Circular 25 of 2019/20

EASTERN CAPE OFFICE OF THE PREMIER

DIRECTOR – GENERAL: HEAD OFFICE-BHISHO
(FIVE – YEAR PERFORMANCE BASED CONTRACT) Ref No. OTP 01/01/2020
(Re-Advertisement, Candidates who previously applied need not to apply as their applications will be considered)

All-inclusive remuneration package of R1 978 533 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

Requirements: A National Senior Certificate, An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Management, Public Administration or other relevant qualification as recognised by SAQA. At least 8 to 10 years relevant experience at senior management level, 3years must have been at executive management level of which 3 years must have been within any organ of state as defined in the Constitution, Act 108 of 1996

Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.

KPA’s: The successful candidate as the Head of Department and Accounting Officer of the Office of the Premier, will be responsible to ensure integrated delivery to the citizens of the Eastern Cape through strategic leadership, critical intervention and coordinating effective Provincial governance • This entails: Serving as Secretariat to the Executive Council • Administering intergovernmental relations between the Province of the Eastern Cape and other provinces as well as national departments and national government components • Administering intra-governmental cooperation between the Office of the Premier and the various Eastern Cape Provincial departments, including the coordination of their actions and legislation. • Providing institutional development and organizational support services to ensure that the Provincial Administration has sufficient capacity to effectively and efficiently deliver on its mandate. • Ensure monitoring and evaluation of performance of the Provincial Administration, and coordination of provincial policy and planning. • Rendering effective and efficient executive, communications and legal support services and implementing intergovernmental and stakeholder relations. • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Medium-term Strategic Framework. • Implementing good governance systems and compliance monitoring frameworks. • Efficiently managing corporate services in the Department.

Closing Date: 07 FEBRUARY 2020 @15HOO
APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.
TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za

Applications can be forwarded through the following Address:

FOR THE OFFICE OF THE PREMIER,

Hand Delivery: Room 1031, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Premier, Private Bag X0047, Bhisho, 5605. Enquiries: Mr. L Van Zuydam/ Ms P Mwanda-Tali & Ms Nkonki on 040 609 6157 or 6403 / 6460.
EASTERN CAPE OFFICE OF THE PREMIER

CHIEF DIRECTOR: SPECIALISED LITIGATION UNIT
(FIXED TERM CONTRACT OF 12 MONTHS)
Salary Package: R 1 251 183 per annum (SL14)
Ref. OTP 01/01/2020 (Bhisho)

Purpose: To manage and co-ordinate medico-legal claims against the Department of Health.

Minimum Requirements: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience, of which 5 years must have been at a senior management level. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

KPA’s: Monitor and coordinate the implementation of the medico-legal litigation management strategy. Manage and coordinate medico-legal litigation and approved interventions. Build legal capacity within the Specialised Litigation Unit. Collect and monitor compliance with court orders. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the Department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.
MEDICAL SPECIALIST (GR3): SPECIALISED LITIGATION UNIT (X2)
(FIXED TERM CONTRACT OF 12 MONTHS)
Salary Notch: R 1 467 65 (OSD)
Ref. OTP 02/01/2020 (East London/Bhisho)

**Purpose:** To review medical case records and produce medical opinions and advice on medico-legal claims against the Department of Health.

**Minimum Requirements:** Senior Certificate, MBCHB. Registration with the HPCSA as a medical doctor. Ten (10) years in medical practice after registration with the HPCSA as Medical Specialist. Specialist qualification in obstetrics or paediatrics, or extensive general medical experience with the ability to interpret obstetric and neonatal care. Certificate in evidence based training will be an added advantage.

