ANNEXURE

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATIONS: Applications can be posted to: The Chief Director: Human Resources Management and Development, Private Bag X0032, Bhisho. 5605 OR Offices of the Directorate: Human Resources Administration, Second Floor, Steve Vukile Tshwete Education Complex, Zone 6, Zhoulita.

FOR ATTENTION: Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

CLOSING DATE: Friday, 10 June 2016

MANAGEMENT ECHELON


SALARY: All inclusive salary package of R1 267 806 per annum (Salary Level 15) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE: Zwellitsha

REQUIREMENTS: B-degree or equivalent NQF level 7 qualification in Accounting, Financial Management or Auditing; as well as a post-graduate qualification (NQF level 8) in any of the aforementioned areas or Management Sciences. • 8 to 10 years’ relevant experience in the financial management domain at senior management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers’ License • Note: Registration as a Chartered Accountant (SA) will serve as a recommendation. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: PFMA legislative and SCM regulatory framework. Departmental policies and procedures. Annual financial statements. Performance report. Business and project financial planning. MTEF budgeting process

DUTIES: Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations. Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans. Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations. Strategically direct processes to ensure that the all departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards. Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems. Manage and account for the development and implementation of the Department’s Budget and Annual Procurement Plan inclusive of managing the monitoring/evaluation thereof and reporting thereon. Manage processes to ensure the strengthening of the internal control environment. Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services. Manage the development of the Branch’s Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment. Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters. Liaise on behalf of the accounting officer with the National and Provincial Treasuries. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development financial and supply chain practitioners.

ENQUIRIES: Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513
POST 22/101: CHIEF DIRECTOR: CURRICULUM MANAGEMENT FINANCIAL OFFICER REF NO: DU 002/2016

SALARY : All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : Zwelitsha


DUTIES : Strategically direct in line with legislative and regulatory imperatives the development of teacher development programmes and instruments to enhance curriculum delivery outcomes for the various phases and subject offerings, both in policy and in practice • Manage processes to analyse EQMS profiles and other education systems performance indicators with a view to identify generic educator development needs as it relates to curriculum offering and the root causes thereof • Direct processes to develop and maintain innovative teacher development support programmes to address the identified root causes • Manage the monitoring and evaluation of developed teacher support programmes and report on them, inclusive of managing and account for the cost-benefit aspects thereof • Strategically manage the implementation and utilisation of an e-learning platform for improving teaching, learning and teacher development in the province • Programme manage the implementation of teacher support programmes and instruments and account for the performance of such programmes • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate

ENQUIRIES : Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513


SALARY : All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : Zwelitsha


DUTIES : Strategically direct in line with legislative and regulatory imperatives the development and maintenance of innovative and integrated departmental learner support policy frameworks and instruments. Strategically manage in line with legislative and regulatory imperatives the development of learner health, social welfare (including accommodation and transportation) and nutrition support policy frameworks and instruments for implementation at operational levels. Analyse education outcomes including but not limited to, learner performance in
analyses and exams, learner absenteeism, learner drop-out rate, learner pregnancy trends, and level of substance abuse among learners. Champion the implementation of the Integrated School Health Policy in partnership with the Department of Health and the department of Social Development. Direct processes to develop innovative learner support programmes. Ensure successful implementation of learner support programmes and report thereon, inclusive of managing and account for the cost-benefit aspects thereof. Ensure successful implementation of the Inclusive Education Policy of Government. Ensure that the interest of learners with Special Needs is taken into account in each and every policy and operations of the department. Create and maintain partnership with all stakeholders supporting learners and young people in general in every area. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate.

ENQUIRIES: Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

POST 22/103: CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, DEVELOPMENT AND GOVERNANCE. REF NO: DU 004/2016

SALARY: All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE: Zwelitsha

REQUIREMENTS: B- degree or equivalent NQF level 7 qualification in School Leadership and Management, Education Policy, Education Management or a related field • 5 years’ relevant experience in education system development at senior management service level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers’ License


DUTIES: Strategically direct in line with legislative and regulatory imperatives the development and maintenance of innovative and integrated departmental learner support policy frameworks and instruments. Strategically manage in line with legislative and regulatory imperatives the development of learner health, social welfare (including accommodation and transportation) and nutrition support policy frameworks and instruments for implementation at operational levels. Analyse education outcomes including but not limited to, learner performance in assessments and exams, learner absenteeism, learner drop-out rate, learner pregnancy trends, and level of substance abuse among learners. Champion the implementation of the Integrated School Health Policy in partnership with the Department of Health and the department of Social Development. Direct processes to develop innovative learner support programmes. Ensure successful implementation of learner support programmes and report thereon, inclusive of managing and account for the cost-benefit aspects thereof. Ensure successful implementation of the Inclusive Education Policy of Government. Ensure that the interest of learners with Special Needs is taken into account in each and every policy and operations of the department. Create and maintain partnership with all stakeholders supporting learners and young people in general in every area. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate.

