

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

CLOSING DATE : 27 October 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 downloadable and therefore 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. In filling of these posts gender equity and people living with disability will be highly considered. 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. (Females and People with disabilities are also requested to apply and indicate such in their applications). 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, no appointments shall be finalised without the relevant candidate producing the pre-entry certificate 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.

MANAGEMENT ECHELON

POST 37/27 : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT & COMMUNICATIONS SERVICES**

SALARY : R1 371 558 – R1 635 897 per annum (Level 14)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF level 7) in Public Administration as recognised by SAQA or any other related field. Pre-entry SMS Certification for the Senior Management Service as endorsed by National School of Government (NSG). Minimum of (five) 5 years' experience at Senior management level. Competencies: In-depth knowledge of legislative

framework that governs the Public Service. Understanding and application of the following prescripts. Public Financial Management Act. National Treasury Regulations. National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars. Accounting Systems. Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. People Management and Empowerment. Honesty and integrity. Professionalism. Self – driven. Teamwork. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES

: Ensure co-ordination and management of the strategic planning process within the department and ensure proper alignment with National/Provincial priorities, budget and operation/business plan. Facilitate and coordinate operational and strategic planning processes. Coordinate and compile strategic and operational plans. Conduct assessment on departmental priorities and key strategic issues. Provide monitoring and evaluation services. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Coordinate and compile institutional performance and strategic reports. Provide communication management services. Provide internal and external communication services. Provide content management and media liaising. Ensure the functionality of Local government Communication System. Manage and oversee the provision of information management (IM) and information technology (IT) services. Manage and facilitate the provision of information management and information technology governance services. Manage and facilitate the provision operational applications services. Manage and facilitate the provision of IT infrastructure and IT operations services. Provide legal advisory services. Provide sound legal advice and litigation support to the department. Provide legal opinions. Execute all administrative legal actions to ensure compliance. Manage litigation matters. Draft and amend legislation and legal instruments. Monitor legal compliance with national, international and continental instruments. Advice on the drafting and monitoring of the service level agreements. 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. Manage timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) 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

: Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 37/28

: **CHIEF DIRECTOR: MUNICIPAL BASIC AND DEVELOPMENT SERVICES**

SALARY CENTRE

: R1 371 558 – R1 635 897 per annum (Level 14)
: Head Office: Bhisho

REQUIREMENTS

: National Senior Certificate plus an undergraduate Qualification (NQF level 7) in Public Administration, Economic Development/ Development Studies as recognised by SAQA or any other related field. Pre-entry SMS Certification for the Senior Management Service as endorsed by National School of Government (NSG). Minimum of (five) 5 years' experience at Senior management level. Competencies: Strong and dynamic strategic leadership and good communication skills. In-depth knowledge of Local Government Municipal System Act, Public Service regulatory frameworks, including the Public Finance Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, DPSA Circulars; Accounting Systems and the Public Service Act and Regulations. Strategic Capability & Leadership; Programme and Project Management skills; People management and empowerment skills; Budgeting and Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis.

DUTIES

: Monitor and facilitate the strengthening of LED: Co-ordinate and monitor partnerships with LED stakeholders in municipalities. Facilitate LED capacity in municipalities. Provide support to LED institutions and forums. Develop and implement support to research and evaluate planned projects. Monitor and facilitate the strengthening of URP and Small-Town Regeneration: Develop a policy framework and facilitate the implementation of integrated urban development and community works programme. Develop policy framework and facilitate the implementation of small-town regeneration. Monitor and facilitate the delivery of Free Basic Services: Develop norms and standards for Free Basic Services. Strengthen FBS institutions, knowledge and stakeholder's forums in municipalities. Facilitate the implementation of free basic services by municipalities i.e., electricity energy, water and sanitation. Monitor, support and co-ordinate municipal infrastructure services: Evaluate capital infrastructure projects. Provide support and maintain municipal infrastructure projects. Provide support in institutions and social development in municipalities. Monitor and facilitate disaster management and emergency services: Establish disaster management capacity and implement effective risk reduction services. Co-ordinate disaster recovery services. Co-ordinate fire brigade function and capacitate municipalities thereof. 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. Manage 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.

