensure full access to data stored on third-party systems, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the use of information for decision-making at facility level. Establish protocols for the production of reports at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information for decision-making. Collate requirements for additional/modified reports, and forward to Provincial/National Department. Represent the District at all fora dealing with data gathering or information use. Produce monthly and quarterly reports of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.

ENQUIRIES

POST 29/150

ADMINISTRATION REGISTRAR REF NO: ECHEALTH/AR/LILIT/APL /05/08/2023

SALARY CENTRE

R811 560 - R952 485 per annum (Level 11)
 Lilitha Nursing College, East London (Central Office)

<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Public Administration or a related field. A sound understanding of legal matters will be a strong added advantage. A minimum of 8 years' management experience in the Public Sector. Understanding of the Higher Education sector. Experience in maintaining systems and records in a governance environment. Diplomacy and understanding of sensibilities related to confidential or privileged information. Excellent verbal and written reporting skills with strong attention to detail. Ability to interpret policies and legislation. Proficient computer skills (Microsoft office). Working knowledge of transversal systems (BAS or PERSAL, LOGIS). Good understanding of the PFMA and other related prescripts. A valid driver's license is a pre-requisite. Ability to work under pressure and with little or no supervision. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels.
<u>DUTIES</u>	:	Provide Administrative support services to the college. Oversee the overall provision of HR services, including appointments, service benefits, training, staff development and policy implementation. Manage and monitor the payment of benefits to the college students. Direct the provision and maintenance of the college infrastructure, including buildings, maintenance of grounds, fleet, ICT and network infrastructure and office equipment. Provide Secretarial services to Governance structures. Convene Council and sub-committee meetings. Keep minutes of all meetings and ensure that decisions taken at meetings are implemented. Develop and maintain the annual Council Calendar. Recommend and participate in the development and review of college policies and procedures regarding students and governance. Communicate with external stakeholders on all issues of governance. Liaise with the SRC on all matters affecting the students.
<u>ENQUIRIES</u>	:	Ms PN Mene Tel No: (043) 700 9717
<u>POST 29/151</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD HRM/ORDO/APL/06/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R508 692 per annum (Level 09) OR Tambo, District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level (SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
<u>ENQUIRIES</u>	:	Ms X Mtimba Tel No: (047) 502 9000

POST 29/152 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO: ECHEALTH/AD-GA/HUMNS/APL/07/08/2023**

SALARY : R424 104 – R508 692 per annum (Level 09)
CENTRE : Sarah Baartman Humansdorp Hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is at a supervisory level (SL 7/8). Understanding of Current Patient Affairs / Administration with specific reference to both Out Patients and in –Patient Management, Registry, Mortuary, Messengers and Pottering Services and other areas of importance within Patient Administration. Be computer literate, good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

DUTIES : Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining nut not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236

POST 29/153 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION REF NO: ECHEALTH/AD-GA/DMMH/APL/08/08/2023**

SALARY : R424 104 – R508 692 per annum (Level 09)
CENTRE : OR Tambo Dr Malizo Mpehle hospital
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Administration /National Diploma (NQF Level 6) in Public Administration /Business Management coupled with Five (5) years' experience in Patient Administration of which Three (3) years is at a supervisory level (SL 7/8). Understanding of Current Patient Affairs / Administration with specific reference to both Out Patients and in –Patient Management, Registry, Mortuary, Messengers and Pottering Services and other areas of importance within Patient Administration. Be computer literate, good report writing skills and ability to make decisions and act on them. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tool. Good interpersonal relation, honest and reliable and be able to uphold high ethical conduct. Good understanding of Public Service Legislation and Prescripts applicable to government including systems and procedures.

DUTIES : Provide both Out Patients and In-patients management systems. Ensure efficient and effective Booking system throughout the Clinical Business Unit. Ensure compliance to downtime management systems. Ensure that Mortuary Service is user friendly for all the clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the

components including National Health Priorities. Take responsibility in ensuring effective and efficient Booking System. Taking part in the Operational plans and forming part of Management Committees. Ensuring compliance to all Audits Findings, National Core Standards (NCR) quality assurance meeting etc. effective management of downtimes and Risk. Ability to formulate SOP's (Standard Operating Procedures in line with the Procedure Manual within your span of control. Take leadership as Functional Manager in all aspects pertaining nut not limited to efficient running of Patient affairs especially in ensuring that all staff under your leadership daily comply to SOP's, Circulars and Memos. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration during his/her absence.

ENQUIRIES : Ms Makalima Tel No: (047) 542 6300

POST 29/154 : **ASSISTANT DIRECTOR: SALARIES & SUPPLIER PAYMENTS REF NO: ECHEALTH/AD-SSP/ MRH/APL/09/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 09)
 : OR Tambo Mthatha Regional Hospital
 : National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) in Finance Management or any relevant qualification, coupled with 5 years' experience with 3 years at supervisory level 7&8. Experience in salaries administration. Must be in possession of PERSAL Introduction, BAS & LOGIS certificates. Advanced Computer Skills, PERSAL, knowledge of PFMA, Treasury regulations, HR prescripts. Applicants should possess the following management competencies: Strategic capability and Leadership, Financial Management, Change Management, Problem Solving and analysis, People Management and empowerment Client Orientation and Customer Focus. A Financial Information System qualification will be an added advantage.

DUTIES : Verification of all transactions. Authorize payments on both BAS and PERSAL i.e. salaries & suppliers. Handle salary enquiries, supervise & manage both salaries and supplier's payment section. This will include PMDS (Performance Management Development System) contracting and reviews of your staff / subordinates. Compile monthly, quarterly reports.

ENQUIRIES : Ms. ZI Mkosi Tel No: (047) 502 4143

POST 29/155 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: ECHEALTH/AD/FTH/APL/10/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 09)
 : Buffalo City Metro, Frere Tertiary Hospital
 : National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) as recognised by SAQA in Financial Management/Accounting, Cost and Management or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). In depth knowledge of government financial systems especially PERSAL and BAS. Good understanding of Public Financial Management Act, Treasury Regulations and any other relevant prescripts. Knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and Treasury Regulations. Attributes: The incumbent must be able to demonstrable competency in acting independently, professionally and be solution driven. A valid driver's license.

DUTIES : Manage payroll and electronic payslips/ salaries and suspense accounts. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Conduct awareness sessions with different sections and new staff coming to the hospital. Manage staff and other resources within the sub-directorate. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Monitoring of Certified Payroll Certificates. Clearance of Suspense Accounts. Tax Reconciliation, declaration and payments to SARS. Accumulating the Payments made outside PERSAL. Reprinting of Duplicate IRP5's. Issuing the Last Pay Certificate of Employees transferred to other departments. Interdepartmental claims. Employee's debt management. Supervision of office staff, state accountants and clerks. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments updating of accounts. Manage and limit Human resource accruals. Manage Norms and Standards. Assist the Deputy

		Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 29/156</u>	:	<u>EXAMINATION OFFICER REF NO: ECHEALTH/ EO/ LILIT/APL /11/08/2023</u>
<u>SALARY</u>	:	R424 104 - R508 692 per annum (Level 09)
<u>CENTRE</u>	:	Lilitha Nursing College, East London (Central Office)
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Human Resource coupled with 5 years' relevant experience in examination issues, (a Nursing Qualification will be added advantage). Experience in the management control of conducting examination. of which 3 years must be at supervisory SL7/8. Good understanding of administrative systems applicable to the Public Service and good analytical and problem-solving skills are essential. Diplomacy and understanding of sensibilities related to confidential or privileged information. Excellent verbal and written reporting skills with strong attention to detail. Ability to interpret relevant academic policies and legislation. Proficient computer skills (Microsoft office). Working knowledge of transversal system. A valid driver's license is a pre-requisite. Ability to work under pressure and with little or no supervision. Ability to manage, delegate, motivate and control teams. Good communication skills at all levels.
<u>DUTIES</u>	:	The incumbent will be responsible to manage the provision of examination services, typing pool, printing, packaging and dispatching of question papers for student nurses' examinations and safe keeping. Manage the control of issuing of the certificates, issuing of the certificate's application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificates' application (statement of result Diploma). Coordinate and manage proper administration system for the planning and control of all functions in this component and communication of exam, timetables to the students and compile marking centres. Manage the setting of question papers per annum which includes appointing examiners, moderators and preparation of all these papers in collaboration with the language editors. Distribution of examination results, year mark to the Campus Managers. Manage compliance of examination policy and regulations. Ensure the overall supervision and coordinate effective, efficient internal and external examination.
<u>ENQUIRIES</u>	:	Ms P.N Mene Tel No: (043) 700 9717
<u>POST 29/157</u>	:	<u>ASSISTANT DIRECTOR: FINANCE & SCM REF NO: ECHEALTH/ASD-FIN/FEPH/APL/12/08/2023</u> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<u>SALARY</u>	:	R424 104 – R508 692 per annum (Level 09)
<u>CENTRE</u>	:	Sarah Baartman, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with a minimum of 5 years' experience in which 3 years must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyze, interpret and report on relevant

financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2308

POST 29/158 : **ASSISTANT DIRECTOR: OPERATIONS REF NO: ECHEALTH/AD-OP/FEPH/APL/13/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 09)
 : Sarah Baartman, Fort England Psychiatric Hospital
 : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/Business Management/Hospitality/Management or equivalent coupled with 5(Five) years of which 3(Three) years at supervisory level (SL7/8) combined experience in any of the two (2) soft services units (laundry, cleaning/ housekeeping, waste management and catering) in a Public/Private Hospitality environment. Computer literate in MS package (Word, Excel, Power-point). A valid driver's license. Competencies: knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs soft services and laundry services. Ability to develop policies and internal Standard Operating Procedure. Strong leadership skills, teambuilding and sound interpersonal skills. Excellent verbal and written communication skills and report- writing skills. Client and customer Orientation, Strategic leadership, Project Management, Human Resources Management and Finance Management skills. Ability to multi – task and prioritize and ability to work in high volume and highly pressurized environment. Knowledge to the public service legislations, policies and procedures such as PFMA, PPPFA.

DUTIES : Responsible for the overall day – to – day soft services sub-directorate, which includes security, laundry, catering, cleaning and housekeeping, gardens and grounds. Control and monitor human, financial and other resources. Develop strategies, programmes and projects to improve service provision. Produce timeous management reports. Participate in the formulation of the hospital operational and Strategic plans. Participate in Budget Advisory, Procurement and Bid Committees. Ensure that the Soft Services sub-directorate is compliant to National Core standards, Occupational Health and Safety and Machinery Acts, regulations and Policies. Contribute to the hospitals planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround plans.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 29/159 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/AD HRM/HO/APL/14/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 09)
 : Head Office, Bhisho
 : Grade 12 (NQF L4) or equivalent with recognized three years National Diploma (NQF Level 6) in Management Services/Human Resource Management/Operations Management or related qualification coupled with five (5) years' experience in Organizational Design and Job Evaluation environment of which Three(3) years is at supervisory SL7/8. Exposure on Post Provisioning Norms (PPN) will be an added advantage. Special Requirement (skills needed): Good Knowledge of relevant Public Service Policies, Legislation, Regulations and Acts. Computer literacy (MS Excel, MS PowerPoint and MS Word). Ability to communication effectively (written and verbal), listening and interpreting skills. Analytical and innovative thinking ability as well as problem solving skills, decision –making, Coordination, Planning and Organizing skills. Good interpersonal skills and high level of professionalism. Numerical literacy and accuracy working with data. Facilitation and Presentation skills. Highly reliable, willing to travel and work extra hours. Report writing. Project management. Economic and Financial Management. A valid driver's license.

DUTIES : Conducting of Organization Structure Design/Workstudy investigations and assist with the conducting of quality assurance on Organization Structure

Design/Workstudy reports. Assist with the development/institutionalization of DOD Management and Renewal Services (Workstudy) Policy, Guidelines, Instructions, Directives, Norms and Standards. Assist with the compilation of the Annual Performance Plan. Conduct Organizational Analysis and Design processes. Conduct Job Evaluation (JE) for all posts in the Department and inform Program Managers Organization Structure Design (OSD) if the outcome has a structural implication. Prepare Job Evaluation submissions. Facilitate the development of Job Descriptions and assist with the formulation of the job descriptions. Partake in quality assurance in order to ensure standardized job evaluation practices. Establish benchmarking parameter. Plan moderation activities and participate in the Job Evaluation Moderation process. Participate in the development of job analysis and design governance. Facilitate the implementation of posts providing norms. Provide assistance to Program Manager Job Evaluation, requesting Structure Management Control System (SMCS)/ Management Information data. Provide advisory, support and information services on the organizational structure and job evaluation.

ENQUIRIES : Ms Sikuza Tel No: (040) 608 1210
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

NOTE : Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

POST 29/160 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/BCMHD/APL/15/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: Buffalo City Metro, District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Jaceni Tel No: (043) 7433 006/057

POST 29/161 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/HO/APL/16/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management.

Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms T Nqumashe Tel No: (040) 608 1613
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

NOTE : Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

POST 29/162 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/HO/APL/17/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: Bhisho, Head Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms K Livi Tel No: (040) 608 1210
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

NOTE : Applicants must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/>

POST 29/163 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/ISH/APL/18/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: OR Tambo Isilimela Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Gwiji Tel No: (047) 564 2805/2/3

POST 29/164 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/NMAH/APL/19/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: OR Tambo, Nelson Mandela Academic Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/165 : **HUMAN RESOURCE PRACTITIONER REF NO:**
ECHEALTH/HRP/NTBH/APL/20/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R345 815 per annum (Level 07)
: Buffalo City Metro, Nkqubela TB Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Makala Tel No: (043) 761 2131

POST 29/166 : **ADMINISTRATION OFFICER REF NO:**
ECHEALTH/ADO/AD/APL/21/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Amathole, District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms N Nene Tel No: (043) 707 6748

POST 29/167 : **ADMINISTRATION OFFICER REF NO:**
ECHEALTH/ADO/AD/AH/APL/22/08/2023

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : Sarah Baartman, Abeerden hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms T. Mpitimpiti Tel No: (041) 408 8509

POST 29/168 : **ADMINISTRATION OFFICER REF NO:**
ECHEALTH/ADO/ISH/APL/23/08/2023

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : OR Tambo Islimela Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and

client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms N Gwiji Tel No: (047) 564 2805/2/3

POST 29/169 : **ADMINISTRATION OFFICER REF NO:**
ECHEALTH/ADO/PECC/APL/24/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Nelson Mandela Metro, PE Central Clinic
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/170 : **FINANCIAL PRACTITIONER: SALARIES REF NO:**
ECHEALTH/FP/ADO/APL/25/08/2023

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum (Level 07)
: Amathole, District Office
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage.

DUTIES : To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

ENQUIRIES : Ms N Nene Tel No: (043) 707 6748

POST 29/171 : **FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO: ECHEALTH/FP-BP/ADO/APL/26/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Amathole, District Office
: National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

DUTIES : Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.

ENQUIRIES : Ms N Nene Tel No: (043) 707 6748

POST 29/172 : **FINANCIAL PRACTITIONER: PRE-AUDIT REF NO: ECHEALTH/FP/NMAH/APL/27/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321- R343 815 per annum (Level 07)
: OR Tambo, Nelson Mandela Academic Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized in Commerce or Internal Audit or Accounting or Cost & Management Accountant or Financial Management or SCM or other relevant qualifications coupled with 1 - 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organizational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. Finance, HR and SCM prescripts. A valid driver's license.

DUTIES : Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Pre-audit the authenticity of commitments & ensure completeness and accuracy. Receiving and checking of salary related payments. Pre-audit the validity, accuracy & completeness of S&T claims. Check correctness and the authenticity of payment batches to ensure their validity, completeness, accuracy & ensure that they have been authorized by appropriate officials as per the delegations. Analyze batches submitted to check adherence with PFMA, treasury regulations, HR Policies and other prescripts. Verify correctness and compliance of calculations of commitments and payments and issue payment certificates. Reporting on unauthorized, irregular and fruitless expenditure. Perform administrative duties for the unit.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/173 : **FINANCIAL PRACTITIONER: BUDGET PLANNING REF NO: ECHEALTH/FP-BP/NMCH/APL/28/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: OR Tambo, Nelson Mandela Academic Hospital
: National Diploma (NQF 6)/Bachelor's Degree (NQF 7) or equivalent appropriate qualification as recognized by SAQA in Financial Management/Accounting/Commerce and Auditing coupled 1 – 2 years' experience in a Financial environment. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Public Financial Management Act, Treasury Regulations and prescripts. Problem solving skills and analysis, listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel, Word and PowerPoint) Understand the PFMA and Treasury Regulations. Understanding of all relevant safety requirements for staff in a manufacturing environment. Ability to communicate with all levels of management.

DUTIES : Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration. Compile standard reports on the state of expenditure, and revenue. Confirm availability of funds before expenditure is incurred. Capture Budget and related transactions on BAS. Provide and produce quality reports regarding turnaround times and documents processed. Administer timeous resolution of audit queries. Monitors expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Track budget expenditure against the allocated project budget.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/174 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/FTH/APL/29/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Buffalo City Metro, Frere Tertiary Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and

		network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 29/175</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/DRH/APL/30/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Nelson Mandela Metro, Dora Nginza Regional Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write are port. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area network performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421
<u>POST 29/176</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/JDO/APL/31/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Joe Gqabi, District Office National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write are port. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area network performance. Render 1st line technical support to users on transversal systems and network applications.

Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr. JS Ndzinde Tel No: (051) 633 9631

POST 29/177 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/CZHAPL/32/08/2023**

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : OR Tambo, Canzibe Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6)/Bachelor's Degree (NQF level 7) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Ms Solwandle Tel No: (047) 568 8291/2/3

POST 29/178 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITO/SBDO/APL/33/08/2023**

SALARY : R294 321 – R343 815 per annum (Level 07)
CENTRE : Sarah Baartman, District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and

		network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms T. Mpitimpiti Tel No: (041) 408 8509
<u>POST 29/179</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/FEPH/APL/34/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R345 815 per annum (Level 07) Sarah Baartman, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 29/180</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/FEH/ARP/35/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Sarah Baartman District, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management / Development / Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA. Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project management, presentation skills, planning, organising and facilitation skills. Computer literate. A Valid driver's license.
<u>DUTIES</u>	:	Coordinate and implement training and development in the institution. Coordinate training of employees in line with skills development plan in the addressing of employee needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership / internship / work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft Memos inviting / requesting participants to attend training. Coordinate and implement staff induction and orientation.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 29/181</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/NMAH/APL/36/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R345 815 per annum (Level 07) OR Tambo, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts,

		regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and implementation of confirmed probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 29/182</u>	:	<u>FINANCIAL PRACTITIONER REF NO:</u> <u>ECHEALTH/FP/FEPH/APL/37/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) Sarah Baartman, Fort England Psychiatric Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.
<u>DUTIES</u>	:	Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 29/183</u>	:	<u>FINANCIAL PRACTITIONER: SALARIES REF NO:</u> <u>ECHEALTH/FP/NMAH/APL/38/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) OR Tambo, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage.

DUTIES : To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/184 : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPAT/FEPH/APL/39/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Sarah Baartman, Fort England Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid License.

DUTIES : To provide an effective, efficient and comprehensive patient registration inclusive of HMS2. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff, client information clerks and messengers. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 29/185 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSC/FEPH/APL/40/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

ENQUIRIES : Mr. E Felkers Tel No: (041) 585 2323

POST 29/186 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSC/LTH/APL/41/08/2023**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07)
: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348

POST 29/187 : **FOOD SERVICE MANAGER REF NO:**
ECHEALTH/FSM/GH/APL/42/08/2023

SALARY : R294 321 – R343 815 per annum (Level 07)

CENTRE : Buffalo City Metro, Grey Hospital

REQUIREMENTS : National Senior Certificate, an appropriate qualification (NQF Level 6) as recognized by SAQA in Hospitality Management/Consumer Studies or related or relevant qualification with 1-2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms Phillips Tel No: (043) 643 3300

POST 29/188 : **COMMUNITY LIASON OFFICER (HEALTH PROMOTION) REF NO:**
ECHEALTH/CLO/NMDO/APL/43/08/2023

SALARY : R241 485 – R255 306 per annum (Level 06)

CENTRE : Nelson Mandela Metro, District Office

REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Dietetics, Nutrition or Health Promotion Relevant qualification coupled with 1-2 years' experience in the field of Health Promotion. In-depth knowledge of all relevant Acts, Policies and Regulations relating to community nutrition. Decision-making, communication, planning and leadership skills. Computer literacy. A valid driver's license. Good report writing skills as well as the ability to communicate departmental nutrition policies to communities. Should be a good team player but should be able to work on his/her loan. Ability to communicate in IsiXhosa OR Afrikaans will be an added advantage.

DUTIES : Establish, analyze and communicate the community perspective of the health levels of service delivery. Asses what information and communication mediums are required to influence perceptions. Establish and monitor the levels of access to health information. in the community. Promoting and campaign health promotions. Distribute departmental publications. Make presentations to community services organisations to enhance the public image and goals of the health district. Manage the Community Liaison Component.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/189 : **COMMUNITY LIASON OFFICER(NUTRITION) REF NO: ECHEALTH/CLO/NMDO/APL/44/08/2023**

SALARY : R241 485 – R255 306 per annum (Level 06)
CENTRE : Nelson Mandela Metro, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Dietetics, Nutrition or Health Promotion Relevant qualification coupled with 1-2 years' experience in the field of community nutrition. In-depth knowledge of all relevant Acts, Policies and Regulations relating to community nutrition. Decision-making, communication, planning and leadership skills. Computer literacy. A valid driver's license. Good report writing skills as well as the ability to communicate departmental nutrition policies to communities. Should be a good team player but should be able to work on his/her loan. Ability to communicate in IsiXhosa OR Afrikaans will be an added advantage.

DUTIES : Guide and supervise the implementation of nutrition activities within communities. Plan nutrition education activities within communities. Work with the outreach team to improve the nutrition knowledge of communities. Liaise between communities and health facilities to improve the nutritional status of the citizens of Nelson Mandela Bay. Mobilise communities to promote good nutrition and prevent non-communicable diseases.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/190 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/UH/APL/45/06/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Joe Gqabi, Umlamli Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms Mpithimpithi Tel No: (051) 611 0079/90.

POST 29/191 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/UPH/APL/46/08/2023 (X2 POSTS)**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added an advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Mr. P Oosthuizen Tel No: (041) 995 1129

POST 29/192 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/LTH/APL/47/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348

POST 29/193 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/FTH/APL/48/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348

POST 29/194 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/CHDO/APL/49/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Chris Hani, District Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Ms Nyoka Tel No: (045) 8071110/1101.

POST 29/195 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/MPH/APL/50/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Sarah Baartman, Margery Parks TB Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Mr. MT Buyelo Tel No: (049) 893 0031

POST 29/196 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MC/APL/51/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Alfred Nzo, Khotsong TB Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms. A Lebata Tel No: (039) 737 3801

POST 29/197 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CC/APL/52/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Central Clinic
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Jaceni Tel No: (043) 7433 006/057

POST 29/198 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/DCHC/APL/53/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Dimbaza CHC
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Jaceni Tel No: (043) 743 3006/057

POST 29/199 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/BCMDO/APL/54/08/2023 (X2 POSTS)**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, District Office
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Jaceni Tel No: (043) 743 3006/057

POST 29/200 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/GH/APL/55/08/2023 (X2 POSTS)**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Phillips Tel No: (043) 643 3300

POST 29/201 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NTBH/APL/56/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Makala Tel No: (043) 761 2131

POST 29/202 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NONTYA/APL/57/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Nontyatymbo Clinic
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic

		documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Jaceni Tel No: (043) 743 3006/057
<u>POST 29/203</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CH/APL/58/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 05) Chris Hani, Cofimvaba Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.
<u>DUTIES</u>	:	Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms N Somlota Tel No: (047) 874 0111
<u>POST 29/204</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MRH/APL/59/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) OR Tambo, Mthatha Regional Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No: (047) 502 4143/4008
<u>POST 29/205</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CZH/APL/60/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) OR Tambo, Canzibe Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: (047) 568 8291/2/3
<u>POST 29/206</u>	:	<u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/AVH/APL/61/08/2023</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Sarah Baartman, Andries Vosloo Hospital

REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms CZ Zozo Tel No: (042) 243 1313

POST 29/207 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MPH/APL/63/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Sarah Baartman, Margery Parks TB Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr. MT Buyelo Tel No: (049) 893 0031

POST 29/208 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NBC/APL/64/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Nelson Mandela Metro, New Brighton Clinic
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/209 : **FINANCE CLERK REF NO: ECHEALTH/FC/GH/APL/65/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Buffalo City Metro, Grey Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial

developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms Phillips Tel No: (043) 643 3300

POST 29/210 : **FINANCE CLERK REF NO: ECHEALTH/FC/FH/APL/66/08/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
: Chris Hani, Frontier Hospital
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms P Marongo Tel No: (045) 808 4272

POST 29/211 : **FINANCE CLERK REF NO: ECHEALTH/FC/DO/APL/67/08/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
: Amathole, District Office
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms N Nene Tel No: (043) 707 6748

POST 29/212 : **FINANCE CLERK REF NO: ECHEALTH/FC/TBH/APL/68/08/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
: Alfred Nzo, Tayler Bequest Hospital
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book,

remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr. Kholiso Tel No: (039) 737 3107

POST 29/213 : **FINANCE CLERK REF NO: ECHEALTH/FC/CH/APL/69/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Amathole, Cathcart Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms Velaphi Tel No: (045) 843 1029

POST 29/214 : **FINANCE CLERK REF NO: ECHEALTH/FC/DMM/APL/70/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : OR Tambo Dr Malizo Mpehle Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms Makalima Tel No: (047) 542 6300

POST 29/215 : **FINANCE CLERK REF NO: ECHEALTH/FC/MPTH/APL/71/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Sarah Baartman, Margery Parks TB Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr. MT Buyelo Tel No: (049) 893 0031

POST 29/216 : **REGISTRY CLERK REF NO: ECHEALTH/RC/AD/APL/72/08/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
: Buffalo City Metro, Grey Hospital
: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms Phillips Tel No: (043) 643 3300

POST 29/217 : **REGISTRY CLERK REF NO: ECHEALTH/RC/MH/APL/74/08/2023**

SALARY CENTRE REQUIREMENTS : R202 233 – R235 611 per annum (Level 05)
: Chris Hani, Mjanyana Hospital
: Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and

package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Ms SS Naku Tel No: (047) 874 8000

ENQUIRIES :

POST 29/218 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MC/APL/72/08/2023**

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Umzimvumbu Sub-District, Mpindweni Clinic
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr Magadla Tel No: (039) 727 2090

POST 29/219 : **REGISTRY CLERK REF NO: ECHEALTH/RC/MH/APL/73/08/2023**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Joe Gqabi, Maclear Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine register. Frank Post record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record (Reference number in register). Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
Ms N Zuza Tel No: (045) 932 1028

ENQUIRIES :

POST 29/220 : **CLIENT INFORMATION CLERK REF NO: ECHEALTH/CIC/NMMDG/APL/74/08/2023**

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and typing skills.

Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES : Ms B Bomela Tel No: (041) 406 4421

POST 29/221 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/NH/APL/75/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Amathole, Nompumelelo Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES : Ms Mlotana Tel No: (040) 673 3321

POST 29/222 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/FEPH/APL/76/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Sarah Baartman, Fort England Psychiatric Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 29/223 : **FOOD SERVICE SUPERVISOR REF NO:**
ECHEALTH/FSS/FEPH/APL/77/08/2023 (X3 POSTS)

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Sarah Baartman, Fort England Psychiatric Hospital
REQUIREMENTS : NQF Level 3 (Grade 10)/ABET level 4 with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 29/224 : **HOUSEKEEPING SUPERVISOR REF NO:**
ECHEALTH/HS/FEPH/APL/78/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Sarah Baartman, Fort England Psychiatric Hospital
REQUIREMENTS : NQF Level 3 (Grade 10)/ABET level 4 with 3-5 year years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists. (Duty rooster). Guide the provision of general work in the all designated areas in the ward such as ward bed-side, doctor's room, change rooms, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 29/225 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/CZH/APL/79/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : OR Tambo, Canzibe Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or

		organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organizing. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
<u>DUTIES</u>	:	Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
<u>ENQUIRIES</u>	:	Ms Solwandle Tel No: (047) 568 8291/2/3
<u>POST 29/226</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/CHDO/APL/80/08/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Chris Hani, District Office
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Nyoka Tel No: (045) 807 1110/1101
<u>POST 29/227</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/RDC/APL/81/08/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Nelson Mandela Metro, Rosedale Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: (041) 391 8164
<u>POST 29/228</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/JPTBH/APL/82/08/2023</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Nelson Mandela Metro, Jose Pearson TB Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms N Klassen Tel No: (041) 372 8000

POST 29/229 : **DATA CAPTURER REF NO: ECHEALTH/DC/JPTBH/APL/83/08/2023**

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Nelson Mandela Metro, Wells Estate Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/230 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HS/FTH/APL/84/08/2023 (X2 POSTS)**

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 29/231 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HS/FTH/APL/85/08/2023**

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Joe Gqabi, Maclear Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

ENQUIRIES : Ms N Zuza Tel No: (045) 932 1028

POST 29/232 : **FOOD SERVICE SUPERVISOR REF NO:**
ECHEALTH/FSS/AVH/APL/86/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Sarah Baartman, Andries Vosloo Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms CZ Zozo Tel No: (042) 243 1313

POST 29/233 : **FOOD SERVICE SUPERVISOR REF NO:**
ECHEALTH/CZH/ETBH/APL/87/08/2023

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : OR Tambo, Canzibe Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking

methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Ms Solwandle Tel No: (047) 568 8291/2/3

POST 29/234 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/MH/APL/88/08/2023**

SALARY : R171 537 – R199 461 per annum (Level 04)
CENTRE : Amathole, Madwaleni Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Mr. Fenguza Tel No: (047) 573 8900/1/2

POST 29/235 : **DRIVER REF NO: ECHEALTH/DRV/UPH/APL/89/08/2023**

SALARY : R147 036 – R170 598 per annum (Level 03)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's license and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

DUTIES : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.