ENQUIRIES: Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

POST 22/104: CHIEF DIRECTOR: STRATEGIC PLANNING. REF NO: DU 005/2016

SALARY: All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE: Zwelitsha

REQUIREMENTS: B- degree or equivalent NQF level 7 qualification in Management Sciences or Public Administration • 5 years’ of relevant experience in the area of Strategic
Planning at senior management service level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers’ License • Note: A post graduate qualification in the Management Sciences will serve as a recommendation

**COMPETENCIES:**
- Strategic Capability and Leadership
- People Management and Empowerment
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service Delivery Innovation
- Problem Solving and Analysis
- Client Orientation and Customer Focus
- Communication

**Technical Competencies:**
- PFMA legislative and SCM regulatory framework • Departmental SCM policies and procedures • Establish an effective and efficient supply chain management function/system • Risk Management of the SCM System • SCM Performance Review.

**DUTIES:**
- Strategically manage and direct the development, maintenance and implementation of the departmental supply chain management policy framework, instruments and delegations • Account for the effective, efficient and economical performance of the departmental supply chain management system inclusive of ensuring the effective functioning of demand, acquisition, contract, logistic and asset management practices; and all statutory supply chain management governance structures and committees • Manage and account for the development and implementation of the Department’s Annual Procurement Plan inclusive of managing the monitoring/evaluation thereof and reporting thereon • Develop and maintain innovative commodity sourcing strategies and instruments to optimise value for money • Manage and direct processes to ensure the effective, economical and efficient utilisation of products and services procured for the Department inclusive of the utilisation of fleet items • Manage the development of the Chief Directorate’s Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment •

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**DUTIES**
- Strategically manage the development and maintenance of the departmental strategic, annual performance and work planning policies, regime and instruments • Facilitate the development, adoption and publishing of the departmental Strategic Plan • Direct the development and maintenance of the departmental planning agenda • Facilitate the development and maintain of measurable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of department programmes and report thereon. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Coordinate research and data collection initiative in support of departmental strategic/other planning processes. Manage and coordinate stakeholder input processes into the departmental planning regime. Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation, and reporting regime/protocols/instruments. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate

**ENQUIRIES**
- Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

**POST 22/105**

**SALARY**
- All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**CENTRE**
- Zwellitsha

**REQUIREMENTS**
- A recognised Commercial B- degree or equivalent NQF level 7 qualification with relevant majors and Accounting at least at second year level • 5 years’ relevant experience in the supply chain management domain at senior management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers’ License • Note: A post graduate qualification in strategic commodity management practices will serve as a recommendation. a recommendation

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**COMPETENCIES:**
- Strategic Capability and Leadership • People Management and Empowerment.

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**DUTIES**
- Strategically manage the development and maintenance of the departmental strategic, annual performance and work planning policies, regime and instruments • Facilitate the development, adoption and publishing of the departmental Strategic Plan • Direct the development and maintenance of the departmental planning agenda • Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of department programmes and report thereon. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Coordinate research and data collection initiative in support of departmental strategic/other planning processes. Manage and coordinate stakeholder input processes into the departmental planning regime. Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation, and reporting regime/protocols/instruments. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate

**ENQUIRIES**
- Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

**POST 22/105**

**SALARY**
- All inclusive salary package of R1 042 500 per annum (Salary Level 14) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**CENTRE**
- Zwellitsha

**REQUIREMENTS**
- A recognised Commercial B- degree or equivalent NQF level 7 qualification with relevant majors and Accounting at least at second year level • 5 years’ relevant experience in the supply chain management domain at senior management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers’ License • Note: A post graduate qualification in strategic commodity management practices will serve as a recommendation. a recommendation

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**COMPETENCIES:**
- Strategic Capability and Leadership • People Management and Empowerment.