POST 37/29

: **DIRECTOR: TRADITIONAL LEADERSHIP CAPACITY BUILDING**

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 – R1 365 411 per annum (Level 13)
: Head Office: Bhisho
: National Senior Certificate plus an undergraduate Qualification (NQF level 7) Bachelor's degree in Development studies. Pre-entry SMS Certification for the Senior Management Service as endorsed by National School of Government (NSG). Five years' experience at a middle management level. A valid Code 8 (EB) driver's licence. Competencies: Traditional leadership Framework Act 41 of 2003, as amended. EC Traditional leadership and Government Act 21 of 2017. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regularity Framework. Performance management. Strategic Capability and Leadership. Programme and Project Management. Financial Management Change Management. Knowledge Management. Problem Solving and Analysis. People Management and Empowerment.

DUTIES

: Ensure identification, co-ordination of training needs and the development of capacity building plan for traditional leaders. Ensure monitoring and facilitation of capacitation and training of Traditional leaders. Ensure administering of bursaries and facilitate financial resources for Traditional Leaders. Ensure monitoring of the performance of traditional leadership institutions. Ensure administering and management of learnership programme for traditional leaders. Ensure the allocated resources of the Directorate is in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/directorate produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from DDG. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Oversee development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief-directorate. Oversee daily employee performance and ensure timely Performance Assessments of all subordinates. Oversee management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 37/30 : **DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL COORDINATION**

SALARY : R1 162 200 – R1 365 411 per annum (Level 13)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF level 7) Bachelor's degree in Development studies. Pre-entry SMS Certification for the Senior Management Service as endorsed by National School of Government (NSG). Five years' experience at a middle management level. A valid Code 8 (EB) driver's licence. Competencies: Traditional leadership Framework Act 41 of 2003, as amended. EC Traditional leadership and Government Act 21 of 2017. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regularity Framework. Performance management. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Problem Solving and Analysis. People Management and Empowerment.

DUTIES : Ensure overall facilitation and support to traditional institutions. Provide advice and information to institution of traditional leadership. Ensure coordination of information management and institutional memory. Coordinate and monitor performance of traditional leadership institution (inspectorate). Ensure the allocated resources of the Directorate is in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / directorate produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from DDG. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Oversee development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief-directorate. Oversee daily employee performance and ensure timely Performance Assessments of all subordinates. Oversee management, maintenance and safekeeping of assets.

ENQUIRIES : Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 37/31 : **DIRECTOR: VALUATION SERVICES**

SALARY : R1 162 200 – R1 365 411 per annum (Level 13)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate plus an undergraduate Qualification (NQF level 7) Bachelor's degree in Real Estate (Property Valuations) recognised by South African Council for Property Valuers (SACPVP), Plus four (4) years post registration experience. Valid Code 8 (EB). Pre-entry SMS Certification for the Senior Management Service as endorsed by National School of Government (NSG). Five years' experience at a middle management level. Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and computer skills in as far as MS Word and PowerPoint. Presentation, communication (verbal & written) and report writing. A valid Code 8 (EB) driver's licence.

DUTIES : Promote and facilitate intergovernmental relations as well as municipal international relations (twining arrangements). Monitor and coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage, coordinate and participate in local district/regional intergovernmental structures. Ensure compliance with the IGR Framework Act No. 13 of 2005, Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of reports for efficient Management of the Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRIES : Mr W.M Cwele at 071 68 96162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