ENQUIRIES : Mr P Oosthuizen Tel No: (041) 995 1123

POST 29/236 : **SENIOR PORTER REF NO: ECHEALTH/SPOR/FTH/APL/90/08/2023**

SALARY : R147 036 – R170 598 per annum (Level 03)

<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET/ Grade 10, plus 2-3 years' relevant experience. Good communication skills and good Interpersonal relations. Must be committed and hard working person. Ability to work under pressure.
<u>DUTIES</u>	:	Supervising of Porters. Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates. Collect and transport corpses to the mortuary. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 29/237</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TRL/FTH/APL/91/08/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 29/238</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TRL/RC/APL/92/08/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro Rosedale Clinic
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and

		maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: (041) 391 8164
<u>POST 29/239</u>	:	<u>TRADE LABOURER REF NO: ECHEALTH/TRL/LTH/APL/93/08/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 29/240</u>	:	<u>HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/LTH/APL/94/08/2023</u>
<u>SALARY</u>	:	R125 373 – 145 077 per annum (Level 02)
<u>CENTRE</u>	:	Nelson Mandela Metro Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<u>DUTIES</u>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated are as in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 29/241</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/GGH/APL/95/08/2023</u>
<u>SALARY</u>	:	R125 373 – R145 077 per annum (Level 02)
<u>CENTRE</u>	:	Chris Hani, Glen Grey Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and

deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms N Ralushe Tel No: (047) 878 2800

ENQUIRIES

POST 29/242

FOOD SERVICE AID REF NO: ECHEALTH/FSA/IH/APL/96/08/2023

SALARY
CENTRE
REQUIREMENTS

R125 373 – R145 077 per annum (Level 02)
Chris Hani District, Indwe Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Mr C Gouws Tel No: (045) 952 1030

ENQUIRIES

POST 29/243

FOOD SERVICE AID REF NO: ECHEALTH/FSA/NTH/APL/97/08/2023

SALARY
CENTRE
REQUIREMENTS

R125 373 – R145 077 per annum (Level 02)
Buffalo City Metro, Nkqubela TB Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES

Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms Makala Tel No: (043) 761 2131

ENQUIRIES

POST 29/244

FOOD SERVICE AID REF NO: ECHEALTH/FSA/ISM/APL/98/08/2023

SALARY

R125 373 – R145 077 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo Isilimela Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms N Gwiji Tel No: (047) 564 2805/2/3
<u>POST 29/245</u>	:	<u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/STL/APL/99/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 02)
	:	OR Tambo, St Lucy's Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms Mayikana Tel No: (047) 532 6259
<u>POST 29/246</u>	:	<u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/HC/APL/100/08/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 02)
	:	Chris Hani, Hewu Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

- ENQUIRIES** : Mr U Malawana Tel No: (040) 841 0133
- POST 29/247** : **PROPERTY CARE TAKER REF NO: ECHEALTH/PTC/AH/APL/101/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Amathole, Adelaide Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
- ENQUIRIES** : Ms K Marques Tel No: (046) 684 0066
- POST 29/248** : **CLEANER REF NO: ECHEALTH/CL/NC/APL/102/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Emalahleni Sub-District, Nompumelelo Clinic
REQUIREMENTS : ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toiles. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
- ENQUIRIES** : Ms NP Mtshabe Tel No: (047) 878 4300
- POST 29/249** : **CLEANER REF NO: ECHEALTH/UPH/APL/103/08/2023 (X3 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toiles. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

- ENQUIRIES** : Mr. P Oosthuizen Tel No: (041) 995 1129
- POST 29/250** : **CLEANER REF NO: ECHEALTH/CL/APL/MACH/104/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077per annum (Level 02)
CENTRE : Joe Gqabi, Maclear hospital
REQUIREMENTS : ABET or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- DUTIES** : Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toiles. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, op and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
- ENQUIRIES** : Ms N Zuza Tel No: (045) 932 1028
- POST 29/251** : **GENERAL WORKER REF NO: ECHEALTH/GW/FH/APL/105/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Chris Hani, Frontier Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms P Marongo Tel No: (045) 808 4272
- POST 29/252** : **GENERAL WORKER REF NO: ECHEALTH/GW/FH/APL/106/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : OR Tambo, St Elizabeth Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and

spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES :

Mrs T Duntsula Tel No: (039) 253 5012

POST 29/253 :

GENERAL WORKER REF NO: ECHEALTH/GW/WSH/APL/107/08/2023

SALARY CENTRE REQUIREMENTS :

R125 373 – R145 077 per annum (Level 02)
Chris Hani, Wilhelm Stahl Hospital
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES :

Mr. B Mbalula Tel No: (049) 842 1111

POST 29/254 :

GENERAL WORKER REF NO: ECHEALTH/GW/NGC/APL/108/08/2023

SALARY CENTRE REQUIREMENTS :

R125 373 – R145 077 per annum (Level 02)
Ngcobo Sub District, Ngcobo CHC
ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRES :

Ms N Matala Tel No: (047) 548 0022/34

POST 29/255 :

GENERAL WORKER REF NO: ECHEALTH/GW/NGC/APL/109/08/2023

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Umzimvumbu Sub-District, Mpindweni Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRES : Mr Magadla Tel No: (039) 727 2090

POST 29/256 : **GENERAL WORKER REF NO: ECHEALTH/GW/MJH/APL/110/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Chris Hani, Mjanyana Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated area fill up. Perform any other related job allocation.

ENQUIRIES : Ms SS Naku Tel No: (047) 874 8000

POST 29/257 : **GENERAL WORKER REF NO: ECHEALTH/GW/ASH/APL/111/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Chris Hani, All Saints Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated area.

- ENQUIRIES** : Ms NP Gcaza Tel No: (047) 548 4104
- POST 29/258** : **GENERAL WORKER REF NO: ECHEALTH/GW/CMH/APL/112/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms N. Matshaya Tel No: (043) 708 2121
- POST 29/259** : **GENERAL WORKER REF NO: ECHEALTH/GW/LTH/APL/113/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms L Mabanga Tel No: (041) 405 2348
- POST 29/260** : **GENERAL WORKER REF NO: ECHEALTH/GW/TBH/APL/114/08/2023 (X8 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)

- CENTRE REQUIREMENTS** : Joe Gqabi, Taylor Bequest Hospital
 : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mr Nzinde Tel No: (039) 257 0099
- POST 29/261** : **GENERAL WORKER REF NO: ECHEALTH/GW/NMDO/APL/115/08/2023 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R125 373 – R145 077 per annum (Level 02)
 : Nelson Mandela Metro, District Office
 : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms P Makuluma Tel No: (041) 391 8164
- POST 29/262** : **GENERAL WORKER REF NO: ECHEALTH/GW/KWAZ/APL/116/08/2023**
- SALARY CENTRE REQUIREMENTS** : R125 373 – R145 077 per annum (Level 02)
 : Nelson Mandela Metro, Kwazakhele Clinic
 : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/263 : **GENERAL WORKER REF NO: ECHEALTH/GW/ESTC/APL/117/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, West End CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/264 : **GENERAL WORKER REF NO: ECHEALTH/GW/MTCHC/APL/118/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Motherwell CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/265 : **GENERAL WORKER REF NO: ECHEALTH/GW/NBC/APL/119/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, New Brighton Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public

- holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms P Makuluma Tel No: (041) 391 8164
- POST 29/266** : **GENERAL WORKER REF NO: ECHEALTH/GW/SWC/APL/120/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Soweto Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms P Makuluma Tel No: (041) 391 8164
- POST 29/267** : **GENERAL WORKER REF NO: ECHEALTH/GW/EH/APL/121/08/2023 (X5 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care

of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. S.L Bosholo Tel No: (051) 611 0259/078 530 7136

POST 29/268 : **GENERAL WORKER REF NO: ECHEALTH/GW/MH/APL/122/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Joe Gqabi, Maclear hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms N Zuza Tel No: (045) 932 1028.

POST 29/269 : **GENERAL WORKER REF NO: ECHEALTH/GW/MH/APL/123/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Amathole, Madwaleni Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. Fenguza Tel No: (047) 573 8900/1/2

POST 29/270 : **GENERAL WORKER REF NO: ECHEALTH/GW/NH/APL/124/08/2023 (X8 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Amathole, Nompumelelo hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical

- strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms Mlotana Tel No: (040) 673 3321
- POST 29/271** : **GENERAL WORKER REF NO: ECHEALTH/GW/SSGH/APL/125/08/2023 (X8 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : HR Tel No: (040) 658 0043
- POST 29/272** : **GENERAL WORKER REF NO: ECHEALTH/GW/TBH/APL/126/08/2023 (X2 POST)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Alfred Nzo, Tayler Bequest Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care

of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. Kholiso Tel No: (039) 737 3107

POST 29/273 : **GENERAL WORKER REF NO: ECHEALTH/GW/SH/APL/127/08/2023 (X2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Alfred Nzo, Sipetu Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms L Mahlati Tel No: (039) 255 0077

POST 29/274 : **GENERAL WORKER REF NO: ECHEALTH/GW/MRH/APL/128/08/2023 (X4 POST)**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : OR Tambo, Mthatha Regional Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Mkhosi Tel No: (047) 502 4143/4008

POST 29/275 : **GENERAL WORKER REF NO: ECHEALTH/GW/STL/APL/129/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : OR Tambo, St Lucy's Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical

- strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms Mayikana Tel No: (047) 532 6259
- POST 29/276** : **GENERAL WORKER REF NO: ECHEALTH/GW/MPTH/APL/130/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Sarah Baartman, Marjorie Parrish TB Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mr. X Ndlebe Tel No: (046) 624 5306
- POST 29/277** : **GENERAL WORKER REF NO: ECHEALTH/GW/MP/APL/131/08/2023 (X3 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Sarah Baartman, Margery Parks TB Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care

of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr. MT Buyelo Tel No: (049) 893 0031

POST 29/278 : **GENERAL WORKER REF NO: ECHEALTH/PECC/132/08/2023 (X2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Nelson Mandela Metro, PE Central Clinic

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to 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 government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. 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. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/279 : **PORTER REF NO: ECHEALTH/POR/NMAH/ARP/133/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/280 : **PORTER REF NO: ECHEALTH/POR/SH/ARP/134/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Alfred Nzo, Sipepetu Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of

stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms L Mahlati Tel No: (039) 255 0077

POST 29/281 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAHAPL/135/08/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R125 373 – R145 077 per annum (Level 02)
: OR Tambo, Nelson Mandela Academic Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 29/282 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CMH/APL/136/2023**

SALARY CENTRE REQUIREMENTS : R125 373 – R145 077 per annum (Level 02)
: Buffalo City Metro, Cecilia Makiwane Regional Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121

POST 29/283 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/CH/APL/137/08/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R125 373 – R145 077 per annum (Level 02)
: Chris Hani, Cradock Hospital
: ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable

		Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms Danster Tel No: (048) 881 2123
<u>POST 29/284</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/DH/APL/138/08/2023(2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 02)
	:	Chris Hani, Dordrecht Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms Tshiwula Tel No: (045) 943 1195
<u>POST 29/285</u>	:	<u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LTH/APL/139/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 – R145 077 per annum (Level 02)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<u>DUTIES</u>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348

POST 29/286 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUWPEC/APL/140/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, PE Central Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/287 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NKH/APL/141/08/2023 (X2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : OR Tambo, Nessie Knight Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms O.N Sotsako Tel No: (047) 553 6007/8/9

POST 29/288 : **OPERATOR REF NO: ECHEALTH/OP/EH/APL/142/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Chris Hani, Elliot Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off

- during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
- ENQUIRIES** : Ms NB Puza Tel No: (045) 931 1321
- POST 29/289** : **OPERATOR REF NO: ECHEALTH/OP/UTH/APL/143/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Uitenhage Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.
- DUTIES** : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
- ENQUIRIES** : Mr. P Oosthuizen Tel No: (041) 995 1129
- POST 29/290** : **OPERATOR REF NO: ECHEALTH/OP/CH/APL/144/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Chris Hani, Cofimvaba Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver's license will be an added advantage.
- DUTIES** : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.
- ENQUIRIES** : Ms N Somlota Tel No: (047) 874 011
- POST 29/291** : **PORTER REF NO: ECHEALTH/POR/NBC/APL/145/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro, New Brighton Clinic
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- ENQUIRIES** : Ms P Makuluma Tel No: (041) 391 8164

POST 29/292 : **PORTER REF NO: ECHEALTH/POR/NMMPEC/146/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro PE Central
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 29/293 : **PORTER REF NO: ECHEALTH/POR/LTH/APL/147/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Nelson Mandela Metro Livingstone Tertiary Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348

POST 29/294 : **PORTER REF NO: ECHEALTH/POR/TBH/APL/148/08/2023 (X9 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)
CENTRE : Alfred Nzo, Tayler Bequest Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES : Mr. Kholiso Tel No: (039) 737 3107

POST 29/295 : **PORTER REF NO: ECHEALTH/POR/WTBH/APL/149/08/2023 (X2 POSTS)**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Amathole, Winterberg TB Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRES : Ms Z Maneli at (046) 645 1142

POST 29/296 : **MORTUARY ATTENDANT REF NO: ECHEALTH/MRT/GN/APL/150/08/2023**

SALARY : R125 373 – R145 077 per annum (Level 02)

CENTRE : Alfred Nzo, Greenville Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES : Mr. Bango Tel No: (039) 251 3009.

OFFICE OF THE PREMIER

APPLICATIONS : Applications received after closing date will not be considered. No Faxed applications will be accepted. Applicants must strictly apply using eRecruitment system which is available on www.ecprov.gov.za NB: Applicants are urged to use the E-Recruitment System as no emailed or walk-in applications shall be entertained technical support on the-recruitment system shall only be provided during office hours.

CLOSING DATE : 01 September 2023

NOTE : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: 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 a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) 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>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 29/297</u>	:	<u>CHIEF DIRECTOR: POLICY COORDINATION AND ADVISORY SERVICES</u> <u>REF NO: OTP 02/07/2023</u>
<u>SALARY</u>	:	R1 371 558 - R1 635 897 per annum (Level 14), (all-inclusive salary package).
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 7 Degree in Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities/Economics or relevant field. Minimum 5 years' experience at Director level in a relevant area. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). Competencies and capabilities: Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.
<u>DUTIES</u>	:	Manage and facilitate policy coherence within economy, trade and investment policies and programmes. Identify and report on critical economic trends/data that require the attention of the Premier and MECs. Track the implementation of the Premier's economic development priorities and flagship projects ranging from 4th industrial revolution to Agri-sector reforms. Coordinate relevant economic sector advisory councils and working groups. Track and report on the implementation of the investment conference and jobs summit outcomes in conjunction with relevant departments and agencies. Provide policy analysis and research support to economic Advisors in the province. Coordinate the Provincial Investment Coordinating mechanisms. Monitor the implementation of investment commitments by various partners. Coordinate Provincial Investment Coordination Governance structures. Manage and facilitate social protection and human development. Identify and report on critical economic

social transformation indicators that require the attention of the Premier and MECs. Track the implementation of priority social transformation policies and programmes as identified in the MESF and the SOPA especially health, poverty alleviation, education and comprehensive social security. Coordinate relevant social sector advisory councils and working groups. Track and report on the implementation of relevant social sector summits e.g. Social Sector Summit. Provide policy analysis and research support to Social Policy Advisors in the province. Manage and facilitate infrastructure and budget support. Identify and report on the bulk/strategic/economic infrastructure delivery trends. Monitor the implementation of relevant sections of the Stimulus package especially the operationalization of the infrastructure fund. Liaise and represent the Premier in the Provincial structures, sub-committees and in other national structures coordinating efforts to accelerate the roll-out of mega-infrastructure projects. Work with Provincial Treasury and other relevant department/agencies to monitor and report on expenditure on priorities projects identified in SOPA. Provide policy analysis and research support to Social Policy Advisors in the province. Coordinate the Provincial Infrastructure Coordinating mechanisms. Coordinate Provincial Infrastructure Delivery Governance structures. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES

: Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/298

: **DIRECTOR: PERFORMANCE MONITORING AND REPORTING (ED CLUSTER) REF NO: OTP 03/07/2023**
(Re-Advertisement- Those who had applied previously are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS

: R1 162 200 - R1 365 411 per annum (Level 13), (all-inclusive salary package)
: Bhishe
: National Senior Certificate with an NQF Level 7 (B. TECH/ Degree) qualification as recognised by SAQA in Economics /Development Economics/ Development Studies. An additional qualification in Monitoring and Evaluation/Public Administration/ Public Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in the performance monitoring in an economic development environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment).
Competencies and capabilities: Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES

: Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial

departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDPs) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/299 : **DIRECTOR: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 04/07/2023**
(Re-Advertisement- Those who had applied previously are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R1 162 200 - R1 365 411 per annum (Level 13), (all-inclusive salary package).
: Bhisho
: National Senior certificate, an NQF Level 7 (B. Tech / Degree) as recognised by SAQA in Human Resource Management/Development, Social Science/ Public Administration/ Developmental Studies/ Policy Analysis Minimum 5 years' experience at Deputy Director level in the Skills Development environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment).
Competencies and capabilities: Sound knowledge and understanding of legislative framework that governs Public Service, Skills Development Act, Skills Development Levy Act, Further Education and Training Qualifications Act, National Qualification Framework and National Skills Development Strategy. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework. In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Manage and coordinate medium/long-term development interventions, planning and implementation of skills training projects. Lead partnership

establishment with relevant skills development stakeholders. Develop, manage and ensure compliance to the memorandum of agreements signed with funding agencies. Facilitate the identification of skills gaps among youth in various communities in the province. Coordinate the of Provincial Youth comprehensive skills development flagship projects and Source additional funding for skills training. Facilitate the Provincial Skills Development Forum to guide, direct and monitor the implementation of youth training and development programmes. Verification and processing of training projects monthly and quarterly reports. Conduct training projects' quality assurance. Verification and processing of completion reports. Strengthen partnerships and facilitate Submission of proposals to funding agencies e.g., Sector Education and Training Authorities (SETA's) and National Skills Fund (NSF). Develop systems to ensure funds are claimed from donor partners on time and monthly reconciliation of funds claimed.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/300 : **DIRECTOR: YOUTH STRATEGY REF NO: OTP 05/07/2023**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), (all-inclusive salary package).
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate. An NQF Level 7 qualification (B. Tech/ Degree) as recognised by SAQA in Humanities/ Social Science/Development Studies. Minimum 5 years' experience at a Deputy Director in youth development environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (submitted prior to appointment). Research methodology. Knowledge of global, regional and local political economic and social affairs impacting youth development. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Develop sector specific policies and strategies to mainstream youth development. Lead conceptualization and implementation of integrated youth development programmes and projects. Coordinate the implementation of the integrated youth development strategy across Provincial Government departments, Municipalities, Public Entities and National Government Departments (IGR). Conduct research and develop smart indicators to monitor the performance of youth development interventions/initiatives in the province. Facilitate development of Youth Strategy implementation plan and conduct continuous assessment of the impact of existing strategies towards improving the lives of youth in the Eastern Cape Province. Coordinate youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

OTHER POSTS

POST 29/301 : **SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 03/07/2023**

SALARY : R1 081 953 - R1 679 754 per annum (OSD – LP 9), (all-inclusive salary package)

CENTRE : Bhisho

REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post qualification legislative drafting and advisory experience. Must have a valid driver's license. Competencies and capabilities: Applicants must understand the public service prescripts/laws and its application. A qualification in Legislative Drafting will be an advantage.

DUTIES : Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure

that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analysing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate'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 Legislation directorate within set timeframes.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/302 : **DEPUTY DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 06/07/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
: Bhisho
: National Senior Certificate with an NQF Level 6/ 7 (National Diploma or B-Degree) as recognised by SAQA in Public Administration /Management or Development Studies or any other degree in Social Sciences or Humanities or Economics. Three (3) years' experience at an Assistant Director level in the economic development, trade & investment field. Experience in Planning, policy development and research environment will be an added advantage. A valid driver's license. Competencies and capabilities: In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act. Government planning framework. Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance Innovation and Knowledge Management. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of public communication, public education, public engagement and discourse management processes. Knowledge of the latest advances in public management theory and practice. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of inter-governmental and international relations. Knowledge of communication, media management, public relations, public participation and public education. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning. Programme management. Financial management skills.

DUTIES : Co-ordinate reporting on the implementation of the Investment Conference and Job Summit Outcomes. Develop the post summit report and present it to the various decision-making structures for acceptance and sign off. Track and report on the implementation of the summit resolutions. Conduct verifications on the implementation of the summit resolutions. Develop a quarterly report on

the implementation of the investment and job summit to the decision-making platforms. Ensure the provision of policy analysis and research support to economic advisors in the province. Development and maintain a central information hub as a repository of policy and research products for the province. Dissemination the research results to inform policy development, planning and service delivery improvement interventions. Facilitate the capacity building programmes and support departments, district municipalities, metros and public entities on policy development processes. Coordinate and support the convening and functionality of the policy and research community of practice, seminars for sharing of best practices and capacity building. Co-ordinate relevant economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Support the monitoring of the Premier's economic development priorities and flagship/ projects. Conduct an analysis and validation of the Premier's Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Premier's Economic Development Flagship projects. Present the Premier's Economic Development Flagship projects to decision making platforms.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/303 : **DEPUTY DIRECTOR: SPATIAL PLANNING & GIS REF NO: OTP 07/07/2023**

SALARY CENTRE : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
: Bhisho

REQUIREMENTS : National Senior Certificate with an NQF level 6/7 (Degree/ National Diploma) as recognised by SAQA in Urban and Regional Planning/ Town and Regional Planning/ GISc. Minimum of 3 years experience at an Assistant Director in the spatial planning and GIS working environment. Registration as a professional with the South African Planning Institute/ South African Council of Planners/ PLATO. A Valid driver's license. Competencies and capabilities: In depth understanding of legislative framework that governs the Public Service. Sound knowledge of Public Finance Management Act. Government planning framework. Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Spatial and town planning. Governance. Innovation and Knowledge Management. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of public communication, public education, public engagement and discourse management processes. Knowledge of the latest advances in public management theory and practice. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of inter-governmental and international relations. Knowledge of communication, media management, public relations, public participation and public education.

DUTIES : Facilitate the development and implementation of the provincial spatial development plan as well as ensure alignment with all spatial planning legislation. Facilitate and monitor the development of the Provincial Spatial Development Plan as Part of the Project Steering Committee and extended technical working group by assisting in content development and process oversight. Facilitate the integration of the PSDP into the planning tools and machinery of government i.e. PDP, IDP and Municipal Planning Tribunals. Engage with COGTA and municipalities. Co-ordinate the integration of the PSDP into the infrastructure Plan and plans of government through the Infrastructure Delivery Management System (IDMS). Facilitate the alignment of the PSDP into the District Spatial Development Frameworks (SDF). Facilitate alignment of spatial planning with the requirements of SPLUMA. Facilitate the development and implementation of the Provincial Spatial Development Plan as well as ensure alignment with all spatial planning legislation. Facilitate and monitor the development of the Provincial Spatial

Development Plan as Part of the Project Steering Committee and extended technical working group by assisting in content development and process oversight. Facilitate the integration of the PSDP into the planning tools and machinery of government i.e. PDP, IDP and Municipal Planning Tribunals. Engage with COGTA and municipalities. Co-ordinate the integration of the PSDP into the infrastructure Plan and plans of government through the Infrastructure Delivery Management System (IDMS). Facilitate the alignment of the PSDP into the District Spatial Development Frameworks (SDF). Facilitate alignment of spatial planning with the requirements of SPLUMA. Monitor public resource allocation and utilisation so as to ensure that it responds to the provincial priorities as well as challenges as represented spatially. Ensure policy alignment in the spatial planning space NSDF, PDP, PSDP. Monitor the alignment of allocation and utilisation of public resources to the Provincial priorities. Strengthen the transversal coordination of the GIS GEO database across all departments and public entities through the establishment of a centralised repository. Facilitate the analysis of B5 (infrastructure projects) including mapping and ensure alignment with SDFs. Facilitate the co-ordination and functionality of the technical infrastructure forum. Perform secretariat role to Infrastructure Council. Facilitate the development and monitoring of the GEO-data base as a repository for all spatial planning by working with all departmental GIS departments. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/304 : **DEPUTY DIRECTOR: KNOWLEDGE & RECORDS MANAGEMENT REF NO: OTP 08/07/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with an NQF level 6/7 (Degree/National Diploma) recognized by SAQA in Records Management/Information Science/Archives Studies/ Library and Information Science or Studies. Minimum of three (3) years' experience at an Assistant Director level in Knowledge and Records Management environment. A valid driver's license. Positive attitude towards learning and development, demonstrated by a record of continuing professional development. Self-motivated, able to work as a team and independently. Ability to work under pressure and manage priorities appropriately. Security consciousness. Able to plan and implement culture change. High level of interpersonal skills including the ability to lead, influence and motivate staff at all levels. Competencies and capabilities: Disposal

scheduling management skills. Archiving skills. Information analytics skills. Indexing skills. Consulting skills such as stakeholders' information and consensus building. Strong collaborative skills. Content analytical skills. Ability to consult and elicit agreement. Information stewardship skills. Archiving skills. Information analytics skills. Knowledge and understanding of the relevant Public Service legislation such as (National Archives and Records Service Act, Promotion of Access to Information Act, Electronic Communication and Transaction Act and Protection of Personal Information Act). Knowledge of Enterprise Content Management Solutions/Electronic Document and Records Management Systems and Information retrieval software applications. Knowledge of international and national records keeping standards and practices such as: ISO 23081 Information and documentation-Records Management processes ISO 15489- 1 information and Documentation-Records Management. Sound knowledge of contemporary electronic document and record management practices. Knowledge of project management approaches, tools, and phases of the project lifecycle development and delivery of content management programme. Demonstrate knowledge of current issues in information management in content management setting Interface between Promotion of Access to Information and Protection of Personal Information and Data Protection. Broad awareness of corporate and records management issues.

DUTIES : Develop and monitor implementation of systems in respect to management of departmental electronic records and PAIA. Manage and coordinate the effective implementation of Departmental electronic document and records. Manage and coordinate the Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPIA). Manage the Sub-Directorate and provide direction and technical support.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/305 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING & DIVERSITY MANAGEMENT REF NO: OTP 09/07/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bhisho

REQUIREMENTS : National Senior certificate with an NQF level 6/7 qualification (National Diploma/Degree) as recognized by SAQA in HRM/ Public Administration / Social Sciences/ Management. Minimum of three (3) years' experience at an Assistant Director in the Human Resources Planning field. A valid driver's license. Competencies and capabilities: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service., Employment Equity Act 55 of 1998. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies, Interpretation of Legislation, Regulations, Policies and DPSA Circulars, Diversity Management. Skills Development Act of 1998, Strategic Planning, Basic Conditions of Employment Act of 1995, Public Service Regulations of 2016, Knowledge of statistical methods and HR Metrics and workforce data analysis.

DUTIES : Implement the human resource strategy, workforce plans and talent management policies: Manage and review the integrated Human Resource Plan and monitor its implementation. Manage and review Human Resource Planning. Provide support to other Departments in their current and future human resource needs. Provide support to department in retaining and developing employees that target talented employees (designated groups). Provide support to department in ensuring that the required human capital processes is done in accordance with legislated standards and that compliance is upheld. Ensure the implementation of employment equity policy: Facilitate and report on the implementation of Employment Equity and Diversity Management. Facilitate management of Employment Equity plan. Provide technical advisory service to line management on the implementation of EE plan. Facilitate and monitor the implementation of Job Access Strategic framework and Gender Equality Strategic Framework. Facilitate the development and implementation of human capital policies and strategies: Develop, monitor and maintain the departmental management policy, framework and quality assurance instruments. Facilitate the development and implementation of policies which support the delivery of institutional objectives and comply with all relevant legislation and statutory requirements. Popularize

long term strategic plans and outcomes in line with the overall framework that focuses on long term resourcing within which the context of the organization exists. (Exit Management Analysis). Support the achievement of the goals of the Human Resource strategies and how it integrates into the overall strategy of Provincial Departments. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/306 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS AND WELLNESS REF NO: OTP 10/07/2023**

SALRY CENTRE REQUIREMENTS : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
 : Bhisho
 : National Senior Certificate with an NQF level 6/7 (National Diploma/ Degree) as recognised by SAQA in Human Resource Management/Labour Relations/Public Management/Public Administration/Employee Wellness related disciplines. Minimum of three 3 years' experience at Assistant Director level in Employee Relations and Employee Wellness Environment. A valid driver's license. Competencies and capabilities: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving.

DUTIES : Manage the development of departmental labour relations policies and guidelines : Annually review and quality assure labour relations policies and procedures, Research best practice with regard to labour relations policies and procedures, Draft recommendations of improvements and submit to the Director, Conduct workshops in respect of changes, Attend Labour Law updates to keep abreast of changes in legislation and practices, Conduct workshops on Sexual Harassment policy, Conduct workshops on Employment Equity Policy .Manage disciplinary, consultation and negotiation processes: Advise management in respect of progressive disciplinary processes, Draft precautionary suspension letters, Conduct disciplinary investigations in conjunction with the relevant manager regarding serious allegations, Make recommendations with regard to allegations/charges, Report monthly on number of disciplinary hearings and outcomes, Establish trends relating to disciplinary action, Facilitate the submission of grievance to the authority is aware of the timeframe, Ensure that relevant authority is aware of the timeframe, Manage Collective Bargaining And Dispute Resolution Processes, Manage meetings with organised labour to determine concerns, Represent the department at conciliation or arbitration processes, Represent the department in the provincial and sector chamber, Provide advisory service to employees in respect of grievances and poor performance Promote the implementation of (SHERQ) health and safety programmes : Manage the implementation of the OHS Act and COID Act, Ensure relevant first aiders and health, safety representatives and committees are trained and appointed, Advise manager on a safe and healthy working environment, Oversee reports on IOD's and trends pertaining to Occupational accidents. Manage the implementation of HIV/AIDS & TB management: Manage on-going prevention programmes (HCT) to departmental employees observing health calendar days, Manage employee physical and emotional wellness through providing counselling, guidance, mentoring and coaching, Liaise with Medical Aid Service Providers to conduct employee testing, Manage the promotion of adherence to treatment for employees who tested positively, Manage promotion of Human Rights and access to Justice, Provide HIV and AIDS education and awareness in order to minimise the impact of the disease on employee wellness, Facilitate

awareness survey and maintain baseline information. Develop a draft HIV/Aids policy. Manage the implementation of HIV/AIDS & TB management : Manage on-going prevention programmes (HCT) to departmental employees observing health calendar days, Manage employee physical and emotional wellness through providing counselling, guidance, mentoring and coaching, Liaise with Medical Aid Service Providers to conduct employee testing, Manage the promotion of adherence to treatment for employees who tested positively, Manage promotion of Human Rights and access to Justice, Provide HIV and AIDS education and awareness in order to minimise the impact of the disease on employee wellness, Facilitate awareness survey and maintain baseline information. Develop a draft HIV/Aids policy. Manage (HPM) Health and Productivity in the department: Ensure that all employees are registered on Medical Aids. Liase with Programme Managers to ensure productivity in the Department by conducting sick leave analysis. Manage intervention plans based on employee health results. Determining legal compliance and good governance in fitness for work, fitness for duty, occupational hygiene and occupational health, through various medical screening programmes, Analysing sickness behaviour and trends of sickness within the department including its aspects and impacts, and effectively intervening on health related matters, Manage implementation minimum standards for a wellness and disease management system, with a philosophy of continual improvement to work towards best practice, Managing employee wellness and lifestyle change programmes in order to address work performance issues and personal/work related problems. Manage wellness management programmes: Manage Individual Wellness programmes, Manage the facilitation worklife balance of employees, Managing Occupational Health and Wellness Services in the department and supervising professionals and support staff in line with the values and systems of the department. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/307 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: OTP 11/07/2023**
(Re-Advertisement- Those who had applied previously are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)
: Bhisho
: National Senior Certificate, an NQF Level 7 as recognised by SAQA in Accounting / Management Accounting / Financial Management. Minimum 3 years' experience as Assistant Director in Budget. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Must have a Valid driver's license. Competencies and capabilities: Understanding and application of the following prescripts: Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Public Service Act, Understanding of Budget Management best practices. Knowledge of the Budget Management Systems.