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**DUTIES**
- Strategically manage the development and maintenance of the departmental strategic, annual performance and work planning policies, regime and instruments • Facilitate the development, adoption and publishing of the departmental Strategic Plan • Direct the development and maintenance of the departmental planning agenda • Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of department programmes and report thereon. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Coordinate research and data collection initiative in support of departmental strategic/other planning processes. Manage and coordinate stakeholder input processes into the departmental planning regime. Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation, and reporting regime/protocols/instruments. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate

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Ensure the development and implementation of dispute resolution system, inclusive of implementing appropriate quality assurance mechanisms to support positive audit outcomes. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate, inclusive of the development of SCM staff members and the maintenance of discipline in the workplace.

**ENQUIRIES**
Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

**POST 22/106**
DIRECTOR: INTERNAL AUDIT. REF NO: DU 007/2016.

**SALARY**
All inclusive salary package of R864 177 per annum (Salary Level 13) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**CENTRE**
Zwelitsha

**REQUIREMENTS**

**DUTIES**
Manage processes to ensure the optimal functioning of the Departmental Internal Audit Unit in line with the Internal Audit Charter and statutory imperatives • Develop, manage and account for the implementation of the departmental Annual Internal Audit Plan and the Rolling Three Year Plan and other internal audit engagements across business units and processes. Manage processes to provide governance assurance services on the performance of all departmental programmes. Manage processes to coordinate statutory audit functions. Manage the development and maintenance of the departmental performance audit policy framework and instruments. Manage and provide audit consultancy services to departmental Programme Managers and Units. Manage the provisioning of internal audit procedures and governance assurance services inclusive of assurance regarding existing controls, risk management, governance processes, policies and procedures. Provide assurance regarding existing controls, risk management and governance processes, policies and procedures. Provide logistical support to the departmental Audit Committee, in line with the Internal Audit and Audit Committee Charters. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Directorate.

**ENQUIRIES**
Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

**POST 22/107**
DIRECTOR: LABOUR RELATIONS. REF NO: DU 008/2016

**SALARY**
All inclusive salary package of R864 177 per annum (Salary Level 13) including basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**CENTRE**
Zwelitsha

**REQUIREMENTS**

**DUTIES**: Manage and direct the development, maintenance and implementation of the departmental employee relations policy framework, instruments and delegations. Manage the provisioning of sound LR advisory support services to line managers within the parameters set by the LR regulatory framework applicable to the Public Service. Manage processes to monitor and evaluate the performance of department’s employee relations framework and report thereon. Initiate, support and champion transformation and change where prudent. Champion new policies, procedures and processes to improve the employee relation function, promote sound labour relations, and instil workplace discipline and ethics. Systematically identify, analyse and resolve both existing and anticipated problems in order to reach optimum solutions in a timely manner, notably in the areas of consultations with organised labour, grievances, disputes and disciplinary action. Gather, interpret disseminate and/or report LR information in a clear and concise manner – * appropriate to the various departmental audiences in order to explain, persuade, convince and influence Departmental role-players to achieve the desired employee relations outcome; * to oversight bodies, as applicable; and * to the Department’s employees as regards employee rights and obligations and the content of collective agreements. Manage and coordinate the resolution of adverse employee relation incidents. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Directorate, inclusive of the development of staff members and the maintenance of discipline in the workplace.

**ENQUIRIES**: Mrs NT Sipahlanga: 040-6084064; Mr. MM Lokwe: 040-6084513

**OFFICE OF THE PREMIER**

**APPLICATIONS**: Applications can be posted to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605 or delivered to Room 0073, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho. E-mail and Faxed applications will not be considered.

**MANAGEMENT ECHELON**

**POST 22/108**: DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE PROJECT MANAGEMENT OFFICE REF NO: DOTP 1 DDG: IPMO

**SALARY**: All inclusive package: R1 267 860 per annum (Level 15) to be structured in accordance with the rules of Senior Management Service (SMS). (5 year performance based contract)

**CENTRE**: Bhisho

**REQUIREMENTS**: Degree in Civil/Structural or Electrical/Mechanical Engineering (NQF level 7). Registration with a professional council: Registration as a professional with ECSA. Ten (10) years post graduate engineering experience in the public service of which local government service is a requirement. Valid driver’s licence (Code B/EB). Willingness to work extended hours, and travelling throughout the Eastern Cape.