OTHER POSTS

POST 37/32 : **DEPUTY DIRECTOR: ADMIN SUPPORT AND COORINATION (MEC OFFICE)**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11)
: Head Office / Bhisho
: National Senior Certificate plus an undergraduate Qualification (NQF level 6/7) B. Degree as recognised by SAQA in Public Administration. 3-5 years relevant experience as an Assistant Director/Junior Management level in the environment. A valid Code 8 (EB) driver's licence. Competencies: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Ensure that Office of MEC plans is guided by statistical evidence from research conducted by various organs of the state. Develop and implement records management policies, file plans, strategies and procedures. Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Coordinate the units and monitor compliance effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Provides a secretarial/receptionist support service to the manager. Manage 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 finalise some enquiries. Ensures that office equipment e.g., Fax machines and photocopies are in good working order. Records the engagements of the Head of office regarding arrangements. Complies realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Head. 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. Coordinates and guide budgeting process and financial reporting. Facilitate identification of Head of office priorities for the MTEF. Consolidate the budget of the Head of office for submission to the Budget Office. Prepare in-year Monitoring report for the Office.

ENQUIRIES : Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 37/33 : **ASSISTANT DIRECTOR: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 09)
: Head Office Bhisho
: National Senior Certificate plus an undergraduate Qualification (NQF level 6/7) in Development Studies or Social Sciences in Community Development. 3-5 years' experience in community/rural development, community planning & facilitation. Three (3) years' experience in supervisory position. Community Development or relevant field. Must demonstrate clear understanding of Public Administration, financial management, problem solving, presentation skills and facilitation skills are necessary. Computer Literacy Programmes: MS Office, A valid Code 8 (EB) driver's licence. (Must be able to drive). Competencies: In-depth knowledge of role/mandate of traditional leaders in community development. Knowledge of community development planning. Must have a clear understanding of stakeholders/partnership management. Understanding of donor mobilisation an added advantage. Must demonstrate understanding of government planning, PFMA and budgeting. Excellent report writing skills. People management skills.

- DUTIES** : Support and monitor Traditional Councils in formulation of Development Plans
2. Support and monitor Traditional Councils establish partnerships for development.
- ENQUIRIES** : Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

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 ATTENTION : Ms N. Toni

CLOSING DATE : 27 October 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 downloadable and therefore 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. In filling of these posts gender equity and people living with disability will be highly considered. 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. (Females and People with disabilities are also requested to apply and indicate such in their applications). 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, no appointments shall be finalised without the relevant candidate producing the pre-entry certificate 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.

MANAGEMENT ECHELON

<u>POST 37/34</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DPWI 01/10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), an all-inclusive remuneration package Bhisho National Senior Certificate, Bachelor's Degree (NQF Level 7) in Law/LLB with five (5) years' relevant legal experience at a Deputy Director Level (Middle Management Level). Admission and enrolment as an Advocate or Attorney is compulsory. Experience in and understanding of the constitutional framework and South African Judicial system. A valid driver's licence. Pre-entry certificate for the Senior Management Service (SMS). Knowledge and Skills: Legal research and drafting of legislation and litigation procedures. Interpretation. Good communication and interpersonal skills. Dispute Resolution skills. Presentation skills. Report writing. Planning and decision making. Government and Departmental policies and strategies. Maintenance of confidential information. Regulations and other prescripts. 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. Results/ Quality Management. Decision Making. Knowledge Management. Change Management. Stakeholder and customer relationship.
<u>DUTIES</u>	:	Prepare and provide general legal advice on matters affecting the Department. Draft legal documents and contract entered into by/with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier and Office of the State Attorney. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary and expenditure control and procurement in terms of the PFMA, Treasury. Provide legal training and presentation on the acts provided by or that have a bearing on the Department.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

OTHER POSTS

<u>POST 37/35</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION & DISPOSAL REF NO: DPWI 02/10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (Level 11), an all-inclusive remuneration package Bhisho National Senior Certificate, National Diploma NQF level 6 in Law with 3 years' property law experience at an Assistant Director Level. A valid driver's licence. Professional Registration/legible for registration as a conveyancer is compulsory. Knowledge and Skills: Policies and Procedures. Provincial growth and development plan for the EC. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. 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. Results/ Quality Management. Decision Making. Knowledge Management. Change Management. Stakeholder and customer relationship.
<u>DUTIES</u>	:	Manage Policy and Systems. Manage User Asset Management Plans. Manage Acquisition of land and buildings. Manage disposal of land and buildings. Manage donations, land exchanges and transfers. Manage Immovable Asset Register. Manage allocated resources. Manage vesting applications for submission at PSLVDC and related legal matters.

- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
- POST 37/36** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 03/10/2023**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF level 6 in Property Management/Real Estate/Property Law and Property related qualification with 3 years' property related experience at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management. Stakeholder and customer relationship. 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. Results/ Quality Management. Decision Making. Knowledge Management. Change Management. Stakeholder and customer relationship.
- DUTIES** : Manage Income Leases and Expense. Manage the Disposal of Leases. Manage and Coordinate Municipal Account. Coordinate partnerships for specific property development initiatives. Manage SCM processes relating to lease management. Manage the allocated resources. Manage provision of Office Accommodation and related legal matters.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
- POST 37/37** : **DEPUTY DIRECTOR: BUSINESS CONTINUITY AND ETHICS REF NO: DPWI 04/10/2023**
Re-advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Business Continuity Management/ Disaster Management/Risk Management/Business Management/Administration or related field. A post graduate qualification in Business Management/Administration will serve as an added advantage. Must be certified in Business Continuity Management. Certified Risk Management Practitioner/Certified Ethics Officer shall be an added advantage. Driver's License is compulsory. Experience in Business Continuity Management, Risk Management (with demonstrable work on Business Continuity), Disaster Recovery, crisis and/ or incident management processes relevant experience with three years (3) at an Assistant Director Level. Knowledge and Skills: The incumbent must have thorough understanding of risk, business continuity and ethics management methodologies, processes and practices. Excellent strategic and leadership capabilities, coordination, planning, and organising skills. Problem solving, analytical and interpersonal skills. Ability to think through hypothetical situations and concepts and to identify business continuity risks and weaknesses in various business processes. Ability to collaborate with others to develop business continuity and disaster recovery plans. Ability to work with multi-disciplinary teams. Excellent communication skills. Proficient with Microsoft office suite or related software. Extensive knowledge of Knowledge of PFMA, Public Service Act and Regulations, Public Service Act, National Treasury Regulations, King Code on Corporate Governance IV, Occupational Health Safety Act (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Promotion of Personal Information Act (POPIA). Disaster Management. ISO 3100 on Risk Management; ISO 22301 Business Continuity, Public Sector Risk Management Framework, COSO Integrated Risk Management Framework.
- DUTIES** : Manage the development of Business Continuity Strategies, policies and plans. Manage & monitor implementation of entity- wide business continuity and response arrangements. Monitoring the implementation of Business

Continuity plan and process. Manage the implementation of the Ethics and Integrity Management in the Department. Develops and maintains a business recovery plan and procedure; reviews, revises, and expands existing plans and protocols. Conducts Business Continuity risk assessments for various departments and functions, analysing potential business impact of unpredictable business interruptions such as natural disasters, security breaches, legal claims, and IT disruptions. Works with health, safety, and security staff and other internal business units to align the organizations emergency management plan with established best practices and community standards. Manage the coordination of ethics and integrity management plan in the department. Manage the reporting of Business Continuity, Ethics & Integrity management activities to the Chief Risk Officer, Risk & Ethics Management Committee and Audit Committee. Manage human and financial resources under the custody of the function. Manage the performance of the staff in the sub-directorate. Performs other related duties as assigned.

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

POST 37/38 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DPWI 05/10/2023**

SALARY : R811 560 per annum (Level 11), an all-inclusive remuneration package
CENTRE : East London
REQUIREMENTS : 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 licence. 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 Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 37/39</u>	:	<u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES REF NO: DPWI 06/10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Mount Ayliff National Senior Certificate, National Diploma NQF Level 6 in Built environment (T/N/S streams) OR A N3 and passed trade test in the built environment, OR Registration as an Engineering Technician. 3 years' experience at supervisory level within the built environment/ Salary Level 7/8. A valid driver's licence. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.
<u>DUTIES</u>	:	Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: 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. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMES are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Manage assistance of EPWP in development of SMMES. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient workflow by Works Inspectors 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 N. Mdlaka/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 37/40</u>	:	<u>CHIEF ARTISAN: GRADE A MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (OSD) Fort Beaufort Depot Ref No: DPWI 07/10/2023 Queenstown Depot Ref No: DPWI 08/10/2023
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. Knowledge and Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Competencies: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.
<u>DUTIES</u>	:	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.
<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