**KPA's:**
- Clinically review medical records. Provide structured opinions and advice. To advise on steps to minimize adverse outcomes that lead to litigation. Provide clinical expertise within the clinical team;
- Manage the process of developing evidenced based reports in relation to particular medico-legal cases.
- Consult with and provide the State Attorney with written advice on medico-legal claims. **Manage area of responsibility:**
  - Clinically review medical case records in the light of potential and real litigation with respect to allegations of negligence resulting in substantial harm to patients of the department of Health – and to give advice on the appropriate medical remedy in managing such potential and real claims. To provide advice in a structured manner, including the use of IT databases and template reports. To advise the Department on the steps that can be taken to minimise adverse outcomes that lead to litigation, the decrease exposure to litigation and to minimise the legal and administrative damages that accrue. Fully understand the medical and legal implications of medico-legal litigation so as to ensure the best possible support that the legal team can provide. Review all litigation case files, and update these files on a regular basis, in order to ensure pro-active management of medico-legal cases. Attend all pre-trial consultations with the State Attorney, advocates briefed on behalf of the department, witness and experts. After conclusion of a litigious matter, a risk analysis must be conducted and addressed to the relevant facility manager with a plan for long-term risk management strategy designed in consultation with clinical managers.

PRINCIPAL STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT
(FIXED TERM CONTRACT OF 12 MONTHS)
Salary package : R 1 285 158 (OSD) LP10
Ref. OTP 03/01/2020 (Bhisho)

**Purpose:** To assist in the management and co-ordination of medico-legal claims against the Department of Health.

**Minimum Requirements:** Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

**KPA's:** Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Chief Director: SLU by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans.
Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

*Branch: Financial Management Services*

**Salary Package:** R1 057 326 per annum (All inclusive). Level 13

**Ref. OTP 04/01/2020 (Bhisho)**


**KPA's:** Manage Demand, Acquisition, Contract Management and Asset management (including inventory and disposal) functions of the department. Implement and promote BEE and PPPFA policies. Manage the Department's LOGIS system. Develop, maintain and implement Supply Chain Management (SCM) policy, asset management policy, cell phone policy, transport management policy, inventory policy, disposal strategy, SCM frameworks and develop procurement delegations. Develop the implementation guidelines for all practice notes/instructions and circulars issued by the Treasuries. Coordinate and develop the Department's procurement plan and maintain a record of bids awarded. Manage contracts awarded and ensure delivery of goods and services accordingly. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconciliation of assets and update the asset register, including the maintenance of the assets. Provide advice and guidance on SCM matters. Oversee the stock management system of the Department. Manage the Departmental fleet.

**DIRECTOR: MANAGEMENT ACCOUNTING**

**Salary Package:** R1 057 326.00 per Annum (Level 13)

**Ref. OTP 05/01/2020 (Bhisho)**


**KPA's:** Ensure the provision of financial planning and advisory services: Manage the planning and compilation of the departmental MTEF budget. Manage the compilation the adjustment estimates and annual cash flow for the department. Manage the loading of budget structure and budget. Provide advice and guidance on budget planning to programmes. Ensure budget preparation process and budget monitoring: Manage the monitoring, controlling and reporting of the departmental cash flow. Manage the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Ensure the provision of financial records, accounting and reporting services: Control the management and administration of departmental debt and liabilities. Manage the clearance and reconciliation of suspense accounts. Ensure management of reconciliation of the PMG bank account. Compile the Interim and Annual Financial Statements. Manage the safeguarding and storage of financial records. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.
SENior State Law Advisor: Specialised Litigation Unit (X3)
(Fixed Term Contract of 12 Months)
Salary Notch: R 983 019 (OSD) LP9
Ref. OTP 06/01/2020 (Bhisho) Mthatha

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

Minimum Requirements: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

KPA’s: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly.

Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability.

Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

STATE Law Advisor: Specialised Litigation Unit LP8 (X4)
(Fixed Term Contract of 12 Months)
Salary Notch: R899 016 (OSD)
Ref. OTP 07/01/2020 (Bhisho) Mthatha

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

Minimum Requirements: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

KPA’s: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects,
ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Coordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

DEPUTY DIRECTOR: INVESTIGATOR (X2)
(FIXED TERM CONTRACT OF 12 MONTHS)

Salary Package: R733 257 (Level 11)
Ref. OTP 08/01/2020 (Bhisho)

Purpose: To investigate all medico-legal claims against the Department of Health, and to determine the veracity thereof.