**DUTIES**: To oversee, in consultation with the Director General, projects that are implemented in the provincial departments, organs of state and municipalities in order to spend allocated budgets and report on project progress against milestones. To ensure that the three spheres on government delivering infrastructure in the Eastern Cape apply the principles of effective budget utilisation, quality, time and cost. Promote the use and development of emerging contractors, and application of EPWP on projects. Ensure that public funds are appropriately managed in line with MFMA, PFMA and Treasury Regulations. Ensure proper stakeholder management and communication. Communicate and manage interdepartmental dependencies and synergies. Ensure effective management of Human, Financial and Physical Resources.

**ENQUIRIES**: Mr M. Mbangi, Tel no, (040) 609 6424/31
OTHER POST

POST 22/109 : JUNIOR PROCESS ENGINEER/BUSINESS ANALYST: SERVICE DELIVERY IMPROVEMENT 2 POSTS REF NO: OTP 1 JPEBA: SDI.

SALARY : All inclusive package: R389 145 per annum (Level 10), (1 year performance based contract).

CENTRE : Bhisho

REQUIREMENTS : A Degree or National Diploma at NQF Level 7 in Production / Operations Management, Industrial Engineering, Mechanical or B.Com Informatics. Experience in consulting environment will be advantageous. Experience in facilitating workshops with employees in order to gather requirements, generate ideas and validate designs. Must have at least 3 years process re-engineering experience, involved with assessing, mapping and optimizing business processes. Knowledge of and experience in applying formal business process modelling or business analysis methodologies. An understanding of change management and its importance in business process transformation. Knowledge of and exposure to Business Process Reengineering, Workflow / Workflow management / Process automation. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, and team building and planning organising.

DUTIES : Provide technical support to provincial departments with regard to Organizational Modeling, Re-engineering and Organizational Design. Facilitate and coordinate capacity building within the provincial government to implement and manage the various institutional management systems. Facilitate, coordinate and support the development and implementation of Business Process Management Systems. Investigate, analyse and develop opportunities into comprehensive business cases with a strong emphasis on efficiency gains, cost savings, improved quality and / or customer experience by developing presentations and present business cases to departments in order to formalise into a prioritised project / initiative. Process design development and enhancements within the departments to ensure resource and operational alignment with departmental strategies and organisational structures. Ensuring the effective and efficient department’s value streams and optimal integration of processes, people and technology by interactively analysing, researching, designing, recommending and implementing innovative and cost efficient business processes within the department.

ENQUIRIES : Mr M. Mbangi, Tel no, (040) 609 6424/31

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

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

APPLICATIONS : Applications can be posted to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605 or delivered to Room 0073, Ground Floor, Office of the Premier Building, Independence Avenue,Bhisho. E-mail and Faxed applications will not be considered.

FOR ATTENTION : Mnikelo Mbangi

CLOSING DATE : Friday, 10 June 2016

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

MANAGEMENT ECHELON

POST 22/110 : DIRECTOR: EXECUTIVE SUPPORT TO THE HEAD OF DEPARTMENT REF NO: DRDAR 16/001

SALARY : All inclusive package: R864 177 – R1 017 972 per annum (Level 13) to be structured in accordance with the rules of Senior Management Service (SMS).

CENTRE : Bhisho

REQUIREMENTS : The candidate must be in possession of an NQF level 7 qualification preferably in Public Management / Business Management • A minimum of 3 - 5 years' experience at Middle Management / Senior Management level. Extensive knowledge of Public Service Administration and public management. Excellent visionary and leadership qualities as well as strong strategic capabilities. Eloquent communication skills.

DUTIES : To ensure compliance by the Office of the HOD with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Take charge of all incoming and outgoing correspondence in the Office of the Head of Department. Summarize incoming submissions and give advice to the Head of Department on appropriate responses. • Be the responsibility manager for the office of the Head of Department. Ensure liaison with all stakeholders of the Department. Manage the staff in the office of the HOD. • Facilitate linkage between the office of the HOD and the office of the Executive Authority. • Coordinate the submission of the Financial Disclosure forms by members of the SMS.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

POST 22/111 : DIRECTOR: CORPORATE SERVICE ADMINISTRATIVE SUPPORT REF NO: DRDAR 16/002

SALARY : All inclusive package: R864 177 – R1 017 972 per annum (Level 13) to be structured in accordance with the rules of Senior Management Service (SMS).