POST 37/41 : **ASSISTANT DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS REF NO: DPWI 09/10/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant supervisory experience or salary level 7/8 in the Built Environment/Development Studies. A valid driver's licence. Knowledge and Skills: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. 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. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Participate in researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Participate in implement systems related to the coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Participate in processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Coordinate the implementation of effective and efficient identification and management of risks within the Directorate.

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

POST 37/42 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DPWI 10/10/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: East London
: National Senior Certificate, National Diploma NQF Level 6 in Criminology/ Law/Security Management/Security Risk Management/Policing. At least PSIRA Grade B (those not in the Police or SANDF). 3 Years' experience in supervisory position or SL 7/8 in a security related environment. A valid driver's license. Knowledge & Skills: Constitution of Republic of South Africa, 1996 National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Private Security Industry Regulation Act. Good interpersonal skills, Planning and organising skills, Decision making skills, Analytical thinking skills, Investigative skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail.

DUTIES : Manage and Implement Physical Security Measures, Policies and Procedures: Implement Physical Security Policies and Procedures as well as any other applicable Physical Security Legislation. Administer safeguarding of DPW buildings and assets. Facilitate the provision of security to client departments in line with the Departmental mandate and SLA with departments. Manage and monitor performance of private security providers contracted by the Department in line with the SLA. Hold monthly meetings with security providers contracted in the district. Conduct quarterly Security Risk Assessments on DPW buildings and shared facilities. Ensure that random after hour inspections are conducted. Coordinate the implementation of security measures at Departmental and/or MEC events in the district. Manage and implement proper

key control measures in the district. Coordinate district security committee meetings on shared facilities. Manage and Implement Personnel & Information Security: Implement Information and Personnel Security policies & procedures. Administer Vetting of officials in the district in line with the Vetting Strategy. Facilitate pre-employment screening of shortlisted candidates for positions in the Department in line with the relevant screening prescripts and policies. Conduct awareness sessions in the districts to raise security consciousness of employees. Keep and maintain a database of security pre-screening and vetting in the district. Facilitate screening of service providers that will be having access to sensitive departmental areas, information and/or systems. Liaise with external stakeholders such as SAPS in cases of common interest. Submit monthly reports on Screening and Vetting in the district. Manage and Investigate Security Breaches in The District: Attend to all security breaches and/or incidents in the districts within 24 hours. Report security breach/incident to the relevant authorities such as SAPS within 24 hours. Conduct a preliminary investigation of the breach/incident within 24 hours and provide a report to Head Office. Maintain a security breach register for the district. Submit monthly reports on security breaches. Administer Security Services: Deploy or post In-house and private security officers. Draft a work plan and/or roster for In-house Security Officers. Ensure security registers used by both In-house and private Security Officers are inspected weekly to ensure completeness. Ensure verification of timesheets and invoices of security providers prior to submitting them to Finance. Ensure that both In-house and Private Security Officers comply with PSIRA requirements. Submit the required monthly reports, documentation as well as statistics on the Security Co-operatives and Security Providers to EPWP in the district. Keep and maintain a filing system of all required information submitted by security providers and co-operatives in line with the SLA. Provide inputs to Head Office in drafting of specifications of security tenders. Supervise Allocated Resources: Ensure that the performance agreements and development plans are drafted for all In-house Security Office within set timeframes. Ensure that all In-house Security Officers' performances are managed on a daily basis. Manage Performance Assessments of In-house Security Officers. Provide inputs and monitor budget allocated. Ensure continuous development and training of In-house Security Officers. Manage the maintenance and safekeeping of assets. Provide assistance to monitor and manage risks in area of responsibility.