KPA's: Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING (Economic Development Cluster)

Salary Package: R869 007.00 Per Annum (Level 12)
Ref. OTP 09/01/2020 (Bhisho)

Re-advertisement

Minimum Requirements: Senior Certificate, An NQF Level 7 B. Degree as recognised by SAQA in Public Administration/Management or related qualification in Social Science/Humanities with a minimum of 3 years Assistant Director Experience in development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management

KPA's: Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the 5 year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the 5 year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and
the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. **Manage the analysis of provincial and local plans.** Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. **Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.**

**ASSISTANT DIRECTOR: PROVINCIAL ANTI-CORRUPTION & ETHICS**

*Salary Notch: R 470 040.00 (Level 10)*

*Ref. OTP 11/01/2020 (Bhisho)*

*(Re-advertisement)*

**Minimum Requirements:** Senior Certificate, (NQF level 7) in investigation or Public Management. Certified as an Ethics Officer and Certified Fraud Examiner will be an added advantage. The candidate must have three (3) years’ experience within Anti-Corruption/Risk Management, Ethics building and investigation environment at a supervisory level 7/8. Demonstrate knowledge of all the legislation pertaining to Ant-Corruption (Corrupt Activities Act, Financial Intelligence Act; Protected Disclosures Act; Promotion Access to Information Act; Promotion of Administrative Justice Act; Prevention of Organized Crime Act). Knowledge in Forensic investigation, Internal practices, Public Service Act and Public Service Regulation 2016.

**KPA’s:** Provide support in reporting on anti-corruption cases pertaining to financial mismanagement, fraud and corruption. Maintain a provincial case records management system. Assist with the coordination and implementation of fraud prevention plans, ethics management plans and the provincial anti-corruption action plan by departments. Assist with the implementation of the provincial ethics building and management programmes. Assist in conducting ethics audits and coordination of fraud risk assessments within provincial government.

**DATA CAPTURERS: SPECIALISED LITIGATION UNIT**

*(FIXED TERM CONTRACT OF 12 MONTHS)*

*Salary Notch: R 145 281.00 (Level 04)*

*Ref. OTP 12/01/2020 (Bhisho)*

**Minimum Requirements:** NQF level 4 or 5 (A grade 12 certificate or equivalent with experience in usage of Microsoft Office packages (Word, Excel, Access). Accurate capturing of data with a neat methodical approach. Ability to check work accurately, have communication (both written and oral) skills and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

**KPA’s:** Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components

**FILLING CLERKS: SPECIALISED LITIGATION UNIT x 03**

*(FIXED TERM CONTRACT OF 12 MONTHS)*

*Salary Notch: R 173 703.00 (Level 05)*

*Ref. OTP 13/01/2020 (Bhisho)*

**Minimum Requirements:** NQF Level 4, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS)

**KPA’s:** Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
MESSENGER: SPECIALISED LITIGATION UNIT  
FIXED TERM CONTRACT OF 12 MONTHS)  
_Salary Notch: R 122 595.00 (Level 03)  
Ref. OTP 14/01/2020 (Bhisho)

Minimum Requirements: ABET Level 4 or NQF Level 1-3 must have a Junior Certificate or equivalent qualification with no experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver’s licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.  


Closing Date: 14 FEBRUARY 2019 @15H00  
APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za

Applications can be forwarded through the following Address:

FOR THE OFFICE OF THE PREMIER.

Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.  
Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605.  
Enquiries: Mr. V. Booyse; Ms Xesha; Mbangi at (040) 609/6248 / 6290/6432.

**KPA'S:** To promote, facilitate and coordinate integrated planning in municipalities aligned with Local, Provincial and National Planning. Provide for Spatial Planning and Land Management. Develop policy and standards, provide support and monitor implementation of SPLUM other pieces of legislation and capacitate planning institutions. Provide Spatial Planning information and environmental planning services. Provide integrated Spatial Planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services across the three spheres of government. Develop the framework and guidelines for the Community Based Planning Framework. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Co – ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co- ordinate the prioritisation and implementation of Municipal Projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation of staff, promoting of sound labour relation and the appropriate utilisation of resources.