DUTIES : Plan and coordinate departmental budget process: Develop the plan for budget cycle. Facilitate and coordinate the analysis and consolidation of MTEF budget, adjustment estimates and submission of roll-over funds. Consolidate departmental priorities and projects include them in the budget. Manage the accurate capturing of MTEF budget in the data base and BAS. Manage accurate capturing of adjustment estimates. Check alignment of responsibilities and objectives on BAS with PERSAL and rectify if necessary. Manage the process of monitoring the departmental budget: Analyze, coordinate and consolidate the departmental annual cash flow projections. Analyze expenditure trends and discuss with programme managers. Monitor confirmation of budget availability to ensure that expenditure is within allocated parameters. Advise programme managers on misallocations and long outstanding commitments for rectification purposes. Ascertain correct allocation of expenditure and that all necessary documents are attached and payments are compliant with prescribed regulations. Analyze and consolidate departmental IYM report including variance explanation. Manage budget and expenditure misallocations. Verify and confirm that approved shift and virements are captured accurately in BAS, IYM and expenditure reports.

Manage the provision of budgetary support services to the department: Manage the provision of budgetary support, analysis, advice and guidance. Attend to budget enquiries promptly. Provide training to departmental officials on budget related issues. Generate financial management reports: provide weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/308 : **DEPUTY DIRECTOR: CYBER SECURITY AND MICROSOFT GLOBAL ADMINISTRATION REF NO: OTP 12/07/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Bhisho

REQUIREMENTS : Matric with an NQF Level 6/7 qualification (Diploma/Degree) as recognised by SAQA in Computer Science, Information Technology, or any other related field. Minimum of 3 years' experience in managing cybersecurity policy and procedure implementation and administration of Microsoft Azure and AD environment. Preferred: 5+ years of relevant experience in a similar role with demonstrated leadership and project management skills. Experience in developing and implementing Information Security Management Systems (ISMS) based on ISO 27001 framework. Proven track record in successfully executing cybersecurity strategies and initiatives in complex environments. Experience working with cross-functional teams and stakeholders to achieve security objectives. Familiarity with regulatory compliance requirements, such as Protection of Personal Information Act (POPIA) and Electronic Communications and Transactions Act (ECTA). Key Competencies: - Experience in managing cybersecurity policy and procedures, implementation and administration of Microsoft Azure and AD environment, Applied Strategic Thinking, Strong leadership abilities, Budgeting and Financial Management, excellent writing and reporting skills, Responsiveness, Problem Solving and Decision Making, Project Management, Team Leadership. A valid driver's license.

DUTIES : Develop and implement a comprehensive cybersecurity strategy, including policies, procedures, and guidelines, to protect the provincial government's assets, data, and operations. Collaborate with departments to translate the cybersecurity strategy into actionable capabilities and ensure their successful implementation. Conduct regular assessments and audits to monitor compliance with cybersecurity policies and procedures. Provide guidance and support to departments in the design and implementation of security solutions, following Zero Trust principles and best practices. Stay up to date with the latest industry trends, emerging threats, and cybersecurity technologies to continuously improve the organisation's security posture. Foster a culture of cybersecurity awareness by organising training programs, workshops, and awareness campaigns for employees at all levels. Validate ICT infrastructure and other reference architectures for security best practices and recommend changes to enhance security and reduce risks, where applicable. Function as the Azure and Office 365 administrator for the province to manage, and monitor the Microsoft environment, including the multiple active directories, virtual networks, storage, compute, identity, security, and governance.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

<u>POST 29/309</u>	:	<u>DEPUTY DIRECTOR: DATA INTEGRATION REF NO: OTP 13/07/2023</u>
<u>SALARY</u>	:	R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	An appropriate degree in Computer Science, Information Systems, BTech: ICT or NQF Level 7 in related qualification. A Minimum of 3 years' appropriate experience in the area on Systems Development; Application Development, Software Development, Databases and/or programming. Competencies and capabilities: Knowledge of C#, Microsoft SQL, Microsoft Visio, Microsoft Azure, Microsoft SharePoint Online, Advance knowledge of Microsoft Excel, Project Management principles, SDLC Methodologies, Data Analysis, Communication Skills, Excellent Logical and Analytical Skills, Quality Assurance. A valid drivers license.
<u>DUTIES</u>	:	Development of data integration documentation, including policies, guidelines, SOP and Business Processes. Collect, analyse, and integrate the provincial data from different data sources. Facilitate a solution to allow a centralized access to the Eastern Cape Government unified data. Develop and facilitate guidelines that all collection of data from external sources outside government. Ensure data protection. Facilitate and analyse provincial client surveys. Interpret, resolve, and communicate external data to relevant stakeholders. Manage data related requirements and projects.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>POST 29/310</u>	:	<u>ASSISTANT DIRECTOR: YOUTH STRATEGY REF NO: OTP 14/07/2023</u>
<u>SALARY</u>	:	R424 104 - R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma/ B Degree in Economics/ Business Management / Development Studies / Entrepreneurship studies.3 years' appropriate experience in Enterprise Development and Economic Empowerment Environment. A valid driver's license. Competencies and capabilities: Knowledge of policy interpretation and analysis; research; monitoring and evaluation Knowledge of Public Service Act and Regulations. Knowledge of PFMA and Treasury Regulations. Project management. Report writing. Verbal and communication skills. Interpersonal skills. Presentation skills. Computer skills.
<u>DUTIES</u>	:	Coordinate the economic empowerment programmes to facilitate the creation of job opportunities in the province. Coordinate the development and growth of youth-owned and managed enterprises in the province. Coordinate with Youth Agencies and other stakeholders on the creation of job opportunities for youth in the province. Coordinate economic empowerment programmes for the youth offered by stakeholders in the province. Monitor and evaluate economic empowerment programmes to ensure alignment with same objectives. Report on economic empowerment programs. Co-ordinate, facilitate and monitor the Economic Development Programmes for the Youth. Encourage mainstreaming of youth enterprise development in the provincial line departments and within the economic departments, covering all their respective programmes, policies and strategies and report progress. Facilitate the implementation of youth enterprise development in the province, coordinate with municipalities and report progress to the internal and external relevant institutions such as DTI, SMME Department, etc. Facilitate partnerships with the private sector and youth organisations in their endeavour to support the development and growth of youth enterprises. Coordinate, monitor, review, and collate data and report progress made on youth enterprise development in the province, including progress made by agencies and municipalities. Participate in the DTI's provincial co-ordination committee on youth economic empowerment to share information on best practices and report progress. Establish a provincial database on youth enterprise development and entrepreneurship linked and aligned to the database of the dti; Monitor and evaluate the impact of economic development programmes for the youth. Report on economic development programmes. Facilitate creation of business awareness amongst young people, including entrepreneurship development. Coordinate the development and implementation of business awareness initiatives amongst youth. Facilitate and promote entrepreneurship development amongst the youth in the

province. Monitor and evaluate business awareness and entrepreneurship development initiatives in the province. Report on business awareness and entrepreneurship development initiatives in the province. Analyse opportunities in the sector to develop participating opportunities for rural youth. Identify and engage with relevant stakeholders in the entrepreneurship sector on opportunities for youth. Co-ordinate entrepreneurship empowerment programs with all relevant stakeholders. Promote the youth participation amongst youth in the province and Monitor as well as evaluate youth participation in such programmes. Report on the effectiveness of the youth participation programmes in the agricultural sector.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/311 : **ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 15/07/2023**

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A National Senior Certificate, an NQF6/7 (Advanced Diploma/Degree) as recognised by SAQA in Industrial Engineering /Operations management / Management Services / Industrial Psychology. Job Evaluation Certificate. Minimum 3 years' experience in the field of OD, JE and Change Management environment. A Valid driver's license. Competencies and capabilities: Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution, Job Evaluation Systems (Evaluate). Skills required: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising & Project Management.

DUTIES : Coordinate the review and redesign of departmental organisational structure: Facilitate the processes in conducting a diagnosis analysis and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organizational structure. Compile OD report. Implement and maintain post establishment. Coordinate the implementation change management: Coordinate and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organisational behaviour. Coordinate and monitor the implementation of transformation programmes. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of JE results and implementation of results. Capture je results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/312 : **ASSISTANT DIRECTOR: ICT GOVERNANCE REF NO: OTP 16/07/2023**

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in ICT (Informatics or Computer Science). Minimum 3 years' experience in IT Governance related environment at salary level 7/8. A

		valid driver's license. Competencies and capabilities: IT Risk management ICT Governance Frameworks and practices, COBIT, ITIL and ISO standards. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organizing. Problem Solving and Decision Making. Project Management. Team Leadership. Business Analysis. Good communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	:	Render support with the development and implementation of ICT governance policies, functional objectives and frameworks. Support and assist departments in developing and customizing ICT policies, strategies and governance framework based on the recommendations by Provincial ICT. Assist Provincial Departments in analysing and implementing ICT Governance best practises. Ensure compliance with established frameworks, guidelines and prescripts. Assist in organising ICT Governance implementation awareness sessions as and when necessary. Assist in identifying non-compliance with established prescripts and facilitate support to close the gaps. Liaise with Provincial Departments in order to identify any ICT Governance requirements (e.g. disaster management/business continuity plans, etc.) and report back to Deputy Director: ICT Governance for advice. Facilitate the sharing of all ICT policies and procedures with Departmental Government IT Officers (DGITOs) and relevant ICT officials. Assist in monitoring of Service Level Agreements (SLAs) between Provincial Departments and suppliers. Assist in ensuring that Provincial Departments manage and monitor ICT risks and adhere to audit schedules.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>POST 29/313</u>	:	<u>ASSISTANT DIRECTOR: RAPID RESPONSE AND PRIORITY PROGRAMMES REF NO: OTP 17/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate with National Diploma /Degree NQF Level 6/7 as recognised by SAQA in Social Science / Public Administration/Management. Minimum 3 years' experience in a relevant field at salary level 7/8. A valid driver's licence. Competencies and capabilities: Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Sound knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act (PSA), Public Service Regulations (PSR), Knowledge management practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus, Computer Literacy. Extensive strategic planning. Financial management skills. Good communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	:	Support the facilitation on the implementation of the Premier's priority and intervention projects. Ensure the Development of project plans for each of the identified projects. Participate in the identification of actual required resources for each project. Coordinate and consolidate progress reports on individual projects on interventions made at different spheres of government. Support the development of plans and facilitation of arrangements to visit projects for verification of reports. Co-ordinate facilitation and co-ordination of the of the implementation of priority programmes. Coordinate development and implementation of the annual Programme of Action for the Moral Regeneration Movement and military veterans. Develop a monitoring mechanism to verify MRM activities that are supported by government. Support the development and implementation of MRM Military veterans government support plan. Assure the implementation and consolidation of reports for the Provincial Development Agenda on the Ex-Mine Workers Programme. Support the coordination on priority projects such as Small-Town revitalisation. Assist in

monitoring the implementation of STR projects in terms of costing and timeously delivery in terms of time-frames. Ensure to provide support required and lead the approved support on adhoc special projects such as Provincial Official declared funerals. Manage area of responsibility. Review rapid response performance and make recommendations to improve the efficiency and effectiveness. Supervise and co-ordinate the effective and efficient running and management of the Rapid response directorate. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance. Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/314 : **ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: OTP 18/07/2023**
(This post is earmarked for a vibrant young person)

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Bhisho
: National Senior Certificate with an NQF Level 7 (Degree/Advanced Diploma) as recognised by SAQA in Risk/Forensic Investigation or Law. Minimum of three (3) years' experience in the Risk/Forensic and Ethics Management space at salary level 7/8. Technical knowledge in the application of fraud and ethics management concepts and principles. Knowledge and understanding of the concepts of fraud and ethics management, standards and procedures, Certification as Ethics Officer is compulsory. A valid driver's license. Competencies and capabilities: Knowledge of public service anti-corruption strategy, Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000. Public Service Regulations, 2016, National Anti-Corruption Hotline, Lifestyle Audit Framework Ability to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analysing information, public service and provincial procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing, minute taking, and verbal, excellent facilitation, presentation and conducting awareness sessions, and communication skills. Knowledge on Risk Management and Ethics Risk Assessments. Good interpersonal relations skills, honesty, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty.

DUTIES : Provide support on fraud and corruption investigations internally and externally. Provide support in effective and efficient implementation of fraud and ethics governance frameworks. Provide fraud risk management support. Provide ethics management support. Provide a compliance, advisory, and facilitation role in the management of ethics.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/315 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: OTP 19/07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R496467 per annum (Level 09)
: Bhisho
: National Senior Certificate with an NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in Public Administration/Management, Facilities Management, Built Environment/Business Management. A minimum of 3 years' relevant experience in Facilities Management, SHERQ and OHS environment or in a related field at a salary level 7/8. A valid driver's license.

		Competencies and capabilities: Good verbal and written communication skills, presentation and report writing skills. Good interpersonal, people management and team leadership skills. Good planning and organising, financial management, report writing, problem solving, analytical, client oriented, project management skills. Ability to work independently and under pressure. Client service focused, integrity, committed and proactive. Knowledge of Public Financial Management Act (PFMA), Occupational Health and Safety Act (OHS), Environmental Health Act (EHA). Knowledge of government policies which includes Batho-Pele Principles and the mission and vision of the Office of the Premier.
<u>DUTIES</u>	:	Responsible for optimal space planning and full building maintenance. Plan and coordinate the implementation of preventative maintenance plans in collaboration with DPWI. Monitor the implementation of maintenance plan regarding backup generators, lifts, and air conditioners. Facilitate the provision of office accommodation, parking services and optimise the utilization of space in buildings. Ensure the provision of cleaning and landscape services. Formulate and facilitate plans for awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building and ensure proper signage (Warning information signs) in and around the buildings of the office of the Premier to minimise safety risk. Conduct periodic facilities conditions assessments. Ensure compliance with SHERQ and OHS Act. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>POST 29/316</u>	:	<u>ASSISTANT DIRECTOR: E-GOVERNANCE REF NO: OTP 20/07/2023</u>
<u>SALARY</u>	:	R424 104 - R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with an NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in Computer Science, Information Systems, Software Development. A Minimum of 3 years' appropriate experience in the area on IT Business analysis or Systems Development at salary level 7/8. Knowledge of SharePoint and Databases (MySQL and Microsoft SQL), IT Risk management, ICT Governance frameworks and practices, ITIL and ISO standards. A Valid Driver's License. Competencies and capabilities: Knowledge of DPSA ICT Governance Framework. Government-wide Enterprise architecture Framework. Microsoft Operations framework (ITIL). CobiT user guide for service management. Office 365, Ms Visio, Power Platform, SharePoint, Cloud Technology, Project Management and SDLC Methodologies. Leadership ability, customer service orientated, innovative, team player, pro-active, Analytical Skills and Quality Assurance.
<u>DUTIES</u>	:	Plan, design and implement technology solutions that meet business requirements through creating value and optimise resource utilization; Develop Business Case, and all project related documents. Facilitate User Acceptance Testing to ensure the delivered solution address business requirements; Conduct change management to ensure smooth transition and adaptation to new technology. Manage and coordinate projects and activities to ensure that output is delivered within time, budget and set quality standards.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>POST 29/317</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL SYSTEMS REF NO: OTP 21/07/2023</u>
<u>SALARY</u>	:	R424 104 - R496 467 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with an NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in Computer Science, Information Systems, BTech: Software Development. A Minimum of 3 years' appropriate experience in the area on System Support, Business Analysis, Systems Development or Project Management at salary level 7/8. Knowledge of SharePoint and Databases (MySQL and Microsoft SQL), IT Risk management, ICT Governance frameworks and practices, ITIL and ISO standards. A Valid Driver's License. Competencies and capabilities: Knowledge of DPSA ICT Governance

Framework. Government-wide Enterprise architecture Framework. Microsoft Operations framework (ITIL). CobiT user guide for service management. Office 365, Ms Visio, Power Platform, SharePoint, Cloud Technology, Project Management and SDLC Methodologies. Leadership ability, customer service orientated, innovative, team player, pro-active, Analytical Skills and Quality Assurance

DUTIES : Oversee and provide 2nd line application support service provincial departments; Develop governance policies, and relevant documentation, implement functional system enhancements / changes in accordance with business unit/ department request; Facilitate the development and execution of solution testing and User Acceptance Testing. Facilitate change management process affecting implementation of applications. Facilitate training of users and rollout of new systems and enhancement.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/318 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF. NO. OTP 22/07/2023**

SALARY : R424 104 - R496467 per annum (Level 09)

CENTRE : Bhishe

REQUIREMENTS : National Senior Certificate with an NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in Labour Relations Management/ Public Administration/Management /Labour Law. Minimum of three (3) years' experience in labour relations environment at salary level 7/8. A Valid Driver's License. Competencies and capabilities: Knowledgeable with Public Service government prescripts. Understanding of Human Resources Management policies, procedures and processes. A Good communicator.

DUTIES : Provide guidance on the implementation of related legislative frameworks and capacitation of line management on ER matters: Develop and update the ER policies, Procedures and SOP's. Circulate and assist in the interpretation of Circulars, Directives and related guidelines. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Organise and facilitate workshops, awareness sessions or Roadshows on various labour relations topics. Support the formulation, evaluation and monitoring of policies, procedures and plans. Provide technical support to Management on resolutions of disputes: Provide research services on employee relation matters. Facilitate the prompt resolution of grievances and complaints. Facilitate the conclusion of disciplinary hearings and appeals. Compile bundles for hearings and arbitrations. Provide information to employees on rights, obligations and protocols pertaining to complaints and grievances. Conduct analysis of employee relations trends and report thereon. Make follow-up on suspension and outstanding disciplinary cases. Draft reports and facilitate submission to the relevant stakeholders. Maintain proper record keeping. Perform any other duties related to the function. Facilitate Collective Bargaining activities: Provide secretariat services to the LMF meetings. Administer the organisational rights of the recognised unions. Arrange logistics for collective bargaining structures. Monitor strike actions and compile necessary reports. Provide guidance and support to the collective bargaining structures. Manage the allocated resources of the unit.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/319 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG (EXECUTIVE SUPPORT & STAKEHOLDER MANAGEMENT) REF NO: OTP 23/07/2023**

(Re-Advertisement- Those who had applied previously are encouraged to re-apply)

SALARY : R424 104 - R496467 per annum (Level 09)

CENTRE : Bhishe

REQUIREMENTS : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8. Competencies and capabilities: Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political,

<u>DUTIES</u>	:	economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's license. Support the Office of the DDG: Executive Support Stakeholder Management: Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Executive Support Stakeholder Management Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Co-ordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities: - Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>POST 29/320</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY REF NO: OTP 24/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496467 per annum (Level 09) Bhisho National Senior Certificate, NQF 6/7 – National Diploma or Degree in Logistics Management/Supply Chain Management/Financial Management/Public Administration as recognized by SAQA. 3 years experience at salary L7/8 in a Logistics Management environment. Logis/Bas Certificate. Computer Literacy. A valid driver's license. Competencies and capabilities: Knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, Treasury Regulations, PSR, PS Act, BCEA, EEA and related policies /regulations. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements.
<u>DUTIES</u>	:	Coordinate and review the processing of requisitions for goods and services. Receive and process requisitions. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods. Receive and check goods. Capture goods on relevant procurement system. (iii) Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Coordinate the control of stock. Continuously monitor inventory. Stock taking according to stock taking plan. Comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Monitor and manage logistics processes in the Department to contribute to the rendering of a professional supply chain management

services. Evaluate and analyse logistics processes. Provide statistics on logistics processes. Provide information regarding audit queries. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/321 : **LANGUAGE PRACTITIONER REF NO: OTP 26/07/2023**

SALARY : R424 104 - R 496467.Per Annum (Level 09)
CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate with NQF Level 6/7 (National Diploma /Degree) as recognised by SAQA in Linguistics, Languages (English and Xhosa), Language practice, Editing and Translation, Communication and Journalism, 3 years' experience in editing and translation in English and Xhosa and relevant experience in the similar environment at salary level 7/8. Knowledge of editing, linguistics, current social, developmental, and economic affair. Ability to translate to Sesotho or Afrikaans will be an added advantage as well as understanding of the language legislative framework and multilingual context of the country will be an added advantage. A valid driver's license. Competencies and capabilities: Knowledge of MS Office Suite and English grammar and vocabulary and its application. Good communication, research, numeric and statistical language editing, good writing skills, Ability to work faster and accurately, think more broadly, Ability to sort out work related priorities, willingness to travel and work long hours to meet deadlines. Knowledge of the following: Procurement and tender administration; Human resource management; Financial Management; Proven computer literacy; Written and verbal communication skills. Problem solving and solution driven.

DUTIES : Provide inputs on the units procedures, standards and plans processes and guidelines. Responsible for ensuring the provision of translation, editing, proofreading and interpreting services: Provide input into policy and procedures with regard to provincial language services; Implement the necessary policy and procedures with regard to provincial language services; Render language advisory services; Provide inputs and promote usage of the style guide according to latest language practices, Translate documents in the official languages; Edit documents; Render provincial interpreting services; Liaise with freelance language practitioners; Quality check all documents and products managed by the unit, including work of freelance practitioners; Develop and record terminology; Compile and maintain databases relating to language services rendered; Perform administrative tasks e.g. Record keeping; Develop processes and procedures related to the core function, including quality assurance. Financial administration: Ensure that procurement prescripts is applied regarding the language services function; Align expenditure to the cash flow; Human resource management: Monitor workflow of the unit; Performance management; Supervise, direct and support staff.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/322 : **INFORMATION PHOTOGRAPHER REF NO: OTP 27/07/2023**
(Departmental Communication)

SALARY : R359 517 - R420 402 per annum (Level 08)
CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate with NQF Level 6/7 National Diploma or Degree qualification as recognised by SAQA in Photography/Photo- journalism/ Visual Art / Graphic Design. Minimum of 2 years' experience in photography and/or graphic design field. Adequate knowledge of photoshop or equivalent photo-editing software. Minimum knowledge of graphic design. Portfolio of work done in the past two years to be attached to application. A Valid Driver's License. Competencies and capabilities: Adequate knowledge of photoshop or equivalent photo-editing software. Moderate knowledge of graphic design. Knowledge in photo-filing and archiving. Good verbal and written communication. Computer literacy. Ability to work under pressure and meet tight deadlines

<u>DUTIES</u>	:	Provide photography services for the Office of The Premier. Provide editing and captioning for photographs used for publications and other platforms. Update and maintain Photographic database of the Office of the Premier. Design and produce publications and other communication material. Photographic & image style development. Information Management. Render general administration in relation to area of operation
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>NOTE</u>	:	This post is earmarked for a vibrant young person.
<u>POST 29/323</u>	:	<u>INFORMATION PHOTOGRAPHER PROVINCIAL COMMUNICATION REF NO: OTP 28/07/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08) Bhisho National Senior Certificate with an NQF Level 6/7 - National Diploma or Degree qualification as recognised by SAQA in Photography/Photojournalism/ Visual Art / Graphic Design. Minimum 2 years' experience in a Photography environment. Adequate knowledge of photoshop or equivalent photo-editing software. Minimum knowledge of graphic design. A Valid Driver's License. Competencies and capabilities: Operating photography equipment. Proficiency in digital archiving of images. Ability to operate unmanned aerial vehicles (drone) with an integrated camera to capture 360-degree imagery of buildings, landscapes, scenery, or events will be an added advantage. Proficiency in MS Excel and MS Word. Quality of work. Creativity. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Attention to detail. Ability to travel across the province and work long hours and weekends. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Provide dynamic photography services for the Office of The Premier and the Eastern Cape Provincial Government. Produce and distribute photographs with captions for publications, website, digital media platforms and other material. Use different techniques to enhance the photographs as required. Updating and maintaining of Photographic database. Design and produce collages and other products on request. Photographic and image style development. Information Management. Researching and work closely with departments and colleagues to produce high-quality photographic images of projects and places. Recommend creative ideas and solutions to achieve desired results and maintaining a professional image. Support the management of photography sessions. Render general administration in relation to the area of operation.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
<u>NOTE</u>	:	This post is earmarked for a vibrant young person.
<u>POST 29/324</u>	:	<u>ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP 29/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402.per annum (Level 08) Head Office: Bhisho National Senior Certificate with an NQF level 6/7- National Diploma or Degree qualification as recognised by SAQA in Operations Management / Work Study / Human Resource Management. Minimum of 2 years' experience in OD in the relevant field. A certificate in Management Sciences/ Job Evaluation/Organisation & Development Certificate may serve as an advantage. A valid driver's license. Competencies and capabilities: Knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCEA, EEA and related policies /regulations. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity management. Basic knowledge of corporate services functions
<u>DUTIES</u>	:	Provide technical support in the development and maintenance of OTP's Organisational Structure and the documentation and development of business processes for the Department: Conduct OD investigations. Provide support in the development of Service Delivery Model. Facilitate the development of organisational structure. Liaise with the National Department on the

development of organisational structure. Facilitate the development of business process architecture. Document business processes. Facilitate the development of Standard Operational Procedures. Conduct Job Design inclusive of Job Evaluation: Conduct work-study. Conduct work measurements exercise. Conduct JE research. Facilitate the development of Job Descriptions. Provide technical support in the development of departmental service delivery improvement plans and service charters: Provide support on the development of draft SDIP and Service Charter. Liaise with national department on the development of SDIP and Service Charter. Facilitate change management in the Department: Provide support in the development of communication plan. Provide support in the coordination of the provisioning of change management interventions. Facilitate the appointment of Change Agents in the Department. Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

ENQUIRIES

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POST 29/325

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HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PLANNING & DIVERSITY REF. NO. OTP 30/07/2023
(This post is earmarked for a vibrant young person)

SALARY CENTRE REQUIREMENTS

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R294 321 - R343 815 per annum (Level 07)
Bhisho
National Senior Certificate with an NQF Level 6/7- National Diploma or Degree qualification as recognised by SAQA in HRM / Public Management / Public Administration. Minimum of 1- 2 years proven experience related to main objectives / outputs of the post. A Valid Driver's License. Competencies and capabilities: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Diversity Management. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment.

DUTIES

:

Support the implementation of hr planning in the department: Support the development, implementation, and maintenance human resource plan for the department. Review, implement & maintain employment equity plan. Conduct analysis of existing HR delegations. Prepare HR delegations report and submission to stakeholders. Support the implementation of hr effectiveness: Coordinate quarterly meeting on HR Assessment. Render secretarial services in the HR Assessment Committee. Complete assessment results template and Annexure A and also facilitate the completion of Part C of the Report. Consolidate and submit approved Annual HR Assessment Results. Support the implementation of employment equity plan: Support the implementation of Employment Equity and Diversity Management. Assist the implementation and management of Employment Equity plan. Provide technical advisory service to line management on the implementation of EE plan. Assist the monitoring and implementation of Job Access Strategic framework and Gender Equality Strategic Framework.

ENQUIRIES

:

Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/326

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EMPLOYEE RELATIONS AND WELLNESS PRACTITIONER REF. NO. OTP 31/07/2023

SALARY CENTRE REQUIREMENTS

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R294 321 - R343 815. per annum (Level 07)
Head Office: Bhisho
National Senior Certificate with an NQF level 6/7 National Diploma or Degree qualification as recognised by SAQA in Human Resources Management/ Public Management /Public Administration. A minimum of 1-2 years' experience in Employee Relations or Wellness environment. A valid Driver's license. Competencies and capabilities: In-depth knowledge of legislative framework that governs the Public Service, A Good communication skill (written and verbal skills), Networking and Building Bonds.

DUTIES

:

Promote the implementation of (SHERQ) Health and Safety programmes: Assist in implementation of the OHS Act and COID Act. Assist in coordinating functioning of First Aiders, Fire Fighters, SHE Reps and related OHS functionaries. Assist in creation of the safe and healthy and Hazard free working environment. Administer and submit IOD's and report on trends

pertaining to Occupational accidents. Manage the implementation of HIV/AIDS & TB management: Assist in rolling out of prevention programmes (HCT) to departmental employees observing health calendar days. Support in promoting employee physical and emotional wellness. Support HIV and AIDS education and awareness to minimise the impact of the diseases. Facilitate awareness survey and maintain baseline information. Assist in the development of Wellness policies and SOP's. Manage (HPM) health and productivity in the department: Assist the initiatives encouraging all employees to be registered on Medical Aids. Provide baseline data for assessing productivity in the Department by providing supporting the drafting of sick leave analysis report. Support intervention plans based on employee health results. Coordinate medical screening programmes. Organise employee wellness and lifestyle change programmes in order to address work performance issues and personal/work related problems. Manage wellness management programmes: Support the Individual Wellness programmes. Coordinate the facilitation worklife balance of employees. Draft Correspondence and reports. Facilitate timely submission of reports. Provide support on disciplinary, grievances and disputes: Assist in the drafting of ER related communication ie, memos, letters, circulars, etc,. Arrange disciplinary investigations in conjunction with the relevant manager. Involvement in the making of recommendations with regard to allegations/charges. Consolidate drafting and submission of monthly, quarterly and Annual reports. Conduct trend analysis relating to misconduct cases. Arrange meetings with organised labour to determine concerns and convening of LMF. Attend to any other related Labour related tasks. Arrange relevant ER Workshops and trainings.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/327 : **PERSONAL ASSISTANT (X3 POSTS)**

SALARY CENTRE : R294 321 - R343 815 per annum (Level 07)
: Bhisho
Office of the Deputy Director General: PCME (Ref No: OTP 32/07/2023)
Office of the Chief Director: Integrated Youth Development (Ref No: OTP 33/07/2023)
Office of the Chief Director: Policy Co-ordination and Advisory Services (Ref No: OTP 34/07/2023)

REQUIREMENTS : National Senior Certificate with an NQF level 6/7 National Diploma or Degree qualification in Public Admin/Management or Office Management/ Secretarial Diploma qualification as recognized by the SAQA at (360) credits. Knowledge of Microsoft Office suite literacy at intermediate level. Minimum of 1-2 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. A Driver's license will be an added advantage. Competencies and capabilities: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

DUTIES : Provides a secretarial/receptionist support service to the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office. Receive telephone calls in an environment where, in addition to the calls for the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the DDG. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the DDG's/Chief Director: IYD's office/Chief

Director: PCAS's Office in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office with the administration of the office budget Collect and coordinate all the documents that relate to the DDG's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the DDG's/Chief Director: IYD's office/Chief Director: PCAS's Office of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

- ENQUIRIES** : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059
- POST 29/328** : **ADMINISTRATIVE OFFICER: OFFICE OF THE CHIEF DIRECTOR: PROVINCIAL COMMUNICATION SERVICES REF. NO. OTP 35/07/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815.per annum (Level 07)
: Bhisho
: National Senior certificate with an NQF Level 6/7 National Diploma or Degree qualification as recognised by SAQA in Public Administration / Public Management / Office Management and Technology / Business Administration / Business Management. Minimum of 1 – 2 years' experience in administration environment. Experience in rendering a support service to Senior Management will be an added advantage. A Driver's license will be an added advantage. Competencies and capabilities: Understanding of government operations. Public Service Regulation, Public Finance Management Act, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Management of Virtual Meetings. Computer Skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. A Driver's license will be an added advantage.
- DUTIES** : Render general clerical / administrative support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various

stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide secretariat services during meetings. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Provide assistance in the development and / or review of the operational plan. Provide supply chain clerical support services within the component: Facilitate monthly, quarterly, and annual reporting on supply chain management related matters. Capture goods and services on the system (LOGIS, etc.). Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items and services. Stock control of office stationery. Keep and maintain the asset register of the component. Facilitate the completion of Goods Received (GRVs) vouchers for payment of services rendered. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling, accommodation and conference bookings. Provide financial management support services. Support the driving of timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Provide support to Compile and maintain Demand Management Plan (DMP) for the sub programme Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE). Oversee effective, efficient, and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, expenditure reporting and financial functions in support of the Chief Directorate. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/329 : **USER SUPPORT TECHNICIAN REF. NO. OTP 36/07/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R294 321 - R 343 815.per annum (Level 07)
: Bhisho

: An appropriate degree/diploma in Computer Science, Information Systems, BTech: Software Development or NQF Level 6/7 in related qualification. A Minimum of 2 years' appropriate experience in System Training and Help desk support. Competencies/ Skills: Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Quality Assurance, Verbal, and written communication skills.