ENQUIRIES : 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

POST 37/43 : **ASSISTANT DIRECTOR: DISTRICT SUPPORT REF NO: DPWI 11/10/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mount Ayliff
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Social Science/Developmental Studies with 3 Years' experience in supervisory position or SL 7/8 in district support environment. A valid driver's licence. Knowledge & Skills: RSA Constitution – Corporative Governance. IGR Framework Act, 13 of 2005. National/ Provincial Development Plan, 2011. District Development Model, 2019. Integrated Development Plan PSA. PSR (2016). PFMA. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Problem solving skills, Strategic capability and leadership. Management skills, Communication skills, Computer skills, Organizational Skills, Communication, Programme and project management.

DUTIES : Manage and coordinate Stakeholder Relations. Maintain effective relations with sector departments and Municipalities at District level. Manage rendering of communication services in the District. Manage the rendering of effective and efficient customer service to the clientele of the district. Render administrative functions. Supervise allocated resources.

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

POST 37/44 : **PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DPWI 12/10/2023**

SALARY CENTRE : R359 517 per annum (Level 08)
: Mthatha

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/Social Sciences/Community Development/ Public Management/Public Administration & Project Management with 1-2 years' appropriate experience within EPWP in Community Development. A valid driver's licence. Knowledge and Skills: 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. Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy.
<u>DUTIES</u>	:	Implement EPWP projects/ initiatives - Conduct community needs analysis and profile. Conduct community participation and stakeholder engagements. Establish Project Steering Committees. Facilitate the recruitment of EPWP participants according to EPWP recruitment guidelines. Facilitate signing of employment contracts. Conduct induction in the work place. Monitor the implementation of EPWP projects -Conduct site visits to monitor performance. Ensure the sitting of the Project Steering Committee. Identify relevant training needs. Compile monthly and quarterly project status report. Perform payment administrative functions -Collect and receive attendance registers. Analyze and verify attendance registers. Monitor the development and consolidation of payment spreadsheet. Create batch for payment of EPWP participants. Conduct monthly meetings with supervisors. Supervise the allocated resources -Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 37/45</u>	:	<u>HRD PRACTITIONER: SKILLS DEVELOPMENT REF NO: DPWI 13/10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. PERSAL introduction certificate is compulsory and must be (submitted only when shortlisted or on the day of the interview). A valid Driver's licence. Knowledge and Skills: Knowledge and skills: Public Service Act, Policies and Regulatory Framework. In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Compile the department Workplace Skills Plan. Compile the quarterly and annual monitoring reports and expenditure reports. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Monitor and report on implementation of the Workplace Skills Plan. Co-ordinate training interventions with internal and external stakeholders. Manage and co-ordinate the Internship and Learnership Programmes. Facilitate and co-ordinate the management of Developmental Programmes. Monitor and report on training budgets. Conduct the impact assessment and return of investment on the training interventions. Conduct the implementation of the Recognition of Prior Learning. Co-ordinate and facilitate Departmental Induction Programmes. Co-ordinate and facilitate Compulsory Induction Programmes. Maintenance and update of training interventions records.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 37/46 : **WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 14/10/2023**

SALARY : R294 321 per annum (Level 07)

CENTRE : Gqeberha

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Social Work/Psychology. Valid registration with a relevant Council is compulsory. 1-2 years' relevant experience in Employee Health and Wellness environment. A valid driver's licence. Knowledge and Skills: Knowledge of the Public Service Employee Health and Wellness Framework; Knowledge of EAPASA Standards and understanding of the National Strategic Plan on HIV, TB, and STIs, COIDA. Report writing, communication, interpersonal relations, relationship building, confidentiality, de-briefing and counselling, computer literacy, presentation, interpersonal conflict and resolving problems.