CENTRE : Bhisho

REQUIREMENTS : An appropriate qualification at NQF 7 in Human Resources Management / Industrial Psychology / Public Administration / Business Management. At least 5 years in Human Resources Management environment of which at least three (3) years should be at Middle Management /Senior Management Level. A good understanding of the relevant government regulatory framework, National and Provincial Rural Development Strategy imperatives. Good knowledge of Financial and Supply Chain Management. Proven leadership, strategic management, financial management and people management skills. Excellent administrative, coordination and organizational skills. Good written and verbal communication skills. Advanced computer skills. Ability to work under pressure and independently. A valid driver's license is essential.

DUTIES : Provide strategic guidance and advice in respect of Human resource management and Administration services. Ensure management of human resource planning, post provisioning and policies are developed, implemented, monitored and reviewed. Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place to promptly fill vacant posts. Ensure overall departmental compliance with human resource legislation, policies and sound human resource practices. Maintain and enhance PERSAL control and conduct high level analyses of trends and risks. Active involvement in the compilation of service delivery improvement programme, and an information resource plan, for Corporate Services Administrative Support. Direct responsibility for the efficient, economic and effective control and management of compensation of employee budget and expenditure. Facilitate rendering of Auxiliary services in respect of office services, registry and registry management services.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31
OTHER POSTS

POST 22/112 : SCIENTIFIC MANAGER- PASTURE, VELD AND FORAGE SCIENCES REF NO: DRDAR 16/003

SALARY : All inclusive package: R750 984 – R858 672 per annum to be structured in accordance with the rules of OSD.

CENTRE : Dohne (Stutterheim)

REQUIREMENTS : The candidate must be in possession of an MSC degree or relevant qualification preferably in Rangeland / Pasture/Veld/Ecology/ Conservation Sciences. PhD will be an added advantage. At least six (6) years’ relevant scientific experience after BSc qualification. Compulsory registration with SACNASP as a professional. Good scientific publication record, with a minimum of three (3) scientific publications in national or international journal. Proven computer literacy skills including use of various statistical packages. Code B driving license.

DUTIES : Co-ordinate Pasture Research within the provincial agriculture production framework. Supervise and guide a team of Pasture Researchers, Veld Researchers and Specialists. Ensure that the pasture and Veld research projects within the districts receive technical support. Represent the Department at Pasture Research forums at provincial and national level. Liaise with information dissemination unit in preparing farmer user friendly information. Ensure the development and implementation of policies, systems and procedures related to Pasture and veld research. Provide strategic leadership and direction with regard to pasture and veld research. Lead, co-ordinate and develop scientific models and regulatory frameworks with regard to pasture and veld research. Responsible for Financial Management, People Management and Corporate Governance.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

POST 22/113 : SCIENTIFIC MANAGER- LIVESTOCK PRODUCTION REF NO: DRDAR 16/004.

SALARY : All inclusive package: R750 984-R858 672 per annum to be structured in accordance with the rules of OSD.

CENTRE : Dohne (Stutterheim)

REQUIREMENTS : The candidate must be in possession of an NQF level 7 qualification preferably in Public Management / Business Management. A minimum of 3 - 5 years’ experience at Middle Management / Senior Management level. Extensive knowledge of Public Service Administration and public management. Excellent visionary and leadership qualities as well as strong strategic capabilities. Eloquent communication skills.

DUTIES : The candidate must be in possession of an MSC degree or relevant qualification preferably in Animal Science. PhD will be an added advantage. At least six (6) years’ relevant scientific experience after BSc qualification. Compulsory registration with SACNASP as a professional. Good scientific publication record, with a minimum of three (3) scientific publications in national or international journal. Proven computer literacy skills including use of various statistical packages. Code B driving license.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

POST 22/114 : STATE VETERINARIAN REF NO: DRDAR 16/005

SALARY : All inclusive package: R612 822 per annum (Level 11)

CENTRE : O.R Tambo (Mthatha), Chris Hani (Elliot)

REQUIREMENTS : A B.VSc or B.VMch qualification and registration with the SA Veterinary Council. A valid driver’s license.

DUTIES : Responsible for Animal Disease Surveillance and Control. Enforce compliance with the Animal Disease Act and Meat Safety Act. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

SALARY : All inclusive package: R512 244 per annum to be structured in accordance with the OSD.