DUTIES : KPA'S: Provide user support and resolution of calls logged by departments in Provincial Service Desk. Ensure user queries or issues are recorded, validated, and resolved. Escalate unresolved problems to a higher level of support, as and when required. Monitor issues logged from start to resolution and advise users on appropriate course of action. Facilitate change management in roll-out of e-government system to ensure adoption of new systems. Conduct training on transversal systems. Analyse incident logs to identify common trends and underlying problems. Performs post-implementation assessment of transversal systems to identify areas of improvement.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

POST 29/330 : **ACCOUNTING CLERK: CREDITORS PAYMENT & RECONCILIATION REF. NO. OTP 37/07/2023**

(This post is earmarked for a vibrant young person)

SALARY CENTRE REQUIREMENTS : R202 233 - R 235 611.per annum (Level 05)
: Head Office: Bhisho

: National Senior certificate with no experience. Experience in Finance /SCM environment with post qualification (NQF 6) in Commerce/Financial Management or Accounting will be added advantage. Competencies and capabilities: Knowledge of PFMA, Treasury Regulations & Financial Manual Knowledge of MS EXCEL, BAS, LOGIS. written communication skills, Numerical/financial skills, problem solving skills & creativity.

<u>DUTIES</u>	:	Render assistance in the establishment and implementation of governance systems: Receive invoices from suppliers and end-users and record on the Invoice receiving register. Verify the accuracy of invoice and match with the Purchase Order to detect errors, and fraud. Request Purchase Orders for all invoices from SCM, Prepare Submit invoices to Creditors Reconciliation Unit for verification. Liaise with SCM regarding invoices received with no Purchase Orders and Internal & External Clients.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 29/331</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO OTP 36/07/2023</u> (This post is earmarked for a vibrant young person)
<u>SALARY</u>	:	R202 233- R235 611 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Competencies and capabilities: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents. Monitoring of compliance with auditor Generals check list and Verification of indexing and files.
<u>ENQUIRIES</u>	:	Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
<u>POST 29/332</u>	:	<u>PROVISIONING ADMIN CLERK: ASSET, LOGISTICS AND DISPOSAL REF NO OTP 38/07/2023</u>
<u>SALARY</u>	:	R202 233- R235 611 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	Completed Grade 12/ Matric with passing marks in Commercial subjects such as Economics, Accounting, and Business Management (or equivalent certificate). Knowledge of Supply Chain framework, Financial Management, Preferential Procurement Policy Framework, LOGIS system Competencies and capabilities: Knowledge of PFMA, Treasury Regulations & Financial Manual Knowledge of MS EXCEL, BAS, LOGIS. written communication skills, Numerical/financial skills, problem solving skills & creativity.
<u>DUTIES</u>	:	Render asset management clerical support: Ensure that all assets are barcoded and movements are recorded. Replace fallen barcodes. Verify assets for existence and condition. Update asset door reports. Check and issue furniture, equipment and accessories to component and individuals. Ensure that users complete asset acceptance forms. Render logistical support services: Place orders for goods and services. Receive and verify goods received from suppliers. Collect asset procurement vouchers. Capture assets on asset registers. Ensure completion of disposal forms for redundant assets.

ENQUIRIES : Can be directed to: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

POST 29/333 : **GENERAL ASSISTANTS/CLEANERS REF. NO. OTP 39/07/2023 (X 03 POSTS)**

SALARY : R125 741 - R145 077.per annum (Level 02)
CENTRE : Head Office: Bhisho
REQUIREMENTS : General Education and Training Certificate (GETC)/Grade 9 (Std7) with no experience. Cleaning experience will be an added advantage. Competencies and capabilities: Ability to a reasonable capability of reading, speaking, and writing in at least IsiXhosa and English languages. Ability to perform routine structured tasks. Ability to adhere to safety standards.

DUTIES : Performing cleaning services of routing nature by utilizing a variety of aids. Clean offices and floors daily by sweeping, mopping and where necessary polishing and/or buffing. Ensure that warning signs are placed during cleaning times. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bin for collection. Dust office furniture at least weekly, avoiding disorganising documents on desk etc. Report all defects in the offices. Cleaning windows on the inside at least quarterly on a rotational basis. Making sure that the floors are cleaned systematically to allow employees to pass freely. Safeguarding of all cleaning materials. Ensure that the office always has sufficient cleaning materials. Preparation of office cutlery, tea and water. Washing all kitchen utensils. Maintain a high standard of cleanliness and hygiene within the office.

ENQUIRIES : Can be directed to: Ms N. Mafu at (082) 562 2347/Mr N. Mhlawuli at (076) 783 6993/Ms Nomthandazo Xesha at (060) 584 4059

NOTE : These posts are earmarked for a vibrant young female person/Persons with Disability.

PROVINCIAL TREASURY

APPLICATIONS : Applications be forwarded to: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Theliswa.nkonyile@ectreasury.gov.za/ OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). eMail with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.

CLOSING DATE : 01 September 2023

NOTE : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must submit a copy of his/her Permanent Residence Permit when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service 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 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. 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. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered.

OTHER POSTS

- POST 29/334** : **DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS REF NO: PT 01/08/2023**
 Purpose: To manage Human Resource Information Systems for the Department
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11)
 : Bhisho
 : A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management qualification coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).
- DUTIES** : Maintain Personnel Information System: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyse PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). Monitor And Provide Reports on HR Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. Ensure Maintenance of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford

staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained, and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at (083) 8755 707 /Ms B Bavuma at (083) 734 9641/ Ms B Ndayi at (060) 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 29/335 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: PT 02/08/2023**
Purpose: To facilitate the development, reviewal, and implementation of Contract Administration Process.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Bhisho
: A Three-year Degree or National Diploma (NQF level 7 as recognized by SAQA) in Commerce / Supply Chain Management / Procurement/ Public Management coupled with Minimum 3 years' experience in Supply Chain environment at a level of an Officer (Level 7 or higher) Must be in possession of a valid EB/ code 8 driver's license. Skills and Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts. Public Finance Management Act. National Treasury Regulations. National Treasury Instructions &Practice Notes SCOA. Communication Skills (verbal & written). Computer Literate. Project Management. Analytical Thinking. Decision Making. Planning and Organising. People Management.

DUTIES : Facilitate and Coordinate the Development of Departmental Contract Management Policy: Analyse approved Contract Management policy and identify gaps. Conduct research for the development of Contract Management Policy. Circulate policy for input. Arrange meeting with stakeholders. Monitor, Analyse and Determine Actions to Ensure Proper Contract Administration: Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Assist in evaluating applications for variations, amendments and cancelations and develop proposals for approval. Prepare documentation for disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Compile In year Motoring Reports for the section. Coordinate Reviewal of Contracts And Monitor Contract Compliance: Determine whether product / services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Review supplier performance.

ENQUIRIES : Ms T. Nkonyile at (083) 8755 707 /Ms B Bavuma at (083) 734 9641/ Ms B Ndayi at (060) 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs)

POST 29/336 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: PT 03/08/2023**
Purpose: To render Demand Management Services in the Department.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Bhisho
: Matric with a Three-year Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management / Procurement / Logistics/Finance/Public Management qualification coupled with Minimum 3 years' experience in Supply Chain environment at a level of an Officer (Level 7 or higher). Knowledge of Logis is essential. Skills And Competencies: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations. Supply Chain Management Circulars, Practices and Policies. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Bid administration, Procurement. Organising and planning, Problem solving, Conflict

		Management, Project Management, People Management Skills, Computer Literate. Decision Making.
<u>DUTIES</u>	:	Coordinate the Reviewal of Procurement Needs for the Department. Analyse requirements. Conduct research and develop proposal for implementation. Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan. Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure. Develop strategic sourcing for effective and efficient service delivery. Ensure compliance with quality requirements. Determine whether specifications should contain any special condition. Coordinate The Development Of The Annual Procurement Plan. Collection information from the relevant role players. Check (engage) and analyse the information. Confirm availability of Budget. Check alignment against strategic and other objectives. Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate The Compilation of Tender/Quotation Specification. Determine whether a specification for the relevant commodity exists. Facilitate Bid Specification Committee sittings, Conduct working sessions with end users, Present to the Bid Specification Committee, Draft minutes of the Bid Specification Committee, Compile a document file for the acquisition process, Conduct briefing sessions as and when required. Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously. Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference. Compile request for proposal as required if applicable.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at (083) 8755 707 /Ms B Bavuma at (083) 734 9641/ Ms B Ndayi at (060) 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	This post is earmarked for a person with disability.
<u>POST 29/337</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED PLANNING, MONITORING, EVALUATION AND POLICY COORDINATION REF NO: PT 04/08/2023</u> Purpose: To facilitate the coordination of strategic planning, monitoring, reporting, evaluation and policy coordination services in the Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Bhisho A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognized by SAQA) in Public Administration / Public Management / Economics / Business Administration / Business Management. A Post Graduate Diploma in Monitoring and Evaluation will be an added advantage. Minimum of 3 years relevant experience at a level of an Officer (Level 7 or higher) in a planning, reporting, policy coordination, monitoring and evaluation environment. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA, Governance planning framework, Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance, Innovation and Knowledge Management, Change Management.
<u>DUTIES</u>	:	Support the Co-Ordination and the Maintenance OF Strategic-Planning Guidelines: Coordinate the development of the departmental performance management framework. Facilitate implementation of Planning Framework for Strategic Plans and Annual Performance Plans. Facilitate the alignment of the departmental strategy to government priorities. Facilitate the development of Programmes Key Performance Indicators and refinement thereof. Assist in the facilitation of integration and collaboration initiatives to support institutions. Facilitate Strategic and Operational Planning Processes: Assist in the development of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the submission of the budget vote documents. Assist in training and supporting programmes on key planning concepts. Assist departmental Programmes on the alignment of their plans to the budget. Facilitate The Reporting: Facilitate the implementation of departmental framework for monitoring and reporting of all Programmes. Facilitate the development of statutory reports (Quarterly, Mid-year and Annual reports). Ensure that all organisational performance reports with clear portfolio of evidences are submitted on time, complete, accurate and approved by different supervisors and that they comply with the legislative framework. Develop and

maintain a repository for Portfolio of Evidence and source documents. Assist in the creation of creative methods for managing performance data. Facilitate The Monitoring and Evaluation: Facilitate implementation of monitoring and evaluation principles and practices. Analyse organisational performance and provide regular feedback to stakeholders. Support the evaluating team. Assist in managing external evaluation consultants and assist in drafting scopes of work. Designing, coordinating and implementing the monitoring and evaluation, research, and learning framework for projects. Assist in conducting research to develop new assessment tools and procedures. Facilitate Policy Co-Ordination: Facilitate the development and maintenance of protocols and guidelines for policy development and approval. Facilitate the development and review of departmental policies. Provide advice and support to internal units on policy development and approval matters. Facilitate the development of a repository for departmental policy. Collect, store, analyse and disseminate research information planning concepts.

ENQUIRIES : Ms T. Nkonyile at (083) 8755 707 /Ms B Bavuma at (083) 734 9641/ Ms B Ndayi at (060) 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : This Post is earmarked for a person with disability.

POST 29/338 : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT 05/08/2023**

Purpose: To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance.

SALARY : R424 104 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7 as recognised by SAQA in Financial Management / Financial Accounting/Built Environment coupled with a minimum 3 years experience at an officer level (Level 7 or higher) an added advantage would be experience in Infrastructure environment. Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA & DoRA. Knowledge of Risk management policies and practices. Extensive knowledge of financial norms and standards. Understanding of Accounting and prescribed Financial Reporting Frameworks (GRAP), International Public Sector Accounting Standards (IPSAS). Financial Systems used by municipalities in the province. Problem solving skills. Presentation. Project Management. Statistical and data analysis. Policy analysis and research. Analytical Thinker. Report writing. Presentation. Computer Literacy.

DUTIES : Infrastructure Performance Management: Oversight Role: Assist to analyse, monitor and report on consistency, credibility and accuracy between relevant legislative requirements [including DoRA specific requirements] submissions to be prepared by allocated Provincial Departments. Assist to assess that Service Delivery Agreements signed allocated Departments and Implementing Agents clearly state aims, objectives, priorities, roles of the different parties, timeframes and dispute resolution procedures. Assist to assess that Service Delivery Agreements are clear on all financial arrangements. Provide inputs to financial and economic analyses to identify the type of policies and systems that should be developed for infrastructure delivery. Provide inputs to infrastructure financial & economic policies and determine related systems required for improved infrastructure delivery. Infrastructure Financial Management: Monitoring and Oversight Roles: Assist to monitor and report on compliance with relevant DoRA sections and conditional grant frameworks. Extract financial information for different infrastructure forums. Provide data and information to decisions to withhold or stop grant payments. Assist to develop a responsibility matrix to implement actions in order to address the underlying reasons why grants were stopped or withheld and monitor implementation. Assist to assess DoRA Human Resources reports before submission to National Treasury. Assists to review requests for roll overs. Infrastructure Planning Portfolio Management: Monitoring, Oversight and Support Roles: Assist to assess the affordability of infrastructure implications in the Service Plans, Strategic Plans and Annual Performance Plans. Assist to assess User Asset Management Plans and Improvement Plans. Collect information on proposed leases, policies, Norms and Standards. Assist to

undertake economic and financial analysis to determine if proposed leases provide value for money. Infrastructure Project/Programme Review Management: Monitoring and Oversight Roles: Collect and analyse financial data in terms of Service Delivery Agreements. Assist to assess Infrastructure Programme Management Plans and make recommendations on improvements. Assist to assess Infrastructure Programme Implementation Plans and make recommendations for improvements. Collect and analyse information for Site Visits and participate in Site Visits and assist to validate that financial and related progress [for example job creation] is in line with information stated in In Year Reports. Assist with the implementation of annual evaluation of infrastructure projects and programmes in terms of in year reporting and related financial aspects.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 29/339 : **NETWORK CONTROLLER: ICT MANAGEMENT REF: PT 06/08/2023**
Purpose: To facilitate the provisioning of ICT infrastructure and operational network support and information Communications technology.

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Head Office
: National Senior certificate, a Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Systems / Information Technology and N+ coupled with Minimum of 3 years' experience in Network Administration. A valid driver's license is essential. CCNA or any networking certificate will be an added advantage. Skills and Competencies: IT Systems and Support, Budget Process, Policy Development & Management Public Finance, ICT Procurement. Backup and Restore, Network Management. Project Management Planning and Organising, Research, Computer Literate, Good Communication Skills (verbal & written).

DUTIES : Maintain Network Management Systems. Provide support in design, installation, and maintenance of network infrastructure equipment and software. Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Document network infrastructure and critical component information. Install, configure and maintain network components. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services. Maintain accurate records of all maintenance, inventory, and security measures associated with the networks. Liaise with SITA and other departments to solve network problems. Maintain Network Infrastructure in The Department: Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Provide Support to Personnel in The Department; All network related queries are recorded and attended to timeously. All personnel in the department receive regular updates (emails and other communication), regarding updates and maintenance of the system. Maintain User Information on Departmental Servers: Establish user profiles, user environments, directories, and security for networks and networks being installed. Support users on network operation. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : Ms T. Nkonyile at (083) 8755 707 /Ms B Bavuma at (083) 734 9641/ Ms B Ndayi at (060) 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

- NOTE** : This post is earmarked for a person with disability.
- POST 29/340** : **AUDIT COMMITTEE (AC) MEMBERS: AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS REF NO: PT001/08/2023 (X4 POSTS)**
The Eastern Cape Provincial Treasury calls on all independent, suitably qualified and interested persons to serve as members of its Audit Committee for a period of three (3) years with effect from December 2023.
- SALARY** : Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 - Framework for Appointment and remuneration of Audit Committee Members.
- CENTRE REQUIREMENTS** : Provincial Office (Bhisho)
Chairperson Requirements: Chairperson must have a strong financial, business, auditing and risk management background and appropriate experience in the audit committee environment. Be independent and have knowledge of the status of the position. Have personal qualities and abilities to lead discussions. Encourage other members to participate in AC meetings. Conducting of meetings in a manner that demonstrates a desire to establish effective communications with all stakeholders. Have extensive leadership skills and prior experience of serving on an Audit Committee of a medium to large organisation. Have the interest of the Eastern Cape Provincial Treasury at heart and display the highest levels of integrity and objectivity. A postgraduate qualification in finance, administration, governance, internal or external auditing, risk management, information technology, human resource management or performance management is required with at least 10 years' experience at a senior level/in the public sector audit committee. Qualifications and experience related to infrastructure, strategy and information technology will be beneficiary. Be a member of a recognised professional body. AC Members Requirements: Members must be independent and be knowledgeable of the status of the position with relevant experience in Corporate Governance and/or Financial Management, Auditing, Information Technology, Law, Risk Management background. Demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee. Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the government operates in the public sector. Knowledge and understanding of social and infrastructure environments in the public sector. Minimum requirements include a tertiary qualification in either Finance, Auditing, Risk Management, Administration, Information Technology, Law, Governance or Economics with at least 5-10 years' experience at a senior level in the public sector. Be a member of a recognised professional body.
- DUTIES** : Responsibilities: The Audit Committee is an advisory committee that assist the department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the audit committee are in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. The Audit committee will be required to conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non-financial reporting. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions.
- ENQUIRIES** : Ms M. Mija at (083) 730 1790 / Emai; mbali.mija@ectreasury.gov.za
For technical glitches regarding E-recruitment system, send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- NOTE** : Additional: To ensure the correct level of focus, and to increase opportunities for diversity, the number of memberships held by a chairperson and member will be reviewed by the department periodically. All applications are welcome. However, in making appointments the department may give preference based on local candidates or equity target groups based on the Employment Equity Plan of the Department; The Audit Committee Chairperson and members will be subject to compulsory vetting procedures. The Audit Committee will report

directly to the Head of Department and the Member of the Executive Council (MEC). The Department will hold a minimum of four (4) Audit Committee meetings per financial year. Candidates may apply personally or be nominated by another. Nominated candidates need to indicate their acceptance of the nominations to serve on the AC in writing. Audit committee packs are distributed electronically and provided in soft copy only, Audit committee and other departmental meetings may be held via virtual conference platforms. The Audit Committee is required to have access to a secure internet connection, their own device for navigating the audit committee pack and sufficient computer expertise to navigate these documents and conference platforms with limited assistance. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Audit Committee members are expected to provide their own working tools and have own processes to embark on Continuous Professional Development to provide sound advice to the department. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Audit Committee members are expected to provide their own working tools and have own processes to embark on Continuous Professional Development to provide sound advice to the department.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS

: Applications can be forwarded through via the following option: All applicants may utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered. Refer all applications related enquiries to the specified contact person.
 For enquiries for Head Office posts: contact Ms S. Zazini at Tel No: 040 602 4553 / Ms N. Toni at 040 602 4140
 For enquiries for Chris Hani post: contact Ms N. Ndawo at Tel No: 045 807 6600
 For enquiries for Nelson Mandela post: contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at Tel No: 041 390 9032
 For enquiries for Buffalo City Metro post: contact Ms L. Magama/Mr Z. Tana at Tel No: 043 711 5772
 For enquiries for Alfred Nzo post: contact Ms N. Mdlaka/ Ms N. Gcabi at Tel No: 039 254 6942

CLOSING DATE **NOTE**

: 01 September 2023
 : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: 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 a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) 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>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to use the E-Recruitment System.

ERRATUM: Candidates that applied for the position advertised in DPSA website, Provincial Office of the Premier, and Department of Public Works & Infrastructure Circular with the closing date 07th July 2023 must please note that the post has been withdrawn. Assistant Director: Database/System Admin Head Office (Bhisho) Ref No: DPWI 14/06/2023

MANAGEMENT ECHELON

POST 29/341 : **DIRECTOR: INFRASTRUCTURE DELIVERY FOR PROVINCIAL DEPARTMENTS REF NO: DPWI 01/08/2023**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13,) an all-inclusive remuneration package
 : Bhisho
 : National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment with 5-years relevant experience at Middle Management level (MMS). Professional Registration as a Construction Project Manager / Quantity Surveyor / Architect / Engineer will be an added advantage. Pre-entry certificate for the Senior Management Service (SMS) is compulsory (submitted prior to appointment). A valid driver's license. Knowledge And Skills: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving
 Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Manage Construction Procurement Strategy and Infrastructure Programme Management Plan [IPMP] Manage the professional inputs provided to Provincial Departments in preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage Infrastructure Programme Implementation Plan [IPIP] and Service Delivery Agreements. Direct and prepare the Infrastructure Programme Implementation. Plan [IPIP] for sign of by Provincial Departments Facilities. Direct and prepare the procurement plan. Manage the Construction Procurement Process Manage Sector and Report on the programme. Manage provision of programme support. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/342 : **DIRECTOR: MONITORING & EVALUATION: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 02/08/2023**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), an all-inclusive remuneration package
: Bisho
: National Senior Certificate, Bachelor's Degree NQF Level 7 in BSC Economics /Statistics/B.Com Econometrics/Development Studies/ with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory(submitted prior to appointment). A valid driver's license. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Management of Data. Data Analysis. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Report Writing.

DUTIES : To lead in the monitoring and evaluation of EPWP in the Province. Manage the training of stakeholders in order to improve reporting and to ensure data integrity and reliability by conducting projects Audits and DQA. Develop Data Quality Assessment (DQA) tool. Monitor performance of the Province on EPWP system, manage site visits for monitoring of projects Manage compilation of EPWP reports. Manage the collection of data, clean, collate and validate. Analyze reporting for each Public Body. Manage the development of Audit files. Compile regular reports. Monitor performance of the province on EPWP. Monitor performance of all Public Bodies on EPWP. Provide support to all public bodies. Monitor Number of work opportunities reported in the EPWP-Reporting System. Monitor performance trends of Public Bodies against Targets. Engage on one on one consultations with Public Bodies. Manage and facilitate training of officials from all public bodies on EPWP system. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/343 : **DIRECTOR: INNOVATION & EMPOWERMENT: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 03/08/2023**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), an all-inclusive remuneration package.
: Bisho
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Social Sciences/ Developmental Studies/Public Management/Public Administration/Small Business Enterprises/Built environment with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory(submitted prior to appointment). A valid driver's license. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes.

Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management.

DUTIES : Promote enterprise development. Facilitate implementation of research findings and Manage research conducted on innovation strategies. Manage and monitor the implementation of Accelerated Professional and Trade Competency Development Programme (APTCOD). Manage coordination of EPWP training and monitor implementation of National Youth Service (NYS) programme. Manage and monitor the implementation of NYS programme in the province and report thereof. Engage different stakeholders for advocate placement of NYS learners. Manage marketing of the Programmes to Public and Private sector. Manage facilitation of training for EPWP beneficiaries. Manage and monitor facilitation in the implementation of contractor development programme. Manage and guide skills development and promotion of business sustainability of contractors in the province. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

OTHER POSTS

POST 29/344 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DPWI 04/08/2023**

SALARY : R811 560.per annum (Level 11), an all-inclusive remuneration package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Finance/ Accounting/Cost and Management Accounting/Internal Auditing/ Taxation / Financial Management with Accounting with three (3) years' relevant experience in the financial management field at an Assistant Director Level. A valid driver's license. Knowledge And Skills: Understanding and application of Public Finance Management Act. Treasury Regulations. Division of Revenue Act. Budgeting and Financial Management Principles. Promotion of Access to Information Act. Programme & Project management principles. Strategic management principles. Performance management principle. Stakeholder and customer relationship management principles. Interpersonal skills. Problem solving. Ability to compile and analyse financial reports. Sound communication skills (Written & verbal). Presentation and Report writing skills with sound computer literacy in Microsoft Office Application (Excel, Word and Powerpoint).

DUTIES : Manage the financial planning, budgeting and reporting sub directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as requires (a) Planning – Ensure that information for planning purposes are collected and analysed properly. (b) Budgeting – Manage, review, analyse and quality assure the budget preparation process. (c) Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates (ENE), and virement process. (a) Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. (b) Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Manage the sub-directorate financial planning, budgeting and reporting.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040)602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 29/345 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DPWI 05/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Bisho
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD with three (3) years relevant experience at an Assistant Director Level. A valid driver's licence. Knowledge and skills: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Competences Strategic ability. Programme and project management. People management and empowerment. Planning and organising. Knowledge management. Problem solving and analysis.

DUTIES : Provide and coordinate the implementation of performance management and development system. Develop and Implement PMDS policy for all levels. Effective and efficient development and implementation of PMDS strategies in line with the relevant prescripts. Facilitate the continuous development and maintenance of PMDS in line with mandatory requirements and best practices for all levels. Develop and disseminate the annual PMDS implementation plan. Monitor and report on the implementation of the annual PMDS plan. Design and facilitate the implementation of the performance incentive system. Manage validity, effectiveness and efficiency of the performance management system. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates.

ENQUIRIES : Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/346 : **DEPUTY DIRECTOR: RECRUITMENT & SELECTION REF NO: DPWI 06/08/2023**

SALARY CENTRE REQUIREMENTS: : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Bisho
: ational Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/ related qualification majoring in HRM/Industrial Psychology with three (3) years relevant experience in Human Resource Provisioning at an Assistant Director Level. A valid driver's licence. Knowledge And Skills: Public Service Regulations, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information Management. Policies and Procedures. Facilitation. Report Writing. Research, Computer Literacy. Negotiation. Networking. Presentation, analytical. Financial. Project. Comptencies: Strategic Capability and Leadership. Programme and project management. People management and empowerment. Planning and organising. Knowledge management. Problem solving and analysis. Communication. Client orientation and Customer Focus. Financial Management.

DUTIES : Manage the recruitment and selection process. Manage employee record and Risks associated. Manage Transfers and Secondments. Manage Human Resources. Manage Confirmation of employment. Conduct Analysis on recruitment trends and advise management.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040)602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/347 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DPWI 07/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Queenstown
: National Senior Certificate, National Diploma NQF Level 6 in any built environment with three (3) years' relevant experience in quality control at an Assistant Director Level. A valid driver's license. Knowledge And Skills: - Understanding and application of the, Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS

10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019. Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills, Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Engineering Management.

DUTIES : Manage and ensure Quality Control on all Projects. Validate and monitor correctness of the Project Register. Allocate Projects to Control Works Inspectors. Ensure high level of building standards and compliance. Supervise management of activities of contractors and provide technical advice and guidance in respect of compliance to regulations, legislation and processes. Coordinate condition assessment on government used facilities. Manage inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Management of term contracts for day to day maintenance. Attend meetings and submit reports. Manage and monitor SMMEs with respect to quality control. Facilitate the attachment of clerk of works on SMMEs projects and where necessary. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage resources.

ENQUIRIES : Can be directed to Ms N. Ndawo at 045 807 6600 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/348 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DPWI 08/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Administration/ Social Science with three (3) years relevant experience at Assistant Director Level. A valid driver's license. Knowledge And Skills: Strategic analysis and planning. Government policies and planning systems. Eastern Cape Infrastructure Plan, Programme of action, and 9 Point pledge. Public Service Regulatory Framework. Presidency policies and procedures. Research / Information analysis. Performance management. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving Competencies: Strategic ability. Programme and project management. People management and empowerment. Planning and organising. Knowledge management. Problem solving and analysis.

DUTIES : Facilitate provision of strategic planning support services to the Department. Coordinate the administration and the adaptation of different planning and regulatory frameworks / template for outcomes, outputs and strategies. Research the latest planning and regulatory frameworks and align the new plans e.g. DPME, DPSA, Treasury frameworks etc. Update DPWI staff on revised frameworks and templates. Reformat the departmental templates to comply with specific needs. Facilitate the training of all departmental managers to utilise the departmental framework and formats. Conduct training sessions and workshops. Give guidance on an individual basis as and when required. Administer the utilisation of service providers to assist with the training process. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/349 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 09/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), an all-inclusive remuneration package.
: Gqeberha
: National Senior Certificate, National Diploma NQF Level 6 in Property Management/Real Estate/Property related qualification with 3 years' relevant experience at an Assistant Director Level. A valid driver's license. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Manage provision of District Property Management. Identification and needs assessment to properties. Facilitate the land verification project to collect property information. Manage provision of Facilities and Security services. Manage development and compilation of asset plans. Conduct condition assessment. Conduct planning for the optimal utilization of building. Manage provision of security services. Manage hiring and letting of properties. Manage state property holding. Manage acquisition of immovable assets. Facilitate the land audit process. Manage immovable asset portfolio planning. Manage identification of properties and development of U-AMPS for the Department. Manage Lease Portfolio Management Services Manage income leases. Manage contracts. Manage allocated resources.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/350 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT SERVICES REF NO: DPWI 10/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560.per annum (Level 11), an all-inclusive remuneration package.
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Information Technology/Information Systems/ Computer Sciences. Microsoft Certified training courses (Microsoft SharePoint and Power BI Data Analyst) and ICT Governance courses (COBIT, TOGAF and Prince 2) will be an added advantage. A minimum of three (3) years relevant experience at an Assistant Director level in one or more of Microsoft technologies or development languages (e.g. ASP.net, VBScript, and V.B.net). Excellent system/application analysis, design, development, testing, implementation, support and maintenance skills (SDLC) as well as good technical documentation skills. The ability to interpret and develop IT and IS policies as prescribed by DPSA. Project Management of development projects in a cross functional environment and Understanding of Digital transformation. A valid driver's license. Knowledge And Skills: Strategic Leadership. Sound Organisational Skills. Communication Skills. Ability to do Research and Analyse documents and give solutions. Report Writing Skills. Presentation Skills. Computer Skills (Relevant software). Problem solving and decision making skills.