**DIRECTOR: DISASTER MANAGEMENT**  
Salary Notch: R1 057 326.00 Per Annum (Level 13)  
Ref. No. Cogta (02/01/2020) Bhisho

**MINIMUM REQUIREMENTS:** Senior Certificate, NQF 7 qualifications in Disaster Management/Environmental Management/ Urban & Regional Planning or related field. A minimum of 5 years working experience at a middle Management level in Local Government field.

**KPA'S:** Responsible for efficient management of the Division, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfil its role in delivering services to the communities/clients. Manage the monitoring and facilitation of disaster management services. Manage the promotion of effective management of fire and emergency services. manage the monitoring and evaluation of the implementation of disaster management, fire and emergency services as well as ensuring that funds transferred are used for the intended purpose. Ensuring the establishment of disaster centres within the province and availability of assets and facilities for the function. Ensure that good relations are maintained between the department SALGA and municipalities (i.e. MEC, Mayors, Councillor's and employees etc.) Determine key performance standards for the division and implement monitoring mechanisms. Manages and monitor division budget and action plans managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Managing of risk management indicators, quality assurance measures and transformation audits. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management within the division.

**DIRECTOR: BUDGET PLANNING**  
Salary Notch: R1 057 326.00 Per Annum (Level 13)  
Ref. No. Cogta (03/01/2020) Bhisho

**MINIMUM REQUIREMENTS:** Senior Certificate, B. Comm in Accounting (NQF 7) or related field. A minimum of 5 years working experience at a middle Management level in a budget planning and management role. Microsoft Word, Excel, PowerPoint, Outlook. Valid Driver's License.

**COMPETENCIES:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, GAAP, GRAP, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).
DIRECTOR: MUNICIPAL SUPPORT AND PERFORMANCE MANAGEMENT

Salary Notch: R1 057 326.00 Per Annum (LEVEL 13)
Ref. No. COGTA (04/01/2020) Bhisho

MINIMUM REQUIREMENTS: Senior Certificate, NQF level 7 BSc / B-Tech in Civil Engineering / Build Environment Studies qualification is required. Professional registration with both ECSA (Engineering Council of South Africa) and SAPCAMP (South African Council for the Project & Construction Management Profession) is required. Five (5) years’ experience in a middle management position and 5 years in the Senior Management will be added advantage. A valid code 08 driver’s license is compulsory.

COMPETENCIES: Proven experience in project conception, planning, implementation and management. Proven stakeholder management experience including fundraising for project implementation. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the Key Performance Areas of the Programme Management Unit. Proven presentation skills and ability to articulate government development programmes. Computer skills (with emphasis on Microsoft Word, Excel, Project and Power point) are all mandatory.

KPA’S: Provide overall strategic direction to the Eastern Cape Programme Management Unit (PMU) office. Administer and programme manage the PMU’s PMSP (Provincial Municipal Support Programme) for implementation in municipalities. Coordinate and oversight the district based Programme Management Offices (PMOs) established in the 6 District Support Centres (DSC).

Provide technical support on the development of district initiatives in support of the District Development Model. Provide infrastructure project planning, preparation and implementation support to municipalities. Provide access to infrastructure financing options by developing business cases in consultation with CoGTA, DBSA, other sector departments and PMU - PSC for submission to both public and private sector funders including National Treasury for funding. Ensure projects are executed on time, within budget and quality deliverables are achieved. Facilitate the process of conducting municipal capacity assessments in terms of Section 78 of the Municipal Systems Act of 2000. Facilitate the development and implementation of municipal integrated revenue management, enhancement and protection programmes. Develop, implement and maintain asset care programme within municipalities. Support the development and implementation of municipal plans targeting the development of local economies, small towns and townships. Facilitate access to mini grid for qualifying municipalities. Provide reports on the implementation of the programme to Municipal, Provincial and National Stakeholders in particular COGTA and DBSA.