CENTRE : Dohne (Sutterheim)

REQUIREMENTS : The candidate must be in possession of a Science Degree (BSc) (Hons) or relevant qualification, preferably MSc Agric. degree with animal nutrition as a major. Compulsory registration with the SACNASP as a professional. Proven scientific writing skills. Proven skills in computer literacy including use various statistical packages.

DUTIES : Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

POST 22/116 : ANIMAL HEALTH TECHNICIAN 2 POSTS REF NO: DRDAR 16/007.

SALARY : All inclusive package: R262 272 per annum, Level 08

CENTRE : O.R Tambo District


DUTIES : The successful candidate is expected to plan and implement disease control measures, which would entail administering of vaccinations for animal diseases, collect specimens, examine and dispatch samples with regards to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regards to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would entail conducting inspection of animals, animal products, vaccine distribution points and installation where animal’s products are processed. Assist Veterinarian with Investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts. Provide extension services on animal health to animal owners.

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

POST 22/117 : PROVISIONING ADMINISTRATION CLERK: VETERINARY SERVICES LABORATORY REF NO: DRDAR 16/008.

SALARY : All inclusive package: R142 461 per annum, Level 05

CENTRE : Grahamstown

REQUIREMENTS : The candidate must be in possession of a relevant NQF 6 qualification. At least 3 years’ relevant experience. Planning and organizing, problem-solving, written and verbal communication skills. Must be computer literate.

DUTIES : Maintain records and perform administrative tasks in relation to Veterinary Laboratory Services Responsible for typing and capturing project data on departmental database. Perform various administrative tasks as required from time to time

ENQUIRIES : Mr M. Mbangi, tel no, (040) 609 6424/31

DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE

APPLICATIONS : Applications can be posted to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, BHISHO, 5605 OR hand deliver to the HR building, No. 5 Eales Street, King William’s Town.

FOR ATTENTION : Ms. NP. Nomvete

CLOSING DATE : Friday, 10 June 2016
MANAGEMENT ECHELON

POST 22/118 : SENIOR MANAGER: JOE GQABI DISTRICT REF NO: HRM/1/3/16

SALARY : All inclusive package: R864 177.00 per annum (Level 13) to be structured in accordance with the rules of Senior Management Service (SMS).

CENTRE : Joe Gqabi District – Aliwal North

REQUIREMENTS : A four-year Degree or three-year Diploma in Social Science, Industrial Psychology, Business Administration and/or equivalent is essential. Extensive experience in a relevant managerial field. At least 4 years’ experience at management level. Experienced in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies.

DUTIES : Overall management of the District Office in terms of the following: Corporate Services, which includes Human Resource Management, Financial Management and Supply Chain Management and all administrative aspects. Provide strategic leadership within the District. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carry out their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museums and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non – governmental organization relations for the integration of programmes. Manage the District budget and compile all kinds of reports as required. Monitor performance of the District in relation to planned objectives. Ensure that the operation of the district is in compliance with regulations. (This post is targeting to attract women and persons with disabilities)

ENQUIRIES : Ms. NP. Nomvete Tel no: 043 6044110

OTHER POSTS

POST 22/119 : MANAGER: CORPORATE SERVICES REF NO: HRM/2/3/16

SALARY : All inclusive package: R726 276.00 per annum, Level 12

CENTRE : Alfred Nzo District – Mt. Ayliff

REQUIREMENTS : A relevant B. Degree/Diploma in Public Administration or equivalent, coupled with 10 years’ experience in the field of Administration of which 3 years must have been at a supervisory level within the environment of Financial Management, Human Resource Management and Supply Chain Management. Extensive knowledge of government policies and legislative frameworks. Proven administration, planning and organizing skills. Strong administration capability and leadership skills. Analytical thinking, problem-solving and decision-making skills. Innovative and creative thinking. People development and empowerment skills. Good communication and presentation skills. Ability to maintain sound reporting procedures. Ability to compile management reports. Policy analysis and implementation. Computer Literacy. A Valid driver’s license.