DUTIES : Render Implementation of Employee Assistance Programme (EAP) policy and related programmes: Conduct EAP awareness within the District. Coordinate sport and recreation activities. Open files for each EAP case referred to the Section. Facilitate referrals to professional institutions should a need arise. Analyse cases and recommend possible interventions. Provide counselling. Case management for IOD, medical, Psychological, Physical and clinical related. Render HIV & AIDS and TB diseases programs: Conduct HIV & AIDS and TB diseases awareness campaigns within the District. Organise support programs for those employees who have disclosed their HIV status. Ensure that people living with HIV & AIDS and TB are not discriminated in the workplace. Render Health and productivity management: Conduct awareness's of communicable and non-communicable diseases management. Conduct mental health awareness programs. Oversee full cycle for medical incapacity process. Maintain and compile statistical data on absenteeism and sick leave utilization. Develop and apply metrics to ensure effectiveness of health and wellness programmes and modify programmes based on the results. Source, negotiate with service providers or stakeholders to deliver wellness support with adherence of facilitation standards, methods and procedures. Prepare monthly/quarterly reports on delivered initiatives, planned initiatives and employee participation and feedback.

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

POST 37/47 : **PORTFOLIO OFFICER: REVENUE GENERATION REF NO: DPWI 15/10/2023**

SALARY : R294 321 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1-2 years' relevant experience in the property management field. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Provide administrative support service. Assist with revenue generation. Assist with property valuation of provincial user assets.

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

POST 37/48 : **ADMIN OFFICER: INNOVATION & EMPOWERMENT REF NO: DPWI 16/10/2023**

SALARY : R294 321 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Gqeberha
	:	National Senior Certificate, National Diploma NQF level 6 in Developmental Studies /Public Management /Public Administration /Social Science /Management & Project Management with 1-2 years' experience within EPWP in Innovation and Empowerment. A valid driver's licence. Knowledge and Skills: Public Finance Management Act (PFMA); Prescripts; DoRA; PEPs; Public Service Regulations; BBBEE Act, EPWP Policy. 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.
<u>DUTIES</u>	:	Facilitate the implementation of National Youth Service and APTCoD: Develop Recruitment Plan according to depot needs. Distribute the Expression of Interest to all public bodies and notice boards. Receive and scrutinize qualifications of applicants according to policy, and conduct selection. Prepare compliant contract documents. Convene briefing meeting with selected students, and obtain completed bank forms, medical fitness, declaration of disability and certified ID copies. Develop attendance registers and payment register for students. Distribute logbooks to learners. Procure and distribute PPE's to APTCoD and NYS. Facilitate and implement training and empowerment programme: Facilitate logistics for training and empowerment and submit for approval. Prepare tender document for training and empowerment. Act as a project leader on all bid committees. Compile monthly reports. Monitor training. Facilitate and implement innovative initiatives: Facilitate community participation to introduce new initiatives. Register applicants on Amathuba Jobs Portal. Match the qualifying applicants on Amathuba Jobs Portal. Compile system generated monthly and quarterly reports. Facilitate and implement training and empowerment programme: Administer Integrated Contractor Development Programme. Supervise the allocated resources: Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Ms A. Meyer Tel No: (041) 390 9032/ Ms C. Bermoskie Tel No: (041) 390 9026 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 37/49</u>	:	<u>MESSENGER DRIVER: LOGISTICS & ASSET MANAGEMENT REF NO: DPWI 17/10/2023</u>
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha
	:	Grade 10 with seven to twelve months' experience in driver/messenger services. Valid Code 10 driver's licence and valid PDP. Knowledge and Skills: Public Service Regulations, organizational policies and procedures. Problem solving skills, Communication skills both written and verbal, flexibility, client orientation and customer focus.
<u>DUTIES</u>	:	Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Transport goods and service. Load and dispatch items. Transport officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report/ routine inspection on visible defects around exterior of the vehicle. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. Recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Render clerical support services in the office: Copy and fax documents. Render messenger services: Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from

the various Departments/ components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Prepare packages/parcels for dispatch by the courier or postal service. Record and sign off the register for correspondence delivered and collected. Willingness to work extra hours.

ENQUIRIES

: Can be directed to Ms A. Meyer Tel No: (041) 390 9032/ Ms C. Bermoskie Tel No: (041) 390 9026
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