DUTIES : Manage the broad categories of information systems, applications, and data through Systems Development Life Cycle (SDLC) Implementation for new systems and facilitate automation of business processes. Provide analytical support and maintenance on existing departmental systems including website and intranet. Manage systems related service providers (SITA and other 3rd party system vendor) to meet Departmental requirements. Ensure integration of Departmental systems within the different business units. Management &

		coordination of system related projects and activities to ensure that output is delivered within time, budget, and set quality standard.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 29/351</u>	:	<u>PRINCIPAL ARTISAN SUPERINTENDENT REF NO: DPWI 11/08/2023</u>
<u>SALARY</u>	:	R811 560.per annum (Level 11), an all-inclusive remuneration package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be at an Assistant Director Level. Trade test in Built environment is compulsory. A valid driver's license. Knowledge And Skills: Understanding and application of the Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019, Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000. Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Fire Safety Engineering Management.
<u>DUTIES</u>	:	Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination Manage implementation of day-to-day maintenance Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training Manage Resources Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient work flow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<u>ENQUIRIES</u>	:	Can be directed to Ms L. Magama/Mr Z. Tana Tel No: (043) 711 5772 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 29/352</u>	:	<u>ASSISANT DIRECTOR: DEVELOPER REF NO: DPWI 12/08/2023</u> Re-Advert: Applicants that previously applied may re-apply
<u>SALARY</u>	:	R424 104.per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Information Technology with 3 years' relevant supervisory experience or salary level 7/8 as developer and analyst programmer in Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programing techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer literate. A valid driver's license. Knowledge And Skills: Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object

orientated. Knowledge of application development. SQL server and relational database experience. Develop and maintain application software and applicable documentation. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and good communication skills. Problem solving skills. Project management skills. Ability to work without constant supervision and be innovative. Competencies: Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self – driven. Team work

DUTIES

: Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Design and maintain databases. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Communicate with relevant parties; and quality assurance includes actively adhering to ISO and other quality standards and procedures, as well as assist with the formulation of procedures and standards for the department. Quality assurance and end user assistance. Testing and hosting of developed systems/applications. Integrate developed systems to produce one reporting dashboard. Analyse and implement new systems as per specifications. Analyse and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. also: Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to perform impact and other detailed feasibility studies as required; perform requirement analysis; design application systems and interfaces; design, code, test and implement systems; debug and correct faulty programs and program modules; enhance existing systems; ensure that change control procedures are adhered to; create and update program and other technical specifications as required; assist with creating and updating user documentation; keep informed of current trends in systems development techniques; ensure that users are fully informed and proposed designs are approved; and Perform stand-by and maintenance duties as required. Provide technical support and ensuring technical stability of application systems; Execute technical investigations, impact analysis and compilation of technical solutions and action plans; Provide assistance with regard to the identification of procedures, processes and the information flow required for the maintenance of systems in line with both departmental and Client strategies, and information requirements; Provide applicable training; Assist with the integration and implementation of systems. Management of resources.

ENQUIRIES

: Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 29/353

: **ASSISANT DIRECTOR: PROCESS ENGINEER REF NO: DPWI 13/08/2023**

SALARY

: R424 104 per annum (Level 09)

CENTRE

: Bhisho

REQUIREMENTS

: National Senior Certificate, National Diploma NQF level 6 in Business Analysis /Industrial Engineering /Operations Management/Information Technology/Computer Science/Management Services as recognized by SAQA with 3 years' experience in the supervisory or salary 7/8 in Business Analysis Environment/Business Process Improvement environment. Business Analysis Certification (E.G. IIBAA) will serve as an added advantage. A valid driver's licence. Knowledge And Skills: SACSA/090/1(4) "Communication Security in the RSA". Protection of Information Act (Act no 84 of 1982). Protected Disclosure Act (Act no 2 of 2000). Copyright Act (Act no 98 of 1978). Minimum Information Security Standards. Microsoft operations framework. Research/analysis. Procurement directives and procedures. SITA Act/Regulations. Computer systems analysis. Computer network administration. Ability to operate computer (hardware and software). Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Public Service Act, 1994. Public Service Regulations

2001. Public Finance Management Act, 1999. Project management principles. Business Analysis Body of Knowledge (BABOK). Performance management principles. Programming skills. Database operation. Fundamental Analytical and Conceptual thinking skills. Excellent documentation skills. Excellent report writing and presentation skills. Planning, organizational and time management skills. Computer systems analysis. Computer literate. Leadership skills. Communication (written & verbal).

DUTIES : Manage Design and Implementation of Business Processes. Facilitate Productivity/Business Process Improvement Initiatives. Continual Improvement Process. Facilitate review/development of Service Delivery Models. Supervise allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/354 : **ASSISANT DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT REF NO: DPWI 14/08/2023**

SALARY : R424 104.per annum (Level 09)
CENTRE : Gqeberha
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in any Built environment/Facilities Management related qualification with 3 years' experience in supervisory level or SL7/8. A valid driver's license. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. Public sector legislation and procedures. Stakeholder and customer relationship management principles Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Conflict Resolution / Problem Solving.

DUTIES : Facilitate provision of cleaning services. Facilitate provision of gardening services and beautification services. Facilitate provision of conditional assessments. Facilitate the maintenance of state owned properties. Facilitate provision of security services. Manage allocated resources.

ENQUIRIES : Can be directed to Ms C. Bermoskie at Tel No: 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/355 : **ARTISAN FOREMAN: ELECTRICAL REF NO: DPWI 15/07/2023 (X1 POST)**

SALARY : R344 811 per annum, (OSD)
CENTRE : Mount Frere
REQUIREMENTS : Appropriate Trade test Certificate with valid driver's license. 5 years post qualification experience required as an Artisan. Knowledge and Skills: Public Service Regulations, Public Service Act, DPW 371. Technical design skills, Analytical skills, interpersonal skills, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.

DUTIES : Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical / inspection reports. Manage work schedules Manage maintenance of technical services. Manage servicing of all makes of technical equipment. Perform administrative and related functions. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

ENQUIRIES : Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at Tel No: 039 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 29/356 : **SENIOR SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT REF NO: DPWI 16/07/2023**

SALARY : R202 233 per annum (Level 05)

- CENTRE** : Gqeberha
- REQUIREMENTS** : National Senior Certificate with no experience. Security certificate, Grade B PSIRA Certificate is compulsory. Security experience will be an added advantage. A valid driver's license. Knowledge and Skills: Access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents, relevant emergency procedures. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.
- DUTIES** : Supervise the security functions performed by the security offices/ services providers, ensuring adherence to department security policies. Allocate duties to security officers/services provides, monitor outcomes and institute the necessary corrective measures to address deviations form norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorization of the equipment, documents and stores into or out of the buildings or premises. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Administer all control room operations to safeguard the department's assets.
- ENQUIRIES** : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

It is the intention to promote representativity 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.

- APPLICATION** : Submit Applications only via the Provincial E-Recruitment System, which is available on <https://erecruitment.ecotp.gov.za>. Note: The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: erecruitment@drdar.gov.za (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 01 September 2023
- NOTE** : It is our intention to promote representivity (Race, Gender and Disability) in the Public Service through the filling of this posts. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response

within three (3) months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHELON

- POST 29/357** : **CHIEF FINANCIAL OFFICER REF NO: DRDAR 01/08/2023**
- SALARY** : R1 371 558 – R1 635 897 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Bhishe
: An undergraduate qualification at NQF level 7 as recognized by SAQA in Finance /Accounting or equivalent. Post-graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 years' relevant experience at a middle/ senior managerial level in dealing with financial matters. A valid driver's license. Application experience or knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act,4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended. Extensive knowledge of the Municipal Finance Management Act, Treasury Regulations, Provincial Treasury Directives, Financial Norms and Standards, Medium Term Expenditure Framework, Directives and procedures with regards to Financial Management, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act, B.B.B.E.E Policy framework, the Department's constitutional mandate, Auditing practices, Business partnering, Labour Relations Act, Research Methodology, Employee Performance Management and Development System (PMDS) and Employment Equity Act. Policy analysis and development skills. Planning and organizing skills. Strategist. Analytical skills. Decision-making skills. Problem-solving skills. Facilitation skills and Conflict Management skills. Computer literacy (Word, Excel and PowerPoint).
- DUTIES** : Support and advice the Department on effective utilization of resources and implementation of strategies. Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department, Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regard to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of Officials. Performance Management. Work allocation. Asset Management. Ensure the maintenance of discipline.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced

by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission. All shortlisted candidates 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 the Department. Following the interview and technical exercise, the selection committee 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 assessment tools.

- POST 29/358** : **DIRECTOR: ENGINEERING SERVICES REF NO: DRDAR 02/08/2023**
- SALARY** : R1 162 200 – R1 365 411 per annum (Level 13) (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** :
: Bhisho
: An undergraduate qualification at NQF level 7 as recognized by SAQA in Civil Engineering / Agricultural Engineering. Registration as professional engineer at Engineering Council of South Africa (ECSA). Minimum 5 years' relevant experience at a middle/ senior managerial level, coupled with 5 years' relevant post registration (ECSA) experience. Decision making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).
- DUTIES** : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Ensure the operational effectiveness of Engineering Services. Governance. Allocate, monitor and control resources. Risk Management. Manage and implement knowledge sharing initiatives. Financial and human resource management. Coordinate design efforts and integration process across disciplines and ensure seamless integration with current technology. Manage the execution of the maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. The management of funds to meet the MTEF objectives within the engineering environment / services.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- NOTE** : The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission. All shortlisted candidates 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 the Department. Following the interview and technical exercise, the selection committee 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 assessment tools.
- POST 29/359** : **DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR 03/07/023**
- SALARY** : R1 162 200 – R1 365 411 per annum (Level 13) (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** :
: Bhisho
: An undergraduate qualification at NQF level 7 as recognized by SAQA; LLB/ BJURIS/ BPROC/ Bachelor of Laws OR an undergraduate qualification at NQF level 7 as recognized by SAQA in Logistics or Supply Chain Management.

Minimum 5 years' relevant experience at a middle/ senior managerial level in contract management. Knowledge: Public Financial Management Act (PFMA), 1999, Treasury Regulations. Supply Chain Management (SCM) Prescripts including Preferential Procurement Policy Framework. Public Service Act, 1994, Good project management, operational and financial management skills. Law of Contracts and Supply Chain Management. Excellent analytical, numeric, communication and report writing skills. Ability to handle multiple and complex tasks and projects. Decision making skills. Problem solving skills. Facilitation skills and Conflict management. People Management skills with the ability to deal with stakeholders at all levels. Computer literacy, especially in MS Excel, MS Project and MS PowerPoint. A valid driver's license.

DUTIES

Implement, manage and assess Contract and Vendor Management processes in the Department in terms of legal and procedural requirements. Management of leases. Design Service Level Agreements (SLAs), Memoranda of Agreement (MOAs) and Memoranda of Understanding (MOUs). Management of Supply Chain Management compliance. Preparation of inputs to quarterly and annual financial statements. Advise management on SCM practices and compliance.

ENQUIRIES

: Mr. N. Mabanga Tel No: (040) 602 5062

e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE

: The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission. All shortlisted candidates 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 the Department. Following the interview and technical exercise, the selection committee 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 assessment tools.

OTHER POSTS

POST 29/360

: **STATE VETERINARIAN (FARM PRODUCTION) REF NO: DRDAR 04/08/2023**

SALARY

: R811 560 – R952 485 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE REQUIREMENTS

: Tsolo (Tardi)
: An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (BVSc OR BVMCh). Valid proof of registration with the SA Veterinary Council. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license. Candidates will be subjected to a competency assessment.

DUTIES

: Development of a herd health/flock health program, Development of a biosecurity plan for TARDI and maintenance thereof, and implementation of the biosecurity. Maintenance of a healthy herd and/or flock. Examine, diagnose and treat individual livestock animals or herds, such as cattle, sheep and swine. Enforce food safety standards. Check for transmissible diseases and quarantine animals as necessary. Instructs staff and students and assist students in production related practicals. Monitors milk production, and the dairy herd. Develop AI protocols for dairy animals and train students on proper AI on livestock, Supervise staff in the livestock section, general staff, farm manager, scientist and technicians in this unit. Monitors, track and record livestock production parameters, to ensure TARDI farm is viable and used for

training purposes (Recording and analysis of animal health and production data). Report preparation and advisory. Develop Programs and/or project: e.g. Livestock Improvement Program and feedlotting project. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.

- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/361** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DRDAR 05/08/2023**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : Bhisho
- REQUIREMENTS** : A recognized and appropriate 3 (three) year tertiary qualification National Diploma NQF6 in Labour Relations, Labour Law, Human Resource Management or Bachelor of Laws as recognized by SAQA. Negotiating skills certificate will be an added advantage. Minimum of 5 (five) years' experience in junior Labour Relations Management. Knowledge and understanding of Public Service Legal Frameworks. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines. Knowledge of dispute resolution. A valid driver's license.
- DUTIES** : Manage and coordinate the handling of grievances, disputes, misconduct and disciplinary matters. Manage the provisioning of Labour Relations systems and support, facilitate capacity building programmes in the Labour Relations fields, facilitate the handling of disputes and appeals for the Department. Ensure effective management of resources within the Provincial Labour Relations unit. Present the Department at National or Provincial Chamber.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/362** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DRDAR 06/08/2023**
- SALARY** : R811 560 – R952 485 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : Sarah Baartman (Gqeberha)
- REQUIREMENTS** : A qualification at NQF 6 in Human Resource Management / Public Management. At least 5 years' relevant experience, of which at least three (3) years must be at an Assistant Director level. Extensive knowledge of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Manage recruitment and selection processes. Management and administration of service benefits. Management of PERSAL. Responsible for the facilitation of HR Development and Performance Management in the District. Management of Employment Relations, Employee Health & Wellness and Personnel Practice. Financial planning and management. Manage corporate functions such as IT, Auxiliary Services OD and Communication Services.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/363** : **ENGINEER GRADE A/B/C REF NO: DRDAR 07/08/2023**
- SALARY** : R795 147 – R1 197 978 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District (Maluti)
	:	Engineering degree (B Engineering/ BSC (Engineering) or relevant qualification at NQF level 7. Six (6) years post qualification experience acquired as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Programme - or Project Management course will be an added advantage. Knowledge of local government sector/ municipalities and municipal electrification programs would also be an added advantage. Presentation, communication, liaison, coordination, planning, and organizing skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate and approve the planning, design, and preparation of specifications and tender documents. Perform contract management and construction supervision for the development of agricultural infrastructure as a Professional Engineer. Perform final reviews and approvals or audits on new engineering designs according to the design principle of theory. Coordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneer new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risks according to sound Risk Management practice. Allocate, control, and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation, and utilization of human resources. Manage the key performance areas of staff by setting and monitoring performance standards and taking actions to correct deviations, to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040 602 5062) For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/364</u>	:	<u>SCIENTIST PRODUCTION GRADE A - CROP SCIENCE REF NO: DRDAR 08/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R687 879 – R739 509 per annum, (OSD)
	:	Dohne (Stutterheim)
	:	National Senior Certificate. A qualification at NQF level 8 in Agriculture – Crop Science / Agronomy / Horticulture majoring in Crop Science as recognized by SAQA. Compulsory registration with SACNASP as a Professional scientist. Three years' post-qualification natural scientific experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for providing academic support to crop science training, research, and continuing education in the area of Crop Science. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including staff management, HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/365</u>	:	<u>SCIENTIST PRODUCTION GRADE A – ANALYTICAL SERVICES REF NO: DRDAR 09/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R687 879 – R739 509 per annum, (OSD)
	:	Dohne (Stutterheim)
	:	National Senior Certificate. National Diploma or Bachelor's Degree or B.Tech Degree, majoring in Analytical Chemistry. At least 3 years' post-qualification technical scientific experience, working in the field of Analytical Chemistry. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific

		applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes and manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040 602 5062) For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/366</u>	:	<u>ASSISTANT DIRECTOR: EXTENSION & ADVISORY SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R527 298 – R617 622 per annum (Level 10)
	:	Amathole District (Mnquma Municipality) Ref No: DRDAR 10/08/2023
	:	O.R. Tambo District (Mthatha) Ref No: DRDAR 11/08/2023
	:	O.R. Tambo District (Post St. Johns) Ref No: DRDAR 12/08/2023
	:	O.R. Tambo District (Nyandeni) Ref No: DRDAR 13/08/2023
	:	Chris Hani District (Enoch Mgijima) Ref No: 14/08/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services. A valid drivers' license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/367</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DRDAR: 15/08/2023</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>REQUIREMENTS</u>	:	Bhisho National Diploma (NQF6) in Safety Management/Environmental Health coupled with a minimum of two (2) years' relevant experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyze information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible to conduct inspections to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within Department facilities, Coordinate Occupational, Health and Safety Committees (OHS) with in department. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COIDA Information Management.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/368</u>	:	<u>SPECIAL PROGRAMME UNIT (SPU) COORDINATOR REF NO: DRDAR: 16/08/2023</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>REQUIREMENTS</u>	:	(Bhisho) A qualification at NQF level 6 in Developmental Studies Community Development / Social Services or any other related qualification. A minimum of 3 years' experience working with special groups at supervisory level. Knowledge of relevant Public Sector Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good

		organizing, facilitation, and communication skills (verbal and writing). Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<u>DUTIES</u>	:	Providing an effective coordination and monitoring and evaluation framework of the implementation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programs and activities affecting designated groups in the district.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Enquiries, email: erecruitment@drdar.gov.za
<u>NOTE</u>	:	Persons Living with Disabilities will be given preference for this post.
<u>POST 29/369</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (X18 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 09) Joe Gqabi District (Elundini) Ref No: DRDAR 17/08/2023 Joe Gqabi District (Senqu) Ref No: DRDAR 18/08/2023 Alfred Nzo District (Maluti) Ref No: DRDAR 19/08/2023 Alfred Nzo District (Maluti) Ref No: DRDAR 20/08/2023 Alfred Nzo District (Maluti) Ref No: DRDAR 21/08/2023 Alfred Nzo District (Ntambankulu) Ref No: DRDAR 22/08/2023 Alfred Nzo District (Maluti) Ref No: DRDAR 23/08/2023 O.R. Tambo District (Qawukeni) Ref No: DRDAR 24/08/2023 O.R. Tambo District (Post St Johns) Ref No: DRDAR 25/08/2023 O.R. Tambo District (Mthatha) Ref No: DRDAR 26/08/2023 O.R. Tambo District (Mthatha) Ref No: DRDAR 27/08/2023 Amatole District (Komga) Ref No: DRDAR 28/08/2023 Amatole District (Mnquma) Ref No: DRDAR 29/08/2023 Amatole District (Ngqushwa) Ref No: DRDAR 30/08/2023 Amatole District (Raymond Mhlaba) Ref No: DRDAR 31/08/2023 Amatole District (Mbashe) Ref No: DRDAR 32/08/2023 Amatole District (Amahlathi) Ref No: DRDAR 33/08/2023 Sarah Bartmaan District (Gqeberha) Ref No: 34/08/2023
<u>REQUIREMENTS</u>	:	An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least 3 years' experience in the field of Extension and Advisory Services. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management skills. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programs. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative, and departmental policy and directives. Comply with corporate governance and planning imperatives. Maintain high work 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 the manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to staff members and afford staff adequate training and development opportunities. Management of assets.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/370</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: DRDAR 35/08/2023</u>
<u>SALARY CENTRE</u>	:	R359 517 – R420 402 per annum (Level 08) Bhisho
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation.

		Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/371</u>	:	<u>CHIEF PERSONNEL OFFICER: HR PROVISIONING REF NO: 36/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08) Chris Hani District (Komani) National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040 602 5062) For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/372</u>	:	<u>AGRICULTURAL ADVISOR (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R359 517 – R420 402 per annum (Level 08) Chris Hani District (Inxuba Yethemba) Ref No: DRDAR 37/08/2023 Chris Hani District (Cradok) Ref No: DRDAR 38/08/2023 O.R. Tambo District (Mthatha) Ref No: DRDAR 39/08/2023 O.R. Tambo District (Mthatha) Ref No: DRDAR 40/08/2023 O.R. Tambo District (Libode) Ref No: DRDAR 41/08/2023 O.R. Tambo District (Libode) Ref No: DRDAR 42/08/2023 O.R. Tambo District (Tsolo) Ref No: DRDAR 43/08/2023 O.R. Tambo District (Mqanduli) Ref No: DRDAR 44/08/2023 Alfred Nzo District (Matatielle) Ref No: DRDAR 45/08/2023 Alfred Nzo District (Mzimkulu) Ref No: DRDAR 46/08/2023 Amathole District (East London) DRDAR 47/08/2023 Alfred Nzo (Maluti) Ref No: DRDAR 48/08/2023
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change Management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation, and Interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the qualification requirement.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture and Rural Development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of farming skills to a wide range

of producers by focusing on farms, feedlots, and abattoirs/slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs, and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies, and new developments to be able to render an efficient and effective Extension Service.
 Mr. N. Mabanga Tel No: (040 602 5062)
 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

ENQUIRIES

POST 29/373

ANIMAL HEALTH TECHNICIAN (X2 POSTS)

SALARY CENTRE

R359 517 – R420 402 per annum (Level 08)
 O.R. Tambo District (Mthatha) Ref No: DRDAR 49/08/2023
 O.R. Tambo District (Mthatha) Ref No: DRDAR 50/08/2023

REQUIREMENTS

An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES

The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician regarding animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.

ENQUIRIES

Mr. N. Mabanga Tel No: (040 602 5062)
 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 29/374

VETERINARY PUBLIC HEALTH OFFICER REF NO: DRDAR 51/08/2023

SALARY CENTRE

R359 517 – R420 402 per annum (Level 08)
 Tsolo (Tardi)

REQUIREMENTS

A National Diploma/Degree in Environmental Health or Public Health. Registration with the Health Professional Council of South Africa or relevant professional body. Sound knowledge of the Meat Safety Act No. 40 of 2000, Abattoir Inspection, HAS (Hygiene Assessment System) and the Hygiene Monitoring System. Language skills, listening skills, organizational skills, time management, communication skills, relationship management and acceptance of responsibility. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES

Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety). Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements). Perform administrative and related functions.

ENQUIRIES

Ms. M. Ngqwazi / Mr. N. Mabanga (040) 602 5062
 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 29/375

SENIOR PERSONNEL PRACTITIONER: HRD & PMDS REF NO: 52/08/2023

SALARY

R359 517 – R420 402 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo (Maluti)
	:	National Senior Certificate. National Diploma (NQF 6) in Human Resource Management/ Human Resource Development. 2-3 years' experience in the HR environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.
<u>DUTIES</u>	:	Provide support for training and development interventions. Administer the Compulsory Induction Programme, coordinate adult education programmes. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETA's). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. A valid driver's license.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/376</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF DRDAR 60/08/2023</u> Re-advertisement (Applicants who previously applied for this position, are encouraged to apply again).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum (Level 08)
	:	Dohne (Stutterheim)
	:	A qualification at an NQF level 6 in Labour Relations / Labour Law/Human Recourses Management. Minimum of 2 -3 years' experience in Labour Relations / Labour Law environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Draft submissions for mandates and represent the employer in disciplinary hearings.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/377</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A (HORTICULTURE AND CROP SCIENCES) REF NO: DRDAR 53/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R353 013 – R376 806 per annum, (OSD)
	:	Dohne (Stutterheim)
	:	A National Diploma or Bachelor's Degree or BTech in Agriculture minimum NQF level 6-majoring in Crop Science / Horticulture. At least 3 years' post-qualification technical scientific experience, working in the field of Crop Science / Horticulture. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes and manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga (040 602 5062) For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 29/378 : **SCIENTIFIC TECHNICIAN (PRDODUCTION) GRADE A: ANALYTICAL CHEMISTRY REF NO: DRDAR 54/08/2023**

SALARY CENTRE REQUIREMENTS : R353 013 – R376 806 per annum, (OSD)
: Dohne (Stutterheim)
: A National Diploma or Bachelor's Degree or BTech majoring in Analytical Chemistry. At least 3 years' post-qualification technical scientific experience, working in the field of Analytical Chemistry. Compulsory registration with the SACNASP as a Certificated Natural Scientist. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.

DUTIES : Develop and implement methodologies, policies, systems and procedures; Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development; Supervise technical support and processes and manage the performance management and development of staff.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 29/379 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (X6 POSTS)**

SALARY CENTRE : R353 013 – R376 806 per annum, (OSD)
: Alfred Nzo District (Maluti) Ref No: DRDAR 55/08/2023 (X2 Posts)
: Amathole District: (East London) Ref No: DRDAR 56/08/2023
: Chris Hani District (Komani) Ref No: DRDAR 57/08/2023 (X2 Posts)
: Sarah Baartman District (Gqeberha) Ref No: DRDAR 58/08/2023
: Joe Gqabi District (Aliwal North) Ref No: DRDAR 59/08/2023

REQUIREMENTS : A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification as recognized by SAQA. Three (3) years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (Only shortlisted candidates will be required to submit proof of registration). A valid driver's license. Candidates will be subjected to a competency assessment.

DUTIES : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain database. Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 29/380 : **PERSONNEL PRACTITIONER: HR PRACTICES REF NO: DRDAR 61/08/2023**

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum (Level 07)
: Bhisho
: National Senior Certificate. National Diploma (NQF 6) in Human Resource Management/ Human Resource Development/ Public Administration/ Public Management. 2-3 years' experience in the HR environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.

DUTIES : Render implementation of submission of signed Performance agreements, work plans and standard-frameworks (Contracting tools). Conduct information sessions. Monthly collection of data on newly appointees to be supplied with

contracting tools. Capturing and registration of submitted Contracting tools on PERSAL. Sorting and compilation of statistics of received tools per directorate, Conduct validation of performance agreements for SMS. Monitor submission of performance quarterly reviews. Conduct quarterly awareness sessions, Capturing and registration of submitted review package. Sorting and compilation of statistics of received tools per directorate. Submission of monthly statistics. Monitor the annual assessment process. Capturing and registration of submitted annual assessment forms, Sorting and compilation of statistics. Appointment of Departmental PMDS Moderating Committee. Conduct briefing session for Moderating Committees. Facilitate and monitor moderation and capturing of finalized moderation reports. Draw a statistical report. Facilitate the rewarding process. Attend on appeals processes. Provide administrative support in the production of statutory reports required from the sub-directorate.

- ENQUIRIES** : Mr. N. Mabanga Tel No: (040 602 5062)
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/381** : **PERSONAL ASSISTANT (X2 POSTS)**
- SALARY CENTRE** : R294 321- R343 815 per annum (Level 07)
: Head Office (Bhisho), Director: Corporate Services Admin Support: Ref No.DRDAR: 62/08/2023
(Bhisho), Director: Supply Chain Management: Ref No: DRDAR: 63/08/2023.
- REQUIREMENTS** : National Senior Certificate. A qualification at NQF level 6 in Public Management/ Office Management / Secretarial Studies. At least 2 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette, stakeholder relations and procurement. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Excellent interpersonal skills and portray of front line image. Thorough understanding of the Public Service and its processes, understanding of procurement processes and its respective prescripts. Candidates will be subjected to a competency assessment. A valid driver's license.
- DUTIES** : Implement and manage all administrative systems, processes and procedures in the Senior Manager's office. Manage appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/382** : **STATE ACCOUNTANT: SALARIES REF NO: DRDAR 64/08/2023**
- SALARY CENTRE** : R294 321- R343 815 per annum (Level 07)
: Joe Gqabi District (Aliwal North)
- REQUIREMENTS** : A qualification at NQF level 6 in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' experience in financial administration. Knowledge of National Treasury budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes. Knowledge of Public Sector finance and budgeting processes, accounting practices, and financial legislation. Knowledge of BAS and PERSAL. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy, and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on PERSAL. Record unauthorized, wasteful, and irregular expenditure, losses, and damages and provide reports. Payment for goods and services. Ensure

		that service providers are paid timely and correctly. Safeguard source documents and face-value forms.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/383</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DRDAR 65/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07) Tsolo (Tardi) National Senior Certificate. A qualification at NQF Level 6 in Public Administration / Human Resources Management. 2 -3 years of experience in the relevant field. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the public service legislation, policies and prescripts. Good verbal and written communication skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health retirement (PILIR). Proficiency in the MS Office suites. A valid driver's license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Verify records of all departmental employees who are homeowners and those who are tenants. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR. Draft correspondence on approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5062 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 29/384</u>	:	<u>ADMINISTRATIVE OFFICER: CHANGE MANAGEMENT REF NO: DRDAR 66/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321- R343 815 per annum (Level 07) Head Office (Bhisho) National Senior Certificate. National Diploma in Industrial Psychology, Public Management, Operations Management and Human Resources Management at NQF level 6 as recognized by SAQA. 1 -2 years of experience in change management. Knowledge of Public service legislation/policies/prescripts and procedures. Knowledge of Government policies, planning systems and Public Service Regularity Framework. Be able to conduct research and compile reports. The incumbent must have interpersonal relations, communications skills, facilitation skills, analytical skills and be Computer literate. Have a valid driver's license.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send e-mail. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Provide administrative support during the development of change management. Consult with directorates identified for change management. Collect information to develop change management. Arrange logistic for change management meetings. Provide administrative support in the implementation of the Service Delivery Improvement Plan (SDIP). Consult with the Directorates identified for services. Check according to DPSA Standards. Check inputs with the relevant managers and sign off. Consolidate the agreed inputs into the approved SDIP. Administer the approval, printing and distribution of Standard Operating Procedures (SOP) and Service Charters. Report on the implementation to relevant stakeholders. Provide administrative support in the implementation of the Service Standards. Consult with the relevant Directorate to solicit service standards. Collect, check and consolidate the inputs. Check inputs with the relevant managers and sign off. Capture inputs into the approved SDIP template. Report on the implementation to relevant stakeholders.

- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/385** : **PROVISIONING ADMIN CLERK (X6 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)
: O.R. Tambo District (Mthatha: Financial Management) – Ref No: DRDAR 67/08/2023
: O.R. Tambo District (Mthatha: Supply Chain Management) – Ref No: DRDAR 68/08/2023
: Sarah Baartman District (Gqeberha - Procurement) – Ref No: DRDAR 69/08/2023
: Amathole District (East London - Procurement) – Ref No: DRDAR 70/08/2023
: Alfred Nzo District (Maluti- Resource Planning) – Ref No: DRDAR 71/08/2023
: Dohne (Stutterheim) Ref No: DRDAR 72/08/2023
- REQUIREMENTS** : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good communication and interpersonal skills.
- DUTIES** : Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at operational level.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/386** : **HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (X4 POSTS)**
Re-advertisement (Applicants who previously applied for these positions, are encouraged to apply again)
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)
: Alfred Nzo District (Matatiele) Ref No: DRDAR: 73/08/2023 (X2 Posts)
: Amathole District (East London) Ref No: DRDAR: 74/08/2023
: Chris Hani District (Komani) Ref No: DRDAR: 75/08/2023
- REQUIREMENTS** : National Senior Certificate (Matric/ Grade 12). A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration will be an added advantage. Knowledge of and proven experience in PERSAL will be an added advantage. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.
- DUTIES** : Administer the implementation of service benefits. Process leave applications, leave gratuity, and leave discounting. Conduct quarterly leave reconciliation. Process online withdrawal of pension benefits. Ensure accurate and updated capturing of data on PERSAL. Quality assure application forms for resignation, retirement, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Facilitate the implementation of PILIR in the Department. Draft correspondence for approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR Steering Committee.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/387** : **TRACTOR DRIVER REF NO: 76/08/2023**
- SALARY CENTRE** : R147 036 – R170 598 (Level 03)
: Dohne
- REQUIREMENTS** : Grade 10. Grade 12 will be an added advantage. Driver's license code 8 or 10. Basics of tractor maintenance. Previous relevant work experience of two years driving tractors. Candidates will be subjected to a competency assessment.
- DUTIES** : Driving of tractor with the purpose of ploughing/ cultivating land, cutting grass, loading instruments and equipment.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062

For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

- POST 29/388** : **GENERAL FOREMAN REF NO: 77/08/2023**
- SALARY** : R147 036 – R170 598 per annum (Level 03)
CENTRE : Tardi (Tsolo)
REQUIREMENTS : Grade 4 – 9 (NQF Level 1) or equivalent. Special requirements/Skills needed: Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Communication efficiency (verbal and written) in English.
- DUTIES** : Supervise job output of Cleaners. Divide the work between work teams and individuals. Serve as team leader of work teams and divide equipment amongst work teams and individuals. Assist in the training of Cleaners iron the usage of machines. Assist in the completion of performance assessments forms and performance incentives of subordinates. See to the attendance, leave and relieve of cleaning personnel. Apply for daily supplies/equipment, collect it and issue to Cleaners and keep supply register up to date. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Exercise control over keys and the locking and unlocking of halls. See to and ensure the rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Check the general condition of cleaning machinery regularly and report faults where equipment is not up to standard. Maintaining all equipment and machinery used and reporting any defects. Ensure safety awareness with the use of all equipment on all tasks. It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process.
- ENQUIRIES** : Mr. N. Mabanga (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/389** : **COMMUNITY ANIMAL HEALTH WORKER (X2 POSTS)**
- SALARY** : R147 036 – R170 598 per annum (Level 03)
CENTRE : Sarah Bartmaan District (Gqeberha) Ref No: DRDAR 78/08/2023
O.R. Tambo District (Lusikisiki) Ref No: DRDAR 79/08/2023
REQUIREMENTS : Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
DUTIES : Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/390** : **FARM AID REF NO: DRDAR 80/08/2023 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : DOHNE
REQUIREMENTS : Applicants must be in possession of an ABET certificate equivalent to Grade 10. Related exposure to farming functions. Candidates will be subjected to competency assessment.
DUTIES : Rendering support necessary for effective operation of a farm.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/391** : **CLEANER REF NO: DRDAR 81/08/2023 (X3 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
CENTRE : Tsolo (Tardi)

- REQUIREMENTS** : Grade 8 certificate or ABET qualification. One (1) year experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self-motivated.
- DUTIES** : Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
- POST 29/392** : **GENERAL ASSISTANT REF NO: DRDAR 82/08/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)
- CENTRE** : Chris Hani District (Intsika Yethu Municipality)
- REQUIREMENTS** : ABET/Grade 10. Good communication skills. Ability to work shifts, including weekends and public holidays. Be able to work on a rotation basis. Honest and reliable. Be in good health to cope with the physical demands of the position. Be able to work in a team.
- DUTIES** : Perform general assistant work: Off and on loading of furniture, equipment, and any other goods. Cleaning of government vehicles. Cleaning of buildings and offices. Control access to offices. Safeguard building master and spare keys. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all designated areas. Remove office items/furniture from one area to another for effective cleaning. Store and safeguard cleaning materials and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Mr. N. Mabanga Tel No: (040) 602 5062
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICATIONS** : Nelson Mandela District: Attention Mr S. Javu Tel No: (041) 492 1231 / 1230
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha, 6003, OR Hand delivers to 2nd Floor-66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha Bayworld Museum, 23 Beach Road, Humewood, Gqeberha, 6013.
Submit applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Or to report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to erecruitment@ecsrac.gov.za (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to use e-recruitment system. Applications received after closing date will not be considered. No faxed applications will be accepted. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. NB: Forward applications to the relevant centre. People with disabilities who meet the requirements will be given preference.
- CLOSING DATE** : 01 September 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – NB:

Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

- POST 29/393** : **ARTISAN FOREMAN: MAINTENANCE SERVICES REF NO: DSRAC 01/08/2023**
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R344 811 – R389 592 per annum, (an all-inclusive remuneration), (OSD)
: Bayworld Museum (Gqeberha)
: National Senior Certificate plus an appropriate Trade Test Certificate with at least 5 years post qualification working experience as an Artisan. Working knowledge and understanding of the legislative framework governing the Public Service. Team Leadership and Problem-solving analysis. Technical Analysis Knowledge. Computer aided applications. Knowledge of legal compliance. Technical report writing. Production processes, knowledge, and skills. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
- DUTIES** : Supervise the rendering of maintenance services. Verify inspection of equipment and or facilities for technical faults. Verify repaired equipment and facilities according to standards. Verify test repair equipment and or facilities against specifications. Arrange service and maintenance of equipment and or facilities. Ensure adherence to safety standards, requirements and regulations. Organise planning of resources. Supervision of officials in Technical Section and arrange work schedules for staff. Obtain quotations and purchase (orders) required for equipment and materials. Compile section reports. People with disabilities who meet the requirements will be given preference.
- ENQUIRIES** : V. Ketelo Tel No: 041 584 0650 – Bayworld Museum (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Applications must be submitted via the provincial e-recruitment system only which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To Report technical glitches, for assistance regarding the system and for activation of profile sending email with your id number, profile email address, details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za (NB: For Technical Glitches Only – NO CVs). Should you submit your applications/CVs to

FOR ATTENTION
CLOSING DATE
NOTE

Simphiwe.Mgudlwa@ectransport.gov.za and not as specified – your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Applicants are encouraged to use E-Recruitment System

: Mr M.L Ngcobo / Mrs N. Nyamakazi
: 01 September 2023

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: 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 (Nyukela) as offered by the National School of Government (NSG) 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>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. People with disabilities who meet the requirements will be given preference.

ERRATUM: Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 23 dated 07 July 2023, Assistant Director: District Transport Safety; OR Tambo (Ref No: DOT81/07/2023) & Chris Supervisor: Asset Register & Inventory Management, Chris Hani District (Ref.DOT 181/07/2023); the posts have been withdrawn Hani (Ref No: DOT 82/07/2023). Coordinator (Professional Development): Centre for Technical Development; Head Office: KWT (Ref No: DOT162/07/2023). SCM Clerk.

MANAGEMENT ECHELON

POST 29/394

: **DEPUTY DIRECTOR-GENERAL: TRANSPORT INFRASTRUCTURE**
: **PLANNING REF NO: DOT 01/08/2023**

SALARY

: R1 521 591 – R1 714 074 per annum (Level 14), (all-inclusive annual salary range)

CENTRE

: Head Office (KWT)

REQUIREMENTS

: National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Civil or Built Engineering. Honour's Degree (NQF Level 8 as recognized by SAQA) in Civil Engineering or Built Environment. Extensive experience in the relevant field (infrastructure delivery and management). 8-10 years' experience at senior management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge:

Knowledge of programme-based engineering operational planning research and development, public service regulations and data analysis. Ability to negotiate with high-level executives in public and private sector, to secure government's investments and opportunities. Programme and project management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of basic HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations and other government policies/Acts pertinent to infrastructure. Ability and willingness to work under pressure and long hours. Engineering norms and standard. Specific knowledge of the transport sector. Public sector governance and administration. Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management, Programmes and Project Management.

- DUTIES** : Manage the implementation of the branch's programmes (Transport Infrastructure and Expanded Public Works Programme). Oversee the management of the provincial implementation of infrastructure programme through regional centres, according to best management practices. Oversee monitoring and evaluation requirements. Oversee operations through a well-developed data-management system and ensure regular reporting against approved plans. Ensure strategic leadership and overall management for the branch. Manage the development and provision of data management, monitoring and evaluation of infrastructure performance. Manage and co-ordinate the development and deployment of Provincial interventions in order to achieve development goals of the province. Co-ordinate EPWP, reporting, and to provide monitoring and evaluation and information management systems support to the programmes funded by the branch. Manage and implement an effective monitoring protocol for the Branch. Manage the evaluation function for Branch activities. Prepare and circulate framework documents to programme managers. Ensure focused value and resourcing as well as monitoring and evaluation. Co-ordinate research, planning, quality assurance, and establishment and review of norms and standards for the programmes funded by the branch. Manage and control prioritised roads projects towards eradicating infrastructure investment backlog. Coordinate the Branch administration services. Oversee roads construction and provision of engineering services. Ensure the construction and maintenance of roads and related structures (including development of policies, norms and standards). Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the design and implementation of programs and projects to empower vulnerable groups. Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. – Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
- NOTE** : In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 29/395** : **CHIEF DIRECTOR: COMMUNITY BASED PROGRAMME REF NO: DOT 02/08/2023**
- SALARY** : R1 371 558 – R1 635 897 per annum (Level 14), (all-inclusive annual salary range)
- CENTRE** : Head Office (KWT)
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) as recognized by SAQA in Social Science / Public Administration / Public Management. 5 year's

		experience at senior management level (SMS). SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge: strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem analysis and solving, financial management, programme and project management. Generic competencies: results / quality management, decision making, knowledge management, change management.
<u>DUTIES</u>	:	Ensure empowerment of impoverished communities using transportation related projects: Oversee the identification of projects. Oversee consultation with communities and municipalities. Oversee community mobilisation. Oversee social facilitation. Oversee the initiation of programmes for contractor empowerment: Oversee the identification of innovative ideas. Oversee the facilitation of training of beneficiaries. Oversee conceptualisation of ideas. Oversee facilitation of entries of SMMEs and PPPs into the economy. Manage and coordinate expenditure on the EPWP programmes: Assess the impact of all EPWP projects. Monitor implementation of EPWP projects. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Assess the impact of all EPWP projects. Monitor implementation of EPWP projects.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/396</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DOT 03/08/2023</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive annual salary range)
<u>CENTRE</u>	:	Head Office (KWT)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management / Industrial Psychology / Social Science in Human Resource Management. 5 years' experience at middle management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge: strategic capability and leadership, people management and empowerment, financial management, programme and project management change management. results / quality management, decision making and knowledge management.
<u>DUTIES</u>	:	Provide human resource planning and information management services: Coordinate and monitor the development and implementation of human resource strategy and plan. Coordinate and facilitate the development and implementation of the employment equity plan. Maintain human resource and staff establishment information system (including PERSAL control). Maintain and monitor the compensation of employee costing model, in collaboration with financial management costing unit. Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource. Provide employee health and wellness programmes: Facilitate the development and implementation of employee health and wellness policies and programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Facilitate the implementation of HIV and Aids and TB and other communicable diseases prevention, support and treatment care programmes. Facilitate and manage health and productivity management programmes. Produce employee health and wellness information

management reports. Provide labour relations services: Facilitate the implementation of labour relations guidelines and processes. Facilitate departmental collective bargaining and dispute resolution process. Facilitate resolution of disciplinary cases, grievances and disputes. Represent employer and monitor the implementation of litigation outcomes. Promote employment relations. Provide support on labour relations. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/397 : **DISTRICT DIRECTOR: DISTRICT MANAGEMENT (X2 POSTS)**

SALARY : R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive annual salary range)

CENTRE : Chris Hani District Ref No: DOT 04/87/2023

Alfred Nzo District Office Ref No: DOT 05/08/2023

REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management/ Civil Engineering. 5 years' experience at middle management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge: National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, knowledge of collective bargaining procedures, asset management, procedures, Provincial Growth and Development Plan for the Eastern Cape, all HR related public sector legislation and procedures, stakeholder and customer relationship management principles, White Paper on Civil Aviation, Provincial Public Transport Master Plan, Occupational Health and Safety, and procurement directives.

DUTIES : Oversee District administrative support services including the coordination of District operational planning, monitoring, Reporting, and providing information management services: Management of HR and financial services. Coordination of strategic and operational planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services). Provide effective stakeholder and inter- governmental relations services: Provide effective inter-governmental relations services, stakeholder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Oversee implementation of scholar transport services in the district. Monitor scholar transport performance to adhere to agreed service levels and continues to improve. Monitor and intervene to ensure that scholar transport stakeholder engagement enhances service delivery provision. Oversee implementation of transport safety activities in the district. Monitor transport safety performance to adhere to agreed service levels. Monitor transport safety stakeholder engagement services. Oversee implementation of land passenger transport services. Monitor public passenger transport services performance to adhere agreed service levels. Ensure that contracts / service level agreements with public transport operators are adhered to. Ensure implementation of institutional formalization and empowerment of the public transport industry. Monitor, advise and intervene in the implementation of mediation, conflict

resolution, dispute resolution and stakeholder matters related to public transport. Oversee implementation of transport regulation services. Monitor issuing of transport licenses to ensure adherence to agreed service levels. Monitor of vehicle registrations and authorizations. Monitor of public transport regulation services. Oversee implementation of transport infrastructure maintenance services. Monitor and maintain District transport infrastructure to ensure adherence to agreed service levels. Monitor the implementation of the National and Provincial freight administration and overload strategy. Oversee implementation of transport infrastructure maintenance services. Oversee activities related to the creation work opportunities for the poor and unemployed and vulnerable groups using Community Based Programmes. Monitor attainment of the set targets and assess their impact to poverty alleviation. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Oversee implementation of transport services by Local Transport Service Centres. Support rendering of effective traffic law enforcement operations management and control services. Support the promotion of traffic safety. Support the provision of public transport law enforcement services. Support the monitoring of scholar transport services. Support the provision of sub district road maintenance services. Support the provision of community-based programmes.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

OTHER POSTS

- POST 29/398** : **DISTRICT ROADS ENGINEER-DRE (CHIEF ENGINEER) GRADE A REF NO: DOT 06/08/2023)**

- SALARY** : R1 146 540 – R1 308 036 per annum, (all-inclusive annual salary range), (OSD)

- CENTRE** : Alfred Nzo District Office
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. 6 years' experience post qualification. Registration with ECSA as a Professional Engineer/Technologist A valid driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, policies and procedures, government programmes, Occupational Health and Safety, National Land Transport Strategic and Ribbon Development Act, Roads Maintenance Manuals, knowledge of collective bargaining, procurement directives.

- DUTIES** Engineering design and analysis effectiveness: Perform final review and approval of audits on new engineering designs according to design principles of theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneer new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structure, systems and resources. Set engineering maintenance standards, specifications, and service level according to organizational objective to ensure optimum operational availability. Monitor maintenance efficiencies according to ensure optimum operational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to goal to direct or redirect engineering service for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resource. Compile risk logs and manages significant risk according to sound risk management practices and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operation and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated

resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperative: Maintain high standards by ensuring that the team / section produces excellent work in terms quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/399 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOT 07/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Psychology / Social Work / Social Services. 3-5 years' relevant experience at Employee Health, Wellness and Transformation Programmes related fields at an Assistant Director level. Registration with Health Professions Council of South African as a Counsellor or Psychologist or South African Council for Social Service Professions as a Social Worker. A valid driver's license. Knowledge: strategic capability and leadership, people management and empowerment, financial management, programme and project management change management. results / quality management, decision making and knowledge management.

DUTIES : Facilitate the development and implementation of employee health and wellness policies and programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Facilitate the implementation of HIV and Aids and TB and other communicable diseases prevention, support and treatment care programmes. Facilitate and manage health and productivity management programmes. Provide employee health and wellness information management reports. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of Work Plans and Personal Development Plans (PDPs) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/400 : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 08/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting /

BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' relevant experience in the expenditure management field at an Assistant Director level. A valid driver's license. Knowledge: Public Finance Management Act, 1999 Treasury Regulations Provincial Treasury Directives Basic Accounting Systems (BAS) Public Service Act, 1994 Basic Conditions of Employment Act, 75 of 1997 Public Finance Management Act, 1999.

DUTIES

: Manage the development and maintenance of departmental expenditure management policies and delegations. Conduct risk management processes in the sub-unit. Analyse processes and develop expenditure policies, delegations, and internal control measures. Prepare expenditure circulars relating to improvements in expenditure mechanisms. Develop and implement mechanisms for complaint management as it relates to payment of service providers. Manage and oversee capturing of expenditure when the transactions have taken place (service rendered or goods received). Manage and oversee payment verification processes of source documentation to ensure that the payment is valid, authorised and classified correctly: Validate the suppliers banking details before processing any payment to the service provider. Safekeeping of vouchers until submission to Registry for filing and audit trail. Reconcile and generate month-end expenditure reports; provide technical support to line managers; ensure payment of service providers within PFMA specified period. Support audit processes, deal with matters raised in audit management letters and implement audit recommendations. Manage and coordinate processes for the compensation of employees. Manage and oversee processes for the interface of PERSAL into the Basic Accounting System; ensure that all payroll transactions have been accounted for correctly and completely in the accounting system. Ensure that payroll sheets have been certified by relevant managers. Ensure that BAS and Persal reconciliations, including monthly variance analysis and validation is performed. Ensure that reconciliation of P.A.Y.E is done monthly, annually and submitted to SARS. Management of pay-overs. Distribute all salary-related circulars to all staff in the department and monitor implementation of these. Analyse expenditure exception reports and facilitate corrective action. Consolidate employee related payables for submission during Interim and Annual Financial Statements (IFS and AFS) preparation. Advise Debt Management to do take-on of debts for those employees who has liabilities when exiting the system upon resignation or retirement and recover those debts from their leave gratuity payments. Report on the performance information as planned in the Annual Performance Plan. Detect and prevent irregular, fruitless and wasteful expenditure. Supervise the allocated resources of the sub-unit in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-unit required to optimally support the implementation of the work plan. Supervise the effective and efficient utilisation of the allocated financial resources of the sub-unit. Monitor, evaluate and report on the effective and efficient utilisation (value for money) of allocated resources and account for the utilisation of the sub-unit's human resources (including leave management, attendance register monitoring and PMDS). Based on operational imperatives, re-prioritise the allocation of resources within the sub-unit. Co-ordinate preparation of performance contracts and performance evaluations for the sub-unit. Provide input on strategic, annual performance plan and operational Plans of the sub-units. Identify the utilisation of technology in support of the sub-unit's business processes and facilitate processes to acquire such technologies. Safeguarding of assets allocated for official use.

ENQUIRIES

: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE

: e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
 In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/401

: **DEPUTY DIRECTOR: RESEARCH REF NO: DOT 09/08/2023**

SALARY CENTRE REQUIREMENTS

: R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
 : Head Office
 : National Senior Certificate, B. Degree (NQF 7) as recognized by SAQA in Transport Economics, Transport Management, Public Administration /Public

		Management and Social Sciences. 3-5 years Transport research work experience at management level /assistant Director Level). Proven experience in the Research field. Sound understanding of Research Methodologies. 3 years' experience in conducting research and producing research reports. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in research. Experience on quantitative and qualitative research software's. Experience of research procedures and research report writing. Strong Statistical and Mathematical aptitude. A Valid Driver's license. Knowledge: Extensive experience in and knowledge in the Transport sector environment. Proven experience in Research Methodology.
<u>DUTIES</u>	:	Manage research interventions within the department: Interpreting research specifications and developing a work plan that satisfies requirements. Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews to gather data. Analyzing and interpreting patterns and trends. Recording findings by taking written notes and using appropriate software. Manage the protection information: Maintaining and protecting electronic databases. Assisting management with budget and time schedules. Anticipating research issues and promptly resolving them. Promptly reporting any problems to the relevant stakeholders. Following a strict code of ethics and protecting any confidential information at all times. Writing proposals and delivering presentations when required. Coordinate the departmental Innovation and Knowledge management system: Facilitate the development of the Knowledge hub. Manage the loading of information into the knowledge hub. Manage the collection and documentation of innovative ideas. Promote Innovation within the department. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/402</u>	:	<u>DEPUTY DIRECTOR: ADJUDICATOR (PRE) (REF. DOT 10/08/2023) (X3 POSTS)</u> (12-months contract posts)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485per annum (Level 11), (all-inclusive annual salary range) Head Office National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport / Public Administration / Public Management. 3-5 years' relevant experience at management level (Assistant Director level) in the field. 2 years' experience as a Board member will serve as added advantage. A valid driver's license. Knowledge: SOP. NLTA. NLTR. Code of conduct.
<u>DUTIES</u>	:	Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of

applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaise with key public transport stakeholders such as SANTACO, metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaise with municipalities in respect of directions on operating license applications. Liaise with municipalities regarding the restructuring and transformation of public transport. Liaise with Eastern Cape Education Department in respect of scholar services, representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancel operating licenses issued in error. Cancel operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancel operating licenses in the case of non-adherence to the code of conduct. Cancel operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaise with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PREs record of decision in respect of such cases, representing the PRE at appeals hearings. Articulate PREs position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspect maintenance facilities / office space / vehicle fleet. Critically analyse business plans and other supporting documentation relating to operating license applications. Investigate matters relating to land transport and make recommendations to the MEC. Understand and interpret of transport legislation and policy validating personal information specified in operating licenses for correctness. Validate route / service information for correctness. Ensure that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certify fitness, registration and licensing of vehicle. Ensure that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keep staff abreast of changes to the legislation and business processes. Provide training on standard operating procedures.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 29/403** : **DEPUTY DIRECTOR (SCM): SYSTEMS MANAGEMENT (LOGIS) REF NO: DOT 11/08/2023**
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
: KWT
: National Senior Certificate, National Diploma (NQF Level 6) in Supply Chain Management / Logistics Management / B. Degree (NQF Level 7 as recognized by SAQA) in B Com / B Compt / Financial Management. 3-5 years' relevant experience in the field at Assistant Director Level in the systems management environment. A Valid Driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
- DUTIES** : The provision of systems assistance and LOGIS management infrastructure. The facilitation of systems training. Timeously record Logis technical error with Helpdesk. Analyse Logis generated reports. Ensure correctness of the newly created Item Control Number on Logis Confirm User Access and Administrators access rights are reviewed. The provision of departmental SCM systems administration services. The establishment, maintenance and continuous updating of user-group with practice notes. Oversee the

implementation of audit and control measures Chair LOGIS steering committees. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 29/404 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

SALARY CENTRE : R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
OR Tambo Ref No: DOT 12/08/2023
Chris Hani Ref No: 13/08/2023

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management / Industrial Psychology / Social Science in Human Resource. 3-5 years' relevant experience at an Assistant Director in the HRM field. A valid driver's license. Knowledge: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Occupational Health and Safety. SCM Policies and Procedures.

DUTIES : Manage the provision of personnel provisioning services: Administer recruitment, selection, and appointment of employees. Administer transfers and terminations. Administer Employee personal files information management. Administer personal files registry services. Manage the provision of service conditions and benefits: Manage the processing of service terminations. Manage the rendering of leave administration services. Manage the processing of service benefits. Manage the provision of injury on duty services. Manage the provision of employee relations services: Promote harmonious labour relations. Handle misconduct and grievances. Protect the department wide information to maintain information security risk. Maintain a human resource plan. Manage implementation of Employment Equity Plan. Manage the implementation of attraction and retention strategy. Manage the provision of employee wellness services: Coordinate the implementation of the 4 pillars of Employee Health and Wellness. Manage the effective use of PERSAL systems: Control PERSAL users for effective management of PERSAL. Ensure proper orientation of PERSAL users. Coordinate the registration of PERSAL users. Implement controls and audit measures. Management of Security and ICT Services: Manage IT assets through their life cycle. Manage timely and effective response to users' requests and resolution of all types of incidents. Ensure protection of department wide information to maintain information security risk. Ensure effective implementation on security management of policies, systems, and procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

		Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/405</u>	:	<u>DEPUTY DIRECTOR: PUBLIC TRANSPORT INSPECTORATE SERVICES REF NO: DOT14/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 (Level 11), (all-inclusive annual salary range)
	:	Head Office-KWT
	:	National Senior Certificate, Traffic Officer's Diploma and National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Transport Economics / Transport Management / Public Administration / Road Traffic and Municipal Police Management / Traffic Safety and Municipal Police Management. plus extensive relevant experience in law enforcement and whereby a minimum 3 or more years should be at a Chief Provincial Inspector level. Must have a valid Driver's License. Knowledge: Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Transport Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for police clearance.
<u>DUTIES</u>	:	Compile reports and attend meetings. Control budget and procurements of the section. Coordinate Law Enforcement in the District. Manage the implementation of Public Transport Law Enforcement in districts.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
		e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/406</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOT 15/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
	:	Sarah Baartman
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' relevant experience in the financial management field at Assistant Director level. A valid driver's license. Knowledge: Public Finance Management Act. Treasury Regulations, Financial Management Principles. Promotion of Access to Information Act. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	Management of District accounts according to Treasury Regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and Items. Ensure submission to head office for audit purposes. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g., overtime, fuel allowance, subsistence and travelling claims, resettlement, etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems,

non-payment of ghost employees. Detect and prevent corruption. Plan and control District budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly, and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g., municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/407 : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 16/08/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range)
: Amathole
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development / Social Science / Public Administration or Public Management/ Project Management / Public Sector Monitoring and Evaluation / Civil Engineering. 3-5 years' experience in community related project facilitation and implementation at supervisory level. A valid driver's license. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : To create work opportunities for the poor and unemployed people using EPWP. Manage implementation of EPWP flagship programmes. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms, and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Facilitate training of EPWP beneficiaries and linkages with enterprise development, development of artisans and labor-intensive initiatives. Manage mainstreaming of the interest groups into EPWP initiatives. Manage distribution of the Hlumisa Development Fund to target beneficiaries. Coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Manage implementation of EPWP projects Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial

management. Report on financial management information as required by internal and external stakeholders. 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.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 29/408 : **DEPUTY DIRECTOR (SCM): SYSTEM MANAGEMENT REF NO: DOT 17/08/2023)**

SALARY : R811 560 – R952 485 per annum (Level 11)

CENTRE : Joe Gqabi

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Supply Chain Management / Logistics Management / B. Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Financial Management with Accounting 3. 3-5 years' relevant experience in the field at Assistant Director level in the systems management environment. A valid driver's license Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programme of action. Information management. Policies and procedures. Performance management.

DUTIES : Co-ordinate (synergise), review and execute the bidding process: provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receive and open bid documents. Co-ordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate, and adjudicate the expressions of interest. Compile a database of approved suppliers. Co-ordinate review, and source quotations from database according to the threshold values determined by the national treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage the development and maintenance of departmental expenditure management policies and delegations. Conduct risk management processes in the sub-unit. Analyse processes and develop expenditure policies, delegations and internal control measures. Perform expenditure trends analysis to determine areas where cost savings could be achieved by the entity, in line with the self-sustainability principle. Prepare expenditure circulars to the entity relating to changes in expenditure mechanisms. Develop and implement mechanisms for complaints management as it relates to payment of service providers. Review the process for petty cash and management of entity's bulk cards and other cash items. Manage and co-ordinate processes for the payment of service providers. Manage and oversee capturing of expenditure and payables, when the transactions have taken place (service rendered or goods received). Manage and oversee: Payment verification processes of source documentation to ensure that the payment is valid, authorised and classified correctly; processes validation of the suppliers banking details; capturing and authorising of banking details on the departmental accounting system; processes the capturing and

authorisation of partial and other transactions on the departmental accounting system; safekeep source documents and payment advices; reconcile processes and generation of month-end expenditure reports; provide technical support to line managers; ensure payment of service providers within PFMA specified periods; ensure that payments are not unnecessarily made earlier than it is necessary (cash flow management). Monitor, evaluate and report on the performance of the departmental expenditure system. Support audit processes, deal with matters raised in audit management letters and implement audit recommendations.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/409 : **CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (X7 POSTS)**
Re-Advertisement

SALARY CENTRE : R527 298 – R 617 622 per annum (Level 10)
: Alfred Nzo Ref No: DOT 18/08/2023
Mt Frere/Ntabankulu Ref No: DOT 19/08/2023
Mthatha Station Ref No: DOT 20/08/2023
Sarah Baartman Ref No: DOT 21/08/2023
Pakade Ref No: DOT 22/08/2023
Joe Gqabi Ref No: DOT 23/08/2023
Maclear Ref No: DOT 24/08/2023

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 -5 years supervisory experience (SL7/8) in the field. A valid driver's license (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.

DUTIES : Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and

related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

POST 29/410 : **CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT SERVICES (X7 POSTS)**
Re-Advertisement

SALARY CENTRE : R527 298 – R 617 622 per annum (Level 10)
: Grahamstown Ref No: DOT 25/08/2023
: Graaff-Reinet Ref No: DOT 26/08/2023
: Alfred Nzo Ref No: DOT 27/08/2023
: Aliwal North Ref No: DOT 28/08/2023
: Maclear Ref No: DOT 29/08/2023
: Amathole Ref No: DOT 30/08/2023
: Steynsburg Ref No: DOT 31/08/2023

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management / Traffic Safety Management / Transport Management. 7 -10 years' experience in Traffic Law Enforcement. 3 -5 years supervisory experience (SL7/8) in the field. A valid driver's license (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and C. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.

DUTIES Manage and enforce Road Traffic Legislation and other relevant legislations: Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan.

		Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 29/411</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT TRANSPORT SAFETY REF NO: DOT 43/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 – R617 622 per annum (Level 10) Sarah Baartman National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Education, Development Studies, Policy Studies, Communication, Marketing, Public Relations, Project Management, Public Management, Public Administration, A valid Code B driver license. 3-5 years' relevant supervisory experience (SL7/8) in the transport safety environment. A valid driver's license. Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Public Finance Management Act, Public Service Regulations.
<u>DUTIES</u>	:	Co-ordinate Road Safety Education Scholar Intervention to reach learners: Coordinate the development of scholar road safety education operational and project plans. Coordinate the development of a school visitation plan. Liaise with the government departments, entities and municipalities for schools participating in road safety education. Receive and conduct assessments on applications for Road Safety scholar interventions. Coordinate implementation of road safety education scholar projects. Co-ordinate the implementation of EPWP activities in scholar programs. Monitor the implementation of scholar projects. Co-ordinate Road Safety Education Outreach Interventions to reach adults and youth: Coordinate the development of road safety education community outreach operational and project plans. Liaise with the government departments, entities and municipalities for implementation of community-based projects Co-ordinate the implementation of EPWP activities in community outreach projects. Co-ordinate and monitor the implementation of community outreach projects. Financial Management: Monitor expenditure according to budget to ensure efficient cash flow management. Authorize expenditure as per delegations. Co-ordinate the procurement and budgeting process for the sub-programme of the district. Administer human and capital resources: Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Ensure timeously development of work plans and personal development plans for all employees in the sub-programme of the district.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 29/412</u>	:	<u>CONTROL SURVEY TECHNICIAN GRADE A/B: IN HOUSE CONSTRUCTION - PROFESSIONAL SERVICES REF NO: DOT44/08/2023</u>
<u>SALARY</u>	:	Grade A: R466 482 – R533 376 per annum, (OSD) Grade B: R797 490 – R1 140 018 per annum, (OSD)

		NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD for Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In-House Construction - Makhanda National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Surveying. Valid registration with PLATO as a Survey Technician / Surveyor is compulsory. A valid driver's license. Knowledge: Project Management. Research and development. Computer-Aided computer applications. Technical report writing. Networking. Professional judgement.
<u>DUTIES</u>	:	Render survey services: Survey In-House construction roads. Draw up survey plans for Directorate. Monitor projects in respect of outsourced surveys. Manage all roads drawings. Provide cadastral services. Assist Engineers, Technologists and Associates in the field, and perform technical site activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Control the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/413</u>	:	<u>CHIEF ARTISAN FOREMAN GRADE A/ B: CONSTRUCTION MANAGEMENT (X2 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	Grade A: R434 787 – R497 619 per annum, (OSD) Grade B: R523 917 – R691 812 per annum, (OSD) NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In-House Construction - Makhanda Ref No: DOT 51/08/2023 Alfred Nzo Ref No: DOT 52/08/2023 Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan Foreman in Deiseal mechanic or NQF 4 on supervision of mechanical Processes (Mechanical Foreman) certificate with Ten (10) years 'post qualification experience required a Mechanical Foreman on mechanical workshop activities. Knowledge of the PFMA and the OHSA. A valid driver's license. Knowledge Computer-aided technical applications, knowledge of legal compliance, technical applications, Knowledge of legal compliance, technical report writing, technical consulting, production, process knowledge and skills.
<u>DUTIES</u>	:	Effective supervision of day-to-day activities of the respective section activities, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>POST 29/414</u>	:	<u>ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT SERVICES (X3 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09) Chris Hani District (Komani) Ref No: DOT 32/08/2023 OR Tambo Ref No: DOT 38/08/2023 Amathole Ref No: DOT 39/07/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Asset Management / Accounting / Public Management / Public Administration / Commerce / Purchasing/ Logistics. 3-5 years' experience at supervisory level in SCM demand management and acquisitions (Level 7/8). A valid drivers' license. Knowledge: Supply chain management Practice notes. National Treasury Regulations. National Archives Act. Annual Performance Plan. Public Service Act, 1994. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Treasury Regulations. Performance management principles.
<u>DUTIES</u>	:	Manage Compilation of the District Procurement Plan: Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section. Ensure that the specification is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bids and evaluation. Monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and 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: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 29/415</u>	:	<u>ASSISTANT DIRECTOR: ANTI-CORRUPTIONN, RISK AND INTERGRITY MANAGEMENT (REF. DOT 40/08/2023)</u>
<u>SALARY CENTRE</u>	:	R424 104 – R508 692 per annum (Level 9) Head Office-KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Risk Management / Internal Audit. 3 years' supervisory experience at Salary Level 7/8 in Risk Management / Internal Audit. A valid driver's license. Knowledge: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Policies and procedures. Information management. Performance management.
<u>DUTIES</u>	:	Review Risk Management Policy, Charter and Strategy: Analyse the existing risk management policy and risk strategy. Identify gaps that are in the policy and strategy. Submit the Risk Management Framework for comments to Deputy Director. Review of risk implementation plan: Analyse the risk strategy and operational plan. Identify risk management activities and calendar date. Draft risk management implementation plan. Submit the draft risk management implementation plan to the Deputy Director. Conduct risk assessment: Submit a notification letter with dates to the Programme Managers at Head Office and

to the District Directors. Assist Directors to identify risks, evaluate and assess the risks. Record all identified, control and actions to improve management of risks to the risk register. Monitoring the implementation of risk action plan: Monitor the implementation of the risks action plans. Record all actions to improve management of risks. Compile a draft risk monitoring report. Forward the draft report to Deputy Director for comments. Arrange Risk Management Committee meetings: Obtain Audit Committee scheduled dates from Internal Audit. Prepare proposed Risk Management Committee schedule. Provide secretariat duties to the Deputy Director. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/416 : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION- OPERATOR LICENSES AND PERMITS REF NO: DOT 41/08/2023**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09)
: Chris Hani
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Project Management / Social Science / Public Management / Communication. 3-5 years' experience in public transport management at a supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: National Land Transport Act. Provincial Integrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.

DUTIES : facilitate the provision of road based public transport registration services. Coordinate the management of the walk in centre. Coordinate the processing of applications for operating licenses. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Manage the registration of Public Transport Operators Manage the receiving and processing of applications for Public Transport Associations registration. Receive and process PRE appeals coming from unsuccessful applicants. .Monitor transactions made on the system for registration of public transport operators. Provide support to districts on challenges they face on the system. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Manage revenue collection from operator licenses and permits. Coordinate the collection of revenue from public transport operators walk-in centers. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office(REMOVE). Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford

staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

POST 29/417 : **ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER ENATIS REF NO: DOT 42/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 – R508 692 per annum (Level 09)
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Information Systems/ Information Technology/ B.Sc. Computer Science with Information Systems as a major subject. 3 years' supervisory experience at Salary Level 7/8 in the environment. A valid driver's license. Certifications in Security +, Server Security will be added advantage. Knowledge: Broad hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems, including e-Natis. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.

DUTIES : Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems, databases, networks, servers, and software applications. Assess need for any security reconfigurations (minor or significant) and execute them if required. Keep current with emerging security alerts and issues. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Deploy, manage, and maintain all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software. Administer and maintain end user accounts, permissions, and access rights. Manage connection security for local area networks, the company web site, the company intranet, and e-mail communications. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Recommend, schedule (where appropriate), and apply fixes, security patches, disaster recovery procedures, and any other measures required in the event of a security breach. Download and test new security software and/or technologies. Perform system backups. Provide on-call security support to end-users. Manage and/or provide guidance to junior members of the team.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

<u>POST 29/418</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REVENUE & DEBT (X2 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09) OR Tambo District Ref No: DOT 45/08/2023 Alfred Nzo Ref No: DOT 46/08/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma/B. Degree in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in financial management field of which 3 years must be at a supervisory level (LEVEL 7/8). A valid driver's license. Knowledge of transversal systems like PERSAL, Sage & ARCHIBUS will be an added advantage. Extensive knowledge and understanding of PFMA, Treasury Regulations, GRAP and modified cash accounting frameworks. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced MS Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meeting deadlines and strong negotiation skills.
<u>DUTIES</u>	:	Assist with management adjusted budget for the district as aligned to strategic and operational plan of the district. Analyze and monitor the implementation of budget allocated to the district programmes. Organize In Year Monitoring meetings in the district monthly and follow up the resolutions taken. Analyze and validate expenditure pattern and report on budget. Identify misallocations and rectify where necessary thereof. Approve general journals of misclassified expenditure. Coordinate accurate cashflow projections for the district programmes. Prepare and submit monthly reports. Support the development and implementation of revenue enhancement initiatives to enhance revenue collection in the district. Coordinate report on the payment of revenue by Registering Authorities (RA's). Ensure that the registering authorities have the valid and signed service level agreements with the department e.g. municipalities for the Motor vehicle license fees, Ensure correction & recording of revenue from taxi Operators permits. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received and submit returns to Head Office monthly. Ensure that revenue targets set by provincial treasury and Head Office are met. Prepare presentation and present during quarterly arrear debt meetings with COGTA. Management of all Debtors accounts and clearing of suspense accounts. Prepare the month end reports for the two sections. Manage the resources within the section (Human and Financial). Supervision and development of all staff in the component. Ensure implementation of internal controls and financial policies and procedures. Ensure effective utilization of the department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to line managers. Ensure successful implementation of PMDS for the unit. Provide overall support to management and line function. Ensure effective communication with all stakeholders for the Department which includes internal and external clients. Identify shortcomings and training needs for the unit.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 29/419</u>	:	<u>ASSISTANT DIRECTOR OHS: TECHNICAL & COMPLIANCE SUPPORT SERVICES REF NO: DOT 47/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09) Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Safety Management. 3-5 years' supervisory experience (SL7/8) in the safety environment. A Valid Driver's License. Knowledge: Basic Principles in Occupational Hygiene. Road Safety Construction Management. Occupational Health& Safety. Knowledge of Risk Assessment. The National Road Traffic Act.

- DUTIES** : Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work/ audits both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with complaints from schools relating to Road safety. Conduct RED spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality /quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the District. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 29/420** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DOT 48/08/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R424 104 - R508 692 per annum (Level 09)
: Head Office: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7 as recognized by SAQA) in SCM & Production Management / Logistics Management, Accounting / Cost & Management Accounting / Financial Management / Purchasing / Procurement. 3-5 years' supervisory experience (LEVEL 7/8) in the environment. A valid driver's license. Knowledge: Asset management framework. Asset management policy. Asset administration/ Asset register. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Performance management principles. Meeting procedures. Report writing.
- DUTIES** : Coordinate (Synergise), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, Review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the national treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter-alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard

- to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 29/421** : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: DOT49/08/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R424 104 - R508 692 per annum (Level 09)
: Head Office: KWT
: National Senior Certificate, B. Degree (NQF level 7) / National Diploma (NQF level 6) in Public Administration / Public Management / Business Management / Management/ Economics / Internal Auditing. 3 years' supervisory experience (LEVEL 7/8) in monitoring and evaluation or internal audit environment. Postgraduate Diploma in M&E will be an added advantage. A valid driver's license. Knowledge: Monitoring and Evaluation Process. Reporting frameworks and procedures. Strategic Planning Process. Budgeting Process. Strategic Reporting. Framework for Management of Performance Information. Framework for Strategic and Annual Performance Plans. Public Service Act, 1994. Public Service Regulations. Public Finance Management Act, 1999. Treasury regulations. Data and Report analysis. Upright. Mature and professional conduct. Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.
- DUTIES** : Provide monitoring services. Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Test of controls analysis. Provide reporting services: Produce monthly, quarterly and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies, and policies. Provide evaluation services. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Develop impact indicator for the project success. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to subordinates based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

POST 29/422 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING, REVENUE AND DEBTORS (FINANCIAL MANAGEMENT) REF NO: DOT 50/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09)
: Joe Gqabi
: National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in the financial management field of which 3 years must be at a supervisory level (Salary Level 7/8). A valid driver's license. Knowledge: Constitution of the Republic of South Africa, PFMA and Treasury Regulations, PPPFA and Regulations.

DUTIES : Planning co-ordination review analyses and quality assure the financial supporting information for planning purposes: Assist the Manager to co-ordinate and review the necessary financial support documents required for the strategic and annual performance planning process. Analyse and quality assure the programmes submission and give technical support. Ensure that all information that is part of the submission is verified and completed. Budgeting: Co-ordinate, review analyse and quality assure the budget preparation process. Assist in the co-ordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Ensure that Programmes understand the developed templates for the smooth running of the process and all the working are signed off by the relevant Programmes. Ensure that all other stakeholders that are involved in the budgeting process understands guideline and their role for smooth running of submission. Assist in ensuring that strategic documents are aligned with the budget of the department. Attend to authorization of shifting, virements and journal on BAS and ensure documents are safety and safeguarded. Prepare budget related working papers for IFS and AFS for reporting. Assist in the preparation of the roll overs and assist programmes with analyzing their commitments report. Reporting: Analyze the departmental reports and provide advice to the Programmes. Assist in the co-ordination of the IYM meetings and Budget Advisory Committee meeting and ensure that minutes of the previous meetings of the IYM are forwarded in time to stakeholders for interaction. Monitor expenditure pattern for the districts and provide feedback prepare and submit IYM report to the Manager for verification. Supervise subordinates' key performance areas by applying performance management standards in the public service.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/423 : **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING SERVICES REF NO: DOT 53/08/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09)
: Head Office -KWT
: National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years supervisory experience (Salary Level 7/8) in accounting and reporting environment. A valid driver's license. Knowledge: Basic Principles in Occupational Hygiene. Safety Management. Policies and Procedures. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Procurement directives. Knowledge of Risk Assessment.

DUTIES : Provide input for the development and maintenance of the Department's financial management system in line with legislative, Treasury standards. Provide input into processes aimed at the development and maintenance of

the Department's financial accounting policies, procedures, and delegations. Provide an effective accounting service to the Department, including inter alia performing bookkeeping and accounting control functions (month and year end) closing procedures all interfacing sub - systems and related accounting procedures. Authorize journals within the accounting system. Verifies journal listing report. Prepare monthly cash flow reconciliations and prepare documentation for verification of exchequer withdrawal confirmations. Prepare weekly cash flow projections. Check credit transfers for submission to bank and settlement thereof. Supervise financial accounting functions within the sub – directorate. Prepare the monthly bank reconciliation. Manage and monitor the clearance of bank exceptions and bank adjustment account and other suspense accounts. Attend to month and year end closure of books. Prepare Annexure E and submit monthly compliance reports to Provincial Treasury. Reconcile grant funding. Attend to audit queries. Perform semester reviews and annual performance agreements for sub ordinates. Identify capacity needs and ensure training interventions to relevant subordinates. Ensure safeguarding of assets for the sub directorate.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/424 : **PRINCIPAL ROAD SAFETY OFFICER (X4 POSTS)**
Re-Advertisement

SALARY CENTRE : R359 517 - R420 402 per annum (Level 08)
OR Tambo District Ref No: DOT54/08/2023 (X2 Posts)
Amathole: Fort Beaufort & Elliotdale Ref No: DOT55/08/2023 (X2 Posts)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Education / Development Studies / Communication / Marketing / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. 3-5 years' relevant experience (LEVEL 7/8) in the environment. A valid driver's license Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

DUTIES : Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/425 : **SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES**
(Re-Advertisement)

SALARY CENTRE : R359 517 – R420 402 per annum (Level 08)
: Sarah Baartman Ref No: DOT 56/08/2023
OR Tambo Ref No: DOT 57/08/2023
Joe Gqabi Ref No: DOT 58/08/2023

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in financial environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing journals into the system. Capturing journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter-departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/426</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 59/08/2023</u> (re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08) Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' relevant experience in the revenue environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Act (PFMA). Public Service Regulation, Regulations and Policies. Accounting Principle. Basic Accounting System (BAS) PERSAL system and LOGIS System.
<u>DUTIES</u>	:	Supervising of cash hall operations and perform daily banking if any. Produce the relevant monthly reports for the reconciliation of cash and speed point transactions. Ensure the safekeeping of documents as well as the assets of the unit. Ensure the collection of revenue against the set targets from registering authorities and other departmental agencies and ensure compliance with the Service Level Agreement. Reconciliation of revenue collected from the Registering Authorities. Investigate and communicate all discrepancies detected to the supervisor and the Registering Authorities. Facilitate quarterly performance letters and debt letters to the Registering Authorities. Assist with quarterly visits to all Registering Authorities. Provide secretariate duties to the Revenue meetings. Compile monthly and quarterly reports, assist with presentations, and submit to supervisor. Ensure that debt recovery services are done as per the departmental prescripts. Follow up non-payment of debts & compile the necessary reports to support the follow-ups. Perform reconciliation of the debt accounts and compile monthly reports. Capture debts of BAS. Draw PERSAL reports on a weekly basis as well as monitoring of all relevant debt accounts. Maintain register of all interdepartmental debt. Ensure all money received are correctly allocated. Supervise performance and management of administrative related functions

which include, but not limited to: Compilation of reports as required, Responsible for assets allocated to the unit, provide mentorship to newly appointed staff, learners, and interns, comply with the Public Service prescripts, ensure the management of PMDS. Filing and safekeeping of documents. Assist in responses to audit queries.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

Annual salary range e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/427 : **SENIOR PROJECT COORDINATOR: INNOVATION & EMPOWERMENT REF NO: DOT60/08/2023**
(Re-Advertisement)

SALARY : R359 517 - R420 402 per annum (Level 08)

CENTRE : Chris Hani District (Komani)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 3-5 years' experience in the innovation and empowerment environment. A valid driver's license. Knowledge: Expanded Public Works Program Principles. Emerging contractor development policies and procedures. Project Management Principles.

DUTIES : Promote the identification of innovative ideas: Administer identified innovation initiatives. Administer partnerships with other state entities and private sector organisations to enhance innovation. Organise research initiatives to identify new solutions to poverty alleviation initiatives. Maintain innovation and knowledge hub to support departmental programs and projects. Promote conceptualisation of ideas. Administer capacitation of beneficiaries through training: Organise training and learnership programmes for all EPWP transportation infrastructural projects. Coordinate involvement of Provincial FETs in the in-service training of students and technical personnel in labour intensive training. Organise training programmes for emerging contractors. Mobilise community participation in all training initiatives. Administer alignment of training programs with relevant SETAS. Administer entries of SMMEs and PPPs into the economy: Administer accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport-based projects both in the department and municipalities. Encourage business sector to support SMMEs and PPPs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/428 : **SENIOR HRD PRACTITIONER: PERFORMANCE MANAGEMENT SYSTEMS & SKILLS PLANNING REF NO: DOT61/08/2023**
Re-Advertisement

SALARY : R359 517 - R420 402 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/ Management of Training/Public Administration/Public Management. 3-5 years' relevant experience in the environment. A valid driver's license. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
<u>DUTIES</u>	:	Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for all staff identified for training. Facilitate filling in of nomination forms and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the Department. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and administers the work effort of assigned subordinates.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/429</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER – TRANSPORT SAFETY REF NO: DOT62/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08) Sarah Baartman National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Education / Development Studies / Communication / Marketing / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. 3-5 years' relevant experience (Salary Level 7) in the transport safety environment. A valid driver's license. Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.
<u>DUTIES</u>	:	Effective implementation of road safety programmes: Mobilise communities for participation in road safety councils. Co-ordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Co-ordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation, and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/430 : **SENIOR STATE ACCOUNTANT: MANAGING ACCOUNTING REF NO: DOT 63/08/2023**

SALARY : R359 517 – R 420 402 per annum (Level 08)
CENTRE : In House Construction – Makhanda
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Audit. 1-2 years' relevant working experience in Budget Office. Valid Drivers License. BAS & LOGIS Certificate is compulsory. Knowledge of: Internal Audit Manual and Methodology. Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). PFMA. Relations Act (LRA). Promotion of Access to Information Act (PAIA).

DUTIES : Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/431 : **SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT64/08/2023 (X2 POSTS)**
(Re-Advertisement)

SALARY : R359 517 - R420 402 per annum (Level 08)
CENTRE : Amathole
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 3-5 years' experience in the community development environment. A valid driver's license. Knowledge: Project management principles. PFMA. Meeting procedures. Report writing. Stakeholder and customer relationship management. EPWP principles and guideline.

DUTIES : Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/432</u>	:	<u>PRINCIPAL PUBLIC TRANSPORT INSPECTOR: PUBLIC TRANSPORT INSPECTORATE SERVICES REF NO: DOT 65/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08) Alfred Nzo National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 years or more as a Provincial Inspector/ Public Transport Inspector. At least code B valid driver's license. No criminal record. Knowledge: Knowledge in Programmes and Project Management. Extensive knowledge of the National Land Traffic Act (NLTA) 5 of 2009 and the National Road Traffic Act 93 of 1996 and other relevant prescripts and government policies. Must be willing to travel extensively and work shifts. Successful candidates will be sent for a police clearance.
<u>DUTIES</u>	:	Manage and enforce public passenger, transport legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved law enforcement strategies. Co-ordinate execution of arrests on transport related matters. Attend court proceedings and give evidence. Manage processes of issuing relevant notices to offender. Manage transport policing projects. Identify and advise relevant role-players on possible transport conflicts. Manage joint law enforcement activities and projects. Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/433</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: DOT 66/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08) Sarah Baartman National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 years or more as a Provincial Inspector. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.
<u>DUTIES</u>	:	Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and

coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/434 : **ENGINEERING TECHNICIAN: CIVIL (SPECIAL MAINTENANCE) REF NO: DOT 67/08/2023**

SALARY : Grade A: R353 013 per annum, (OSD)
CENTRE : Chris Hani
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Professional Civil Engineering Technician is compulsory. 3 years post qualification technical experience in construction or maintenance of roads. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.

DUTIES : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or local municipalities on engineering related matters. Follow approved program of development for registration purposes.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/435 : **ENGINEERING TECHNICIAN CIVIL GRADE A/B & C: QUARRYING AND CRUSHING REF NO: DOT 70/08/2023**

SALARY : Grade A: R353 013 – R376 806 per annum, (OSD)
Grade B: R398 865 – R428 619,per annum, (OSD)
Grade C: R451 587 – R531 117 per annum, (OSD)
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.

CENTRE : In House Construction - Makhanda
REQUIREMENTS : Matric, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Civil Engineering (or higher civil engineering qualification). Six (6) years post qualification technical (Engineering) experience. Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA). A Valid Driving license (code B). Knowledge: Colto. Public Service Act, 1994.

Basic Conditions of Employment Act, 75 of 1997. Promotion of Access to Information Act, 2 of 2000. Employment Equity Act. Performance Management Principles. OSH Act. NEMA. Computer literate (Word, Excel, Powerpoint, Outlook).

- DUTIES** : Capacity building at Provincial Department of Transport; Manufacturing of different stone products; Managing of explosives specialists; Monitor mining services performed by mining contractors; Monitor the application of construction machinery and equipment on roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution of duties; Ensure the promotion of safety in line with statutory and regulatory standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel and assets; Research /literature studies on technical engineering technology to improve expertise; Lease with relevant bodies/councils on engineering related matters.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 29/436** : **ARTISAN FOREMAN GRADE A/B: (MECHANICAL) CONSTRUCTION SITE MANAGEMENT REF NO: DOT68/08/2023**
(Re-Advertisement)
- SALARY** : Grade A: R344 811 – R389 592 per annum, (OSD)
Grade B: R410 658 – R516 426 per annum, (OSD)
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD for Engineering Professions and related occupations.
- CENTRE REQUIREMENTS** : Alfred Nzo
: National Senior Certificate. Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. Knowledge of OHS Act and PMDS. Computer Literacy. Valid driver's licence. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. A valid driver's license.
- DUTIES** : Fault finding and troubleshooting on diesel engines, pumps, pipe system/pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Comply with the OHS Act. Personnel supervision. Render technical support Mechanical.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 29/437** : **CANDIDATE ENGINEERING TECHNICIAN: CIVIL (SPECIAL MAINTENANCE) REF NO: DOT 69/08/2023**
Re-Advertisement 12 Month Contract
- SALARY** : Grade A: R306 420 per annum, (OSD)
CENTRE : OR Tambo District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory. No previous experience required. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team

		leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
<u>DUTIES</u>	:	Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or local municipalities on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/438</u>	:	<u>LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 71/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office: KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Transportation / Traffic Management. 1-2 years' NaTIS experience. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSS. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSS to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request (affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.)). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/439</u>	:	<u>ADMIN OFFICER: POLICY COORDINATION REF NO: DOT 72/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management. 1-2 years' relevant experience in the policy coordination field. A valid driver's license. Knowledge: Knowledge of clerical duties and practices. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide clerical support services within the component. Provide clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support service within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@etransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/440</u>	:	<u>LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 73/08/2023 (X2 POSTS)</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office: KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Transportation / Traffic Management. 3-5 years' NaTIS experience. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSS. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSS to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advise applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving

License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.)}. Facilitate procurement of additional and new equipment.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/441 : **ADMIN OFFICER (SCM): ACQUISITION MANAGEMENT SERVICES REF NO: DOT 74/08/2023**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R294 321 – R347 815 per annum (Level 07)
: OR Tambo
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognised by SAQA in Supply Chain Management / Asset Management / Accounting / Public Management / Public Administration / Commerce / Purchasing. 1-2 years' relevant experience in Supply Chain environment. BAS, LOGIS and MIS will be an added advantage. Knowledge: BAS/LOGIS system, asset disposal procedure, Assets Management, Supply Chain Management policies, Department of Social Development mandate, knowledge and understanding of legislative framework governing the Public Services.

DUTIES : Render administrative support to SCM Unit, update and maintain supplier database. Register suppliers on CSD/SDIMS system. Render demand and acquisition administrative support. Undertake logistical support services for the unit. The provision of support to the management of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check, and capture quotations responses and handover for valuation. Source quotations from various service providers. Provide Secretariat or logistic support during BID consideration and contract conclusion process.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/442 : **SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORVEMENT (X13 POSTS)**
Re-Advertisement

SALARY CENTRE : R294 321 – R347 815 per annum (Level 07)
: Head Office: KWT Ref No: DOT 75/08/2023 (X3 Posts)
: Humansdorp Ref No: DOT 76/08/2023 (X2 Posts)
: Aberdeen Ref No: DOT 77/08/2023 (X2 Posts)
: KSD Ref No: DOT78/08/2023
: Lusikisiki Ref No: DOT 79/08/2023
: Mbizana Ref No: DOT 80/08/2023 (X2 Posts)
: Wilsonia Ref No: DOT 81/08/2023
: Amathole Ref No: DOT 82/08/2023

REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 3 or more years practical experience as a provincial inspector. A valid driver's licenses (code B). No criminal record. Knowledge: Extensive

DUTIES

experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.

: Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES

: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE

: e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/443

: **HUMAN RESOURCE OFFICER: HUMAN RESOURCE PRACTICE REF NO: DOT 83/08/2023**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS

: R294 321 – R347 815 per annum (Level 07)
: Head Office: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration/Public Management/Human Resource Management/Labour Relations/Organisational Development/Industrial Psychology/Social Sciences in HRM. 1-2 years' relevant experience in the HR Planning or Organisational Development environment. Knowledge: Human Resource Management prescripts and Legislations. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer, collecting and analysing statistics. PERSAL system. Computer literate.

DUTIES

: Implementation of the Employment Equity Plan: Monitor EEP quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders: Compile and submit quarterly and annual EE reports to all stakeholders, e.g. Management, Department of Labour etc. Provide advice and

		administrative support to the Departmental Employment Equity Forums: Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advice supervisor, Managers on implementation of Cabinet decision to improve representation of People with disabilities and Females at SMS level. Develop and review the departmental human resource plan: Consolidate inputs and compile HR plan. Consult with stakeholders to obtain information. Align HR plan to actual trends and departmental programmes. Alignment of HR plan to MTEF: Ensure that HR Plan is aligned to MTEF budget. Implement HR Plan to actual trends and departmental programmes.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/444</u>	:	<u>ROAD SAFETY OFFICER: TRANSPORT SAFETY (X4 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	OR Tambo District Ref No: DOT 84/08/2023 (X2 Posts)
		Elliotdale Ref No: DOT 85/08/2023
		Fort Beaufort Ref No: DOT 86/08/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Education / Social Science / Development Studies / Public Management / Public Administration / Communication / Public Relations / Project Management. 1-2 years' experience in road safety environment. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/445</u>	:	<u>PRINCIPAL ROADS WORKS FOREMAN-TRANSPORT INFRASTRUCTURE NORMAL MAINTENANCE (X2 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	Amathole Ref No: DOT 87/08/2023
		Alfred Nzo Ref No: DOT 88/08/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) with at least 5 - 10 years' experience gained in the field of Roads construction or maintenance of which 5 years should be a senior foreman. A code C1 (10) drivers' license and EC (14) valid driver's license (Heavy duty license will be an added advantage). Knowledge: Sound knowledge of planning and organizing for the executing and supervision of road maintenance works on surfaced and gravel roads. Working knowledge of the utilization of earth-moving plant. Good knowledge of bitumen products and gravel wearing course material and specifications for road works. Knowledge of relevant legislations governing provincial roads in the Eastern

		Cape Province will be an added advantage. Good knowledge of Health and Safety Regulations pertaining to road works. Good financial, communication and conflict resolution skills. Computer literacy.
<u>DUTIES</u>	:	Planning, prioritizing and programming of maintenance works in the area. Co-ordination of Departmental resources in the area to enhance productivity and cost effectiveness. Arrange for timeous delivery of maintenance materials to the foreman under his control. Liaise with the workshop foreman regarding plant requirements and repairs in his area. Monitor the progress of the Foreman and work teams in his area and implement remedial action where necessary. Assist in take over inspections of contracts at the termination of maintenance period. Up keeping/maintenance and security of roads camps in his area. Co-ordination and planning of the deployment of departmental resources in the event of emergencies and also be willing to render such services after hours. Check and approve the daily work return forms and forward for processing, approval of leave applications, S&T, camping allowance and overtime claims, supervision of personnel under control and coordinate disciplinary grievance procedures in terms of the Public Service Code of Conduct. Report on personnel performance under supervision. Identify and co-ordinate training. Ensure compliance with the OHS Act.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/446</u>	:	<u>HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 89/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Alfred Nzo National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in HR environment. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Report writing. Interpersonal relations. Communication. Computer literacy. Working in a team.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/447</u>	:	<u>ADMIN OFFICER COMPLIANCE: CIVIL AVIATION SERVICES REF NO: DOT 90/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7 as recognized by SAQA) in Civil Aviation / Public Administration / Public Management. 1-2 years' relevant experience in the revenue environment. Knowledge: Knowledge of Public Finance Management Act (PFMA). Public Service Regulation, Regulations and Policies. Accounting

		Principle. Basic Accounting System (BAS) PERSAL system and LOGIS System.
<u>DUTIES</u>	:	Render financial accounting transactions: Supervise receipt of invoices. Supervise checking of invoices for correctness, verification, and approval (internal control). Supervise processing of invoices (e.g. capture payments). Supervise filing of all documents. Supervise collecting of cash. Supervise performance of Salary Admin Support services. Supervise receipt of salary advises. Supervise processing of advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustment, capture all deductions etc). Supervise filing of all documents. Supervise performance of bookkeeping support services. Supervise capturing of all financial transactions. Supervise clearance of suspense accounts. Supervise recording of debtors and creditors. Supervise processing of electronic banking transactions. Supervise compilation of journals. Supervise rendering of budget support service. Supervise collection of information from budget holders. Supervise comparing of expenditure against budget. Supervise identification of variances. Supervise capturing and allocation of virements on budget. Supervise distribution of documents with regard to the budget. Supervise filing of all documents. Supervise receipt and capturing of cash payments.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/448</u>	:	<u>ICT TECHNICIAN – ICT INFRASTRUCTURE REF NO: DOT 91/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS:</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office National Senior Certificate. National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Information Technology / Network Communication / Support Services. 1-2 years' relevant experience in IT. Knowledge: Computer software installation. Computer hardware. Maintenance of Network switches and router configuration. Provide computer and system training to departmental users at the district. Service desk management tools. RICA Act. ISS Policies. Promotion of Access to Information Act.
<u>DUTIES</u>	:	Provision of ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security, and inventory documentation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/449</u>	:	<u>LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Head Office Ref No: DOT 92/08/2023 OR Tambo Ref No: DOT 93/08/2023 National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Labour Law / Labour Relations / Human Resource Management. 1-2 year's relevant experience in the labour relations environment. A valid driver's license. Knowledge: Labour Relations Act. Public Service Code of Conduct. Public Service Act. Public

		Service Regulations. Collective agreements. Grievance procedure. Planning and organising. Report writing.
<u>DUTIES</u>	:	Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relations matters, ensure the implementation of outcome of labour relation matters, and monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/450</u>	:	<u>FINANCE CLERK (SUPERVISORY): FINANCIAL MANAGEMENT REF NO: DOT 94/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	OR Tambo
	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience required. Knowledge: Knowledge of Public Finance Management. Public Service Regulation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilations of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/451</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DOT 95/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	OR Tambo
	:	National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in financial management. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. skills: Problem solving skills. Computer literacy. Accounting.
<u>DUTIES</u>	:	Supervise Collation and consolidation of budget inputs from programmes during the budgeting process. Supervise and assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from

		programmes. Supervise the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Supervise monitoring of expenditure and advise on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Supervise assistance in the compiling of IYM. Supervise performance and management of administrative related functions, which include the following: Contribute to compilations of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/452</u>	:	<u>ROAD SAFETY OFFICER: TRANSPORT SAFETY REF NO: 96/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Sarah Baartman National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Education / Social Science / Development Studies / Public Management / Public Administration / Communication / Public Relations / Project Management. 1-2 years' experience in road safety environment. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/453</u>	:	<u>REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION REF NO: DOT 97/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07) Joe Gqabi National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the records management environment. Knowledge: National Archives Act. Teamwork. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to

the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/454 : **FINANCE CLERK (SUPERVISORY): ACCOUNTS REF NO: DOT 98/08/2023**

SALARY : R294 321 – R347 815 per annum (Level 07)
CENTRE : Amathole
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the environment. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy.