DUTIES : Management, monitoring and coordination of Human Resources, Financial Services, Supply Chain Management and general Administration of physical resources. Strategic planning, public procedures and practices. Implement policies and legislation relating to Public Service in general. Perform general managerial functions and supervision

ENQUIRIES : Ms. NP. Nomvete Tel no: 043 6044110

POST 22/120 : MANAGER: MASS PARTICIPATION REF NO: HRM/3/3/16

SALARY : All inclusive package: R726 276.00 per annum, Level 12

CENTRE : King William’s Town

REQUIREMENTS : A B Degree/Diploma in the field of Sport & Recreation coupled with 10 years’ experience in the field of Sport & Recreation of which 3 years must have been at an Assistant Director Level. Knowledge of Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Division of Revenue Act. Knowledge of Finance Management Act and how to implement Conditional Grants in line with the DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal skills, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project
management skills. Able to work under pressure. Computer literacy. A valid driver’s license.

**DUTIES**

Ensure compliance with the Conditional Grant Framework. Planning of the sub-directorate and the District Operational Plans. Develop the Provincial Business Plans. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan and National Directives. Synchronize the Operational Plans with Budget and Business Plan. Provide strategic leadership and ensure capacity building within the Mass Participation Programme. Provide full support and direction regarding Human Resource Development. Assist and facilitate the implementation of the Mass Participation Programme in the following areas: Siyadlala Hubs, School Sport, Club Development, Sport Academies and Sport Councils. Implement the programme in line with policy directives and political imperatives. Implement and monitor national directives for the programme. Manage the utilization and safe keeping of assets. Ensure a productive organizational culture. (This post is targeting to attract women and persons with disabilities)

**ENQUIRIES**

Ms. NP. Nomvete Tel no: 043 6044110

**POST 22/121**

**MANAGER: CULTURAL AFFAIRS REF NO: HRM/4/3/16**

**SALARY**

All inclusive package: R726 276.00 per annum, Level 12

**CENTRE**

Chris Hani District-Queenstown

**REQUIREMENTS**

A relevant Degree/Diploma in Arts & Culture/ Museums & Heritage/ Libraries coupled with 10 years’ experience in the field of Cultural Affairs of which 3 years must have been at a supervisory level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museums & Heritage and Libraries prescripts. Problem-solving skills. Knowledge of finances and the budget process. Computer literacy. A valid drivers’ license.

**DUTIES**

Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museums & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operational Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services legislation and policies in the District. Provide strategic advice on all matters pertaining to Cultural Affairs. Manage and approve reports in the district.

**ENQUIRIES**

Ms. NP. Nomvete Tel no: 043 6044110

**POST 22/122**

**MANAGER: SPORT & RECREATION REF NO: HRM/5/3/16**

**SALARY**

All inclusive package: R389 145 per annum, Level 10

**CENTRE**

King William’s Town

**REQUIREMENTS**

A Degree/Diploma in Public Administration or equivalent, with 3 years’ experience in the field of public administration or Matric with 10 years’ experience in administration. Knowledge of PFMA and Treasury Regulations. Experience and knowledge of integrated governance management regulations. Knowledge of Public Service Act and other Public Sector policies. Sound interpersonal, project management, computer and financial management skills. Good verbal and written communication skills. Professional Business Writing skills. A valid drivers’ license.

**DUTIES**

Coordinate all activities and administration in the office of the General Manager: Sport & Recreation. Provide support to the General Manager: Sport & Recreation and Senior Managers of the Branch through coordination of branch meetings, communication of Sport & Recreation branch resolutions and progress reports. Manage monthly itinerary and calendar of events for Sport & Recreation branch. Coordinate all arrangements with key stakeholders of Sport & Recreation. Prepare quarterly and monthly performance and financial report in line with APP. Consolidate Annual Performance Plan and budget for the office of the General Manager: Sport & Recreation. Manage all resources and assets in the office of the General Manager: Sport & Recreation. Ensure effective records management system is maintained.

**ENQUIRIES**

Ms. NP. Nomvete Tel no: 043 6044110
POST 22/123 : LABOUR RELATIONS PRACTITIONER: HRM REF NO: HRM/5/3/16

SALARY : All inclusive package: R262 272 per annum, Level 08

CENTRE : King William’s Town


DUTIES : Facilitate and render training workshops on Labour Relations issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to employee in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meeting. Implement outcomes of dispute resolution meetings and grievance hearings. Facilitate and administer the relationship processes between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports. Capturing of data in the PERSAL system.

ENQUIRIES : Ms. NP. Nomvete Tel no: 043 6044110

NOTE : This post is targeting to attract persons with disabilities