DUTIES : Process payments of Departmental liabilities in respect of suppliers and service providers. Ensure that all invoices received from the SCM Registry are captured and updated on the reconciliation spread sheet. Prepare monthly reconciliation report. Ensure that quarterly supplier confirmations are prepared. Pre-authorise payments on LOGIS. Check creditor's reconciliation and endorse signature as proof thereon. Supervise subordinates. Attend to all payment enquiries including municipalities. Assist to manage and document compliance with PFMA in respect of reporting, performance expenditure. Assist in planning payment within 30 days, reporting. Authorise payments manually and on the transversal system of BAS and LOGIS. Analyse BAS Expenditure reports. Identify and process payments. Assist in preparation and implementation of the payment monitoring tool and creditor's reconciliation. Promote sound financial management in line with the PFMA. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Comply with the Public Service prescripts. Allocate and ensure quality of work. Personnel development. Assess staff performance.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/455 : **HR CLERK (SUP): HUMAN RESOURCE MANAGEMENT REF NO: DOT 99/08/2023**

SALARY : R294 321 – R347 815 per annum (Level 07)
CENTRE : Chris Hani-Komani
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) as recognized by SAQA in Human Resource

		Management / Public Management / Public Administration / Industrial Psychology / Social Science in Human Resource. 1-2 years' relevant experience in HR environment. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Report writing. Interpersonal relations. Communication. Computer literacy. Working in a team.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/456</u>	:	<u>SENIOR PUBLIC TRANSPORT INSPECTOR: PUBLIC TRANSPORT INSPECTORATE REF NO: DOT 100/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	Alfred Nzo
	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 3 or more years practical experience as a Provincial Inspector / Transport Inspector. A valid driver's license (code B). No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents. Vast knowledge in the National Land Transport Act 5 of 2009.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Co-ordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address

		loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 29/457</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT</u>
<u>SALARY CENTRE</u>	:	R294 321 – R347 815 per annum (Level 07)
	:	Alfred Nzo Ref No: DOT 101/08/2023
	:	Sarah Baartman Ref No: DOT 102/08/2023
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 3 or more years practical experience as a provincial inspector. A valid driver's license (code B). No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Co-ordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/458 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT**

SALARY : R241 485 – R281 559 per annum (Level 06)
CENTRE : Graaf Reinet Ref No: DOT 103/08/2023
Chris Hani (Komani) Ref No: DOT 104/08/2023
Sterkspruit Ref No: DOT 105/08/2023

REQUIREMENTS : Requirements: National Senior Certificate, Basic Traffic Diploma. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development programmes. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/459 : **PERSONAL ASSISTANT REF NO: DOT 106/08/2023**

SALARY : R294 321 – R347 815 per annum (Level 07)
CENTRE : Head Office- Transport Operations

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) Secretarial Diploma / Office Management and Technology. 1-2 years' experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the

engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 29/460** : **ADMIN OFFICER: INTERNAL FLEET MANAGEMENT REF NO: DOT 107/08/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R347 815 per annum (Level 07)
: Head Office
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognised by SAQA in financial Management/ Supply Chain Management/Logistic Management/Purchasing/ Transport & Fleet Management. 1-2 years' experience in rendering a support service. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Self-management and motivation.
- DUTIES** : Co-ordinate the operation, maintenance and utilisation of government vehicles
Monitor the effective operation of various pool sections
Oversee the effective maintenance and servicing of government vehicles
Ensure that reports are

analysed and payment processed Facilitate the processing of accident reporting and 3rd party claims Oversee the physical verification process of government vehicles Facilitate the disposal of vehicles Undertake investigations into the abuse of vehicles Provides a secretarial/ receptionist support service to the manager. Plan and co-ordinate the acquisition of state vehicles Co-ordinate the licencing and disposal of vehicles. Ensure the replacement policy requirements for state vehicles is adhered to Reconcile the payments in respect of the acquisition and licencing of vehicles Compile monthly performance statistics in respect of fuel consumption Ensure that traffic violations are settled promptly.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/461 : **SCM CLERK (SUPERVISOR): ASSET REGISTER & INVENTORY MANAGEMENT (X4 POSTS)**
Re-Advertisement

SALARY CENTRE : R294 321 – R347 815 per annum (Level 07)
: Head Office: KWT Ref No: DOT 108/08/2023
Chris Hani District Ref No: DOT 109/08/2023
Alfred Nzo Ref No: DOT 110/87/2023
Joe Gqabi Ref No: DOT 111/08/2023

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Management / Supply Chain Management / Logistics /Public Administration /Public Management. 1-2 years' relevant experience in financial management. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Supervise and render asset management clerical services. Barcoding and updating of asset register. Implementation of verification plan. Identify redundant, non-serviceable and obsolete equipment for disposal. Recording of asset movements. Follow up on discrepancies during verification. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/462 : **ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT COMPLIANCE REF NO: DOT112/08/2023**
Re-advertisement

SALARY CENTRE : R294 321 – R347 815 per annum (Level 07)
: OR Tambo District

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication. 1-2 years' experience in public transport operations environment. Knowledge: Knowledge of clerical duties and practises. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the

component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

POST 29/463 : **TRANSPORT INSPECTORS: PUBLIC TRANSPORT INSPECTORATE SERVICES**

SALARY CENTRE : R241 485 – R281 559 per annum (Level 06)
: KSD Ref No: DOT 114/08/2023 (X3 Posts)
Port St Johns Ref No: DOT 115/08/2023 (X3 Posts)
Lusikisiki Ref No: DOT 116/08/2023
Amathole Ref No: DOT 116/08/2023 (X2 Posts)
Komga Ref No: DOT 117/08/2023 (X2 Posts)
Amathole Ref No: DOT 118/08/2023 (X3 Posts)
Maclear Ref No: DOT 119/08/2023 (X2 Posts)

REQUIREMENTS : Requirements: National Senior Certificate, Basic Traffic Diploma. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/464 : **SENIOR ROAD WORKS FOREMAN: CONSTRUCTION SITE MANAGEMENT REF NO: DOT 120/08/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R241 485 – R281 559 per annum (Level 06)
: In-House Construction-Makhanda
: An NQF Level 3 qualification / Grade 10 / higher final year report or statement. 10 year's road related experience of which 5 years working experience must be as a Foremen in Road Works / Layer works / Earthworks. A valid driver's license. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.

DUTIES : Oversee that all work practices are executed in compliance with legal requirements. Oversee the quality of workmanship and conduct regular inspections around the section and the operation. Plan daily, weekly and monthly work requirements and priorities with the operational team. Supervise Foreman on site. Ensure that all work is delivered safely on time and within budget along with managing equipment and materials required.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
: In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

POST 29/465 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X28 POSTS)**
Re-Advertisement

SALARY CENTRE : R241 485 – R281 559 per annum (Level 06)
: Graaff-Reinet Ref No: DOT 121/08/2023 (X3 Posts)
: Aberdeen Ref No: DOT 122/08/2023 (X3 Posts)
: Port St John's Ref No: DOT 123/08/2023
: Lusikisiki Ref No: DOT 124/08/2023 (X2 Posts)
: Amathole Ref No: DOT 125/08/2023 (X13 Posts)
: Steynsburg Ref No: DOT 126/08/2023 (X3 Posts)
: KSD Ref No: DOT 127/08/2023 (X3 Posts)

REQUIREMENTS : National Senior Certificate, Basic Traffic Diploma. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/466</u>	:	<u>PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (X26 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R241 485 – R281 559 per annum (Level 06) Pakade Ref No: DOT 128/08/2023 (X3 Posts) Matatiele Ref No: DOT 129/08/2023 (X3 Posts) Mbizana Ref No: DOT 130/08/2023 (X3 Posts) Chris Hani (Komani) Ref No: Dot 131/08/.2023 (X3 Posts) Cradock Ref No: DOT 132/08/2023 (X3 Posts) Ngcobo Ref No: DOT 133/08/2023 (X3 Posts) Port St John's Ref No: DOT 134/08/2023 Lusikisiki Ref No: DOT 135/08/2023 Maclear Ref No: DOT 136/08/2023 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/467</u>	:	<u>SENIOR ROAD FOREMAN: SPECIAL MAINTENANCE - KSD REF NO: DOT 137/08/2023</u>
<u>SALARY CENTRE</u>	:	R241 485 – R281 559 per annum (Level 06) OR Tambo
<u>REQUIREMENTS</u>	:	An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid Drivers Licence. 10 year's road related experience of which 5 years working experience as a Foremen in Road Works/ Layer works / Earthworks Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Oversee that all work practices are executed in compliance with legal requirements. Oversee the quality of workmanship and conduct regular inspections around the section and the operation. Plan daily, weekly and

		monthly work requirement and priorities with the operational team. Supervise Foreman's on Site. Ensuring that all work is delivered safely on time and within budget along with managing equipment and materials required.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/468</u>	:	<u>ARTISAN MECHANIC PRO A: CONSTRUCTION SITE MANAGEMENT REF NO: DOT 113/08/2023)</u>
<u>SALARY</u>	:	Grade A: R220 533 – R244 737 per annum, (OSD), annual salary range Grade B: R258 753 – R285 995 per annum, (OSD), annual salary range Grade C: R274 092 – R 339 468 per annum, (OSD), annual salary range NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations
<u>CENTRE REQUIREMENTS</u>	:	In House Construction – Makhanda Trade Test Diesel Mechanic Certificate. A valid driver's license. Competencies: Vehicle diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts knowledge skills. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Mechanical Safety rules.
<u>DUTIES</u>	:	Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburetor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/469</u>	:	<u>ARTISAN MECHANIC: SPECIAL MAINTENANCE (X3 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R220 533 – R244 737 per annum, (OSD)
<u>CENTRE</u>	:	KSD Ref No: DOT 138/08/2023 Nyandeni Local Ref No: DOT 139/08/2023 Alfred Nzo Ref No: DOT 140/08/2023 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 10(Std 8) or Equivalent qualification with an appropriate Trade Test Certificate in Diesel Mechanical. A Valid driver's license. No experience, however, exposure in the environment will be an added advantage. Knowledge: Diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts

		Knowledge. Workshop Manual. Occupational Health and Safety Act No 85 of 1993 as amended.
<u>DUTIES</u>	:	Conduct fault finding repairs on mechanical breakdowns: Diagnose faults through the application of visual and other related mechanical inspection and investigation procedures. Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and braking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Ensure quality assurance in-line with specifications on all repairs done. Test drive vehicle to assess operating functionality and safety. Ensure all supporting documentation i.e. job cards and daily time sheets are completed within the required timeframes and in the format specified. Maintain prescribed standards of safety, housekeeping, hygiene and ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation, and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/470</u>	:	<u>PRINCIPAL DRIVER OPERATOR: WATER CART DRIVER (CONSTRUCTION UNIT) (REF NO: DOT 141/08/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	In-House Construction - Makhanda
	:	An NQF Level 3 qualification / Grade 10 / higher final year report or statement. A valid Water Cart Driver Certificate of competence is compulsory (expired certificates will not be considered). 3 years' road related experience of which 1 year must be as a Water Cart Driver Operator. A valid C/EC driver's license with PrDP. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Perform pre-start inspection. Fill truck tank with water. Spray water in designated areas. Monitor vehicle performance, fluid levels, and mechanical fitness. Operate other heavy equipment and other construction-related duties as required. Perform daily maintenance and safety checks of equipment. Operate the Water Truck safely and efficiently Willingness and ability to operate or drive other construction plant/equipment (i.e. Platform Truck, Bus Driver, etc.). Report all equipment malfunctions to maintenance staff.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/471</u>	:	<u>ADMIN CLERK (PRODUCTION): TRAFFIC LAW ENFORCEMENT - ADVERTISEMENT) REF NO: DOT 142/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Amathole
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and

		statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/472</u>	:	<u>HEAVY DUTY DRIVER- INFRASTRUCTURE MAINTENANCE REF NO: DOT 143/08/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 05) Joe Gqabi An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's licence (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Ability to operate equipment for loading and unloading with little or no supervision several times daily. Strong desire to keep Truck and Trailer safe, well maintained and clean. Strap & Chain the load safely and securely. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply
<u>POST 29/473</u>	:	<u>ADMIN CLERK (PROD): EXECUTION REF NO: DOT 144/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) In-House Construction – Makhanda National Senior Certificate. No previous experience required, however, exposure in the road construction environment will be an added advantage. Knowledge of procurement procedures; administrative procedures; financial/HR management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DOT. Act as Secretariat in a technical meeting. Rendering all survey and lab services.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/474</u>	:	<u>ADMIN CLERK (PROD): PRE-AUDIT REF NO: DOT 145/08/2023</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) In-House Construction – Makhanda

<u>REQUIREMENTS</u>	:	National Senior Certificate. No previous experience required, however, exposure in Finance / SCM / HRM Environment will be an advantage. Knowledge: Internal Audit Manual and Methodology. Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). PFMA. Relations Act (LRA). Promotion of Access to Information Act (PAIA)
<u>DUTIES</u>	:	Checking correctness of S & T Claims. Administer employer audit services. Check figures, postings, and documents to ensure that they are mathematically accurate and properly coded. Certification of complying HR / Finance / SCM documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/475</u>	:	<u>HEAVY DUTY DRIVER –CONSTRUCTION SITE MANAGEMENT REF NO: DOT 146/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) In-House Construction-Makhandla An NQF Level 3 qualification / Grade 10 / higher final year report or statement. 3 year's road related experience of which 1 year working experience must be as a Low Bed Driver. A valid EC driver's license (code 14) with PrDP. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Ability to operate equipment for loading and unloading with little or no supervision several times daily. Strong desire to keep truck and trailer safe, well maintained and clean. Strap and chain the load safely and securely. Willingness and ability to operate or drive other construction plant/equipment (i.e. Platform Truck, Bus Driver, etc.). Report all equipment malfunctions to maintenance staff. Operate Low Bed trailer safely and efficiently on public highways representing the Department in a professional manner.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/476</u>	:	<u>SECRETARY (X11 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Head Office: KWT - Strategic Management Planning Ref No: DOT 147/08/2023 KWT: Transport Infrastructure Maintenance Ref No: DOT 148/08/2023 ICT (Ref.DOT 149/08/2023); Management Accounting Ref No: DOT 150/08/2023 KWT: Public Transport Services & Compliance Ref No: DOT 151/08/2023 KWT: Transport Operator Licenses & Permits Ref No: DOT 152/08/2023 KWT: Transport Administration & Licensing Ref No: DOT 153/08/2023 KWT: Traffic Law Services Ref No: DOT 154/08/2023 KWT: Community Development Ref No: DOT 155/08/2023 Alfred Nzo: Management Services Ref No: DOT 156/08/2023 Joe Gqabi: Transport Infrastructure Ref No: DOT 157/08/2023
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and be able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to

make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 29/477 : **FINANCE CLERK (PRODUCTION) – REVENUE & DEBTORS (X2 POSTS)**
Re-Advertisement

SALARY CENTRE : R202 233 – R235 611 per annum (Level 05)
: Head Office: KWT Ref No: DOT 158/08/2023
Amathole Ref No: DOT 159/08/2023

REQUIREMENTS : A National Senior Certificate. No experience, however exposure in the revenue environment will be an added advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

DUTIES : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674/ 7539/ 7572/ 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 29/478 : **ADMIN CLERK (PRODUCTION) (X8 POSTS)**
Re-Advertisement

SALARY CENTRE : R202 233 – R235 611 per annum (Level 05)
: Special Programmes Unit Ref No: DOT 160/08/2023
KWT-Transport Infrastructure Planning & Design Ref No: DOT 161/08/2023
KWT-Transport Infrastructure Maintenance Services Ref No: DOT 162/08/2023
KWT-Compliance Support Services Ref No: DOT 163/08/2023
Programme Management & Compliance Support Services Ref No: DOT 164/08/2023
Amathole-HRM Ref No: DOT 165/08/2023 (X2 Posts)
Joe Gqabi: District Scholar Transport Ref No: DOT 166/08/2023

REQUIREMENTS : A National Senior Certificate. No experience, however exposure in the environment will be an added advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	: e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/479</u>	: <u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT (X3 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	: R202 233 – R235 611 per annum (Level 05) Amathole Ref No: DOT 167/08/2023 Joe Gqabi Ref No: DOT 168/08/2023 Alfred Nzo Ref No: DOT 169/08/2023
<u>REQUIREMENTS</u>	: A National Senior Certificate. No experience, however ,exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	: Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings
<u>ENQUIRIES</u>	: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	: e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/480</u>	: <u>ADMINISTRATION CLERK (PRODUCTION) REF NO: DOT 170/0/2023 (X2 POSTS)</u> Re-Advertisement Public Transport Services Compliance
<u>SALARY CENTRE</u>	: R202 233 – R235 611 per annum (Level 05)
<u>REQUIREMENTS</u>	: OR Tambo District A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.

<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/481</u>	:	<u>HR CLERK (PROD): CONDITIONS OF SERVICES (X6 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Head Office: KWT Ref No: DOT 171/08/2023 (X2 Posts) Sarah Baartman Ref No: DOT 172/08/2023 (X2 Posts) Amathole Ref No: DOT 173/08/2023
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of service benefits: Verify records of all departmental employees who are the home owners and those who are tenants. Process leave gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/482</u>	:	<u>REGISTRY CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO: DOT 174/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Head Office: KWT A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for

		archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/483</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (X2 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
	:	Head Office: KWT Ref No: DOT 175/08/2023
	:	Amathole Ref No: DOT 176/08/2023
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/484</u>	:	<u>LICENSING CLERK (PRODUCTION):INFORMATON MANAGEMENT (TRAFFIC INFRINGEMENT) REF NO: DOT 177/08/2023 (X3 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05)
<u>REQUIREMENTS</u>	:	Head Office: KWT A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Basic knowledge and understanding of National Land Transport Act (NLTA), National Road Transport Act (NRTA) and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of practices as well as ability to capture data, operate a computer.
<u>DUTIES</u>	:	Assist in clerical/administrative support leading to the formalization of Public Transport Operations through registration: Verifying the received documents for registration and or de-registration of public transport operators and their vehicles. Processes memo leading to the linking/registration/capturing/de-registration of Public Transport operators and their vehicles. Handle routine enquiries. Make photocopies, distribute documents to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the component. Type letters and other correspondence when required. Obtain quotations, complete

		procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation for the personnel in the Sub-directorate. Support the management of payroll and distribution of payslips.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/485</u>	:	<u>HR CLERK (PROD): PERSONNEL PROVISIONING (X4 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Head Office: KWT Ref No: DOT 178/08/2023 (X2 Posts) Amathole Ref No: DOT 179/08/2023 (X2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisor accordingly. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/486</u>	:	<u>FINANCE CLERK (PRODUCTION): EXPENDITURE MANAGEMENT SERVICES</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Sarah Baartman Ref No: DOT 180/08/202) Alfred Nzo Ref No: DOT 181/08/202) (X2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/487</u>	:	<u>FINANCE CLERK (PRODUCTION): DEMAND MANAGEMENT REF NO: DOT 182/08/2023 (X2 POSTS)</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Sarah Baartman A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (verbal & written).
<u>DUTIES</u>	:	Render asset management clerical support: Consolidate and compile procurement plans. Check and correct bid documents and arrange changes prior to advertisement. Administer the bid process in terms of placement of advertisement, issuing of bid documents and opening of bids. Issue letters of award of bids and cancellation thereof. Monitor and control tax clearance database and provide bank rating. Deal with administration of bids. Render secretarial duties to bid committees. Keep awarded and cancelled bids safe. Maintain supplier database to ensure that the policy is ensured. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/488</u>	:	<u>ADMIN CLERK (PROD): COMMUNITY DEVELOPMENT</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Head Office: KWT (Ref No: DOT 183/08/2023) Chris Hani District: Komani (Ref No: DOT 184/08/2023) A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504

<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/489</u>	:	<u>ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING REF NO: DOT 185/08/2023</u> Re-advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Alfred Nzo A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/490</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT TRANSPORT REGULATION (X6 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05) Sarah Baartman (Ref No: DOT 186/08/2023) Matatiele (Ref No: DOT 187/08/2023) Mbizana (Ref No: DOT 188/08/2023) Aliwal North (Ref No: DOT 189/08/2023) Joe Gqabi (Ref No: DOT 190/08/2023) Alfred Nzo (Ref No: DOT 191/08/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the

		newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/491</u>	:	<u>ADMIN CLERK (PRODUCTION): TRAFFIC LAW ENFORCEMENT REF NO: DOT 192/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Aberdeen A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: knowledge of Procurement processes, leave management process, S&T and overtime payment process, Financial Management processes, general administration processes, TRAFMAN system, Traffic operations reports. Computer, Planning and organization, good verbal and written communication skill and Records keeping, Flexibility, Teamwork, Accuracy.
<u>DUTIES</u>	:	Render general clerical support services: Receive, and record correspondence coming from traffic stations, attend to enquiries, Submit leave for the sub section to HRM, Receive, consolidate and submit request from sub-station to the District Office and Render filling services. Safe keeping of operational reports coming from traffic stations: Receive and record reports from traffic stations, Assist in consolidation and submission of the following reports to Head Office: i.e. NREP 10, NREP 5, NREP 7, NREP 8, NREP 9, APP 1, APP2, Fire Arm Report and learner & Driver's License Report. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations and file them, create a filing system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Collect accident statistics from traffic Stations and police stations.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/492</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY REF NO: DOT 193/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Chris Hani A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings.

<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/493</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES REF NO: DOT 194/08/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) OR Tambo District A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/494</u>	:	<u>LICENSING CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION OPERATING LICENCES & PERMITS (X5 POSTS)</u> Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05) Amathole (Ref No: DOT 195/08/2023) Alfred Nzo (Ref No: DOT 196/08/2023) Joe Gqabi (Ref No: DOT 197/08/2023) (X3 Posts) A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: National Land Transport Act (NLTA), National Road Transport Act (NRTA), Legislation Framework governing the Public Service and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Assist/Render administrative support leading to the formalisation of public Transport Operations through registration. Request and receive, per association, the lists of deceased and or Inactive members for de-registration purposes –annually and as per the need. Prepare letters to these members/relatives notifying them of the request by their associations. Prepares memorandum for approval and capturing/registration /de-registration. Assisting in implementing the compliance by registered operators and their associations with the prescribed minimum standards: preparation of reminders to local associations, leading to Voter Education, Nominations, and Elections-to ensure the fairness of the process. Coordinating the inauguration and Training of the newly elected Local Association Executive and assisting the newly

		elected executing its executing its duties. Assisting in Coordinating the Association Annual General Meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/495</u>	:	<u>ADMIN CLERK PRODUCTION: HUMAN RESOURCE MANAGEMENT (REGISTRY) REF NO: DOT 198/08/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the registry environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/496</u>	:	<u>SCM CLERK (PRODUCTION): ACQUISITION MANAGEMENT REF NO: DOT 199/08/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required, however, exposure in acquisition will be an added advantage. Knowledge: procurement procedures; administrative procedures; financial management and personnel management. Ability to interpret and apply policies, strategies, and legislation. Knowledge of acquisition and contract management. Knowledge of public service legislative frameworks. Problem identification and solving skills. Organising and presentation skills. Interpersonal and diplomacy skills; decision making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.
<u>DUTIES</u>	:	Allocate bid number and closing date for bids to be advertised. Prepare advertisement documents to be emailed Government Printers for publication in the Government Tender Bulletin. Ensure Timeous advertisement / publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids / quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the

- departmental website. Update the bid and quotation registers. Facilitate briefing sessions. Verify compiled attendance register for briefing session meetings.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 29/497** : **FINANCE CLERK (PRODUCTION): ACCOUNTS REF NO: DOT 200/08/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)
: Amathole – East London
: A Grade 12 Certificate. No previous experience required, however, exposure in financial management will be an added advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc).
- DUTIES** : Render financial accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g., capture payments). File all documents. Collect cash. Perform salary administration support services Receive salary advice. Process advice (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. Receive and capture cash payments.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 29/498** : **ROAD WORKS FOREMAN: MAINTENANCE REF NO: DOT 201/08/2023**
- SALARY CENTRE REQUIREMENTS** : R171 537 – R199 461 per annum (Level 04)
: Joe Gqabi
: An NQF Level 3 qualification / Grade 10. 3 years' road related experience. Must be healthy and physically fit. Prepared to work after hours. A valid driver's license. Knowledge: Road machinery, equipment, and material.
- DUTIES** : Facilitate Implementation of roads maintenance projects according to prescribed roads standards. Facilitate those repairs and maintenance of road surface and pavements is done. Supervise subordinates attached to the post.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi (043) 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
: In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
- POST 29/499** : **DATA CAPTURER: INNOVATION & EMPOWERMENT REF NO: DOT 202/08/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R171 537 – R199 461 per annum (Level 04)
: Amathole
: A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

- DUTIES** : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit Data. Provide data management services. Make regular backups of data. Update registers and statistics. Provide record keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504
- NOTE** : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
- POST 29/500** : **DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP) (X3 POSTS)**
Re-Advertisement
- SALARY CENTRE** : R171 537 – R199 461 per annum (Level 04)
OR Tambo District Ref No: DOT 203/08/2023 (X2 Posts)
Alfred Nzo Ref No: DOT 204/08/2023
- REQUIREMENTS** : A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
- DUTIES** : Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504
- NOTE** : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
- POST 29/501** : **DATA CAPTURER: DISTRICT TRANSPORT REGULATION REF NO: DOT 205/08/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R171 537 – R199 461 per annum (Level 04)
Pakade
A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
- DUTIES** : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
- NOTE** : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

<u>POST 29/502</u>	:	<u>DATA CAPTURER: EPWP COORDINATION & MONITORING REF NO: DOT 206/08/2023 (X2 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Head Office: KWT
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 29/503</u>	:	<u>DATA CAPTURER: INNOVATION & EMPOWERMENT REF NO: DOT 207/08/2023</u> (Re-Advertisement)
<u>SALARY</u>	:	R171 537 – R199 461 per annum (Level 04)
<u>CENTRE</u>	:	Amathole
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit Data. Provide data management services. Make regular backups of data. Update registers and statistics. Provide record keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 29/504</u>	:	<u>ROAD WORKER – CONSTRUCTION SITE MANAGEMENT REF NO: DOT 208/08/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R147 036 – R170 598 per annum (Level 03)
<u>CENTRE</u>	:	In-House Construction-Makhandla
<u>REQUIREMENTS</u>	:	Abet Level 2. 3 years' road related experience. Must be healthy and physically fit. Prepared to work after hours. A valid driver's (code 10) license. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Load and off-load of material. Concrete work and steel fixing. Dig trenches, clean mitre and side drains. Wash machinery and clean workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 29/505</u>	:	<u>ROAD WORKER AID: SPECIAL MANTENANCE REF NO: DOT 209/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03)
	:	Joe Gqabi
	:	ABET Level 2. 3 years' road related experience. Must be healthy and physically fit. Prepared to work after hours. A valid driver's license. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/506</u>	:	<u>GENERAL WORKER: (LABOUR DELIVER) REF NO: DOT 210/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03)
	:	Alfred Nzo
	:	ABET Level 2. No previous experience required, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.
<u>POST 29/507</u>	:	<u>CLEANER: MAINTENANCE REF NO: DOT 211/08/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03)
	:	Sarah Baartman
	:	ABET Level 2. No previous experience required, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
<u>DUTIES</u>	:	Perform general work assistance: Clean relevant workstation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
	:	e-recruitment technical enquiries: simphiwe.mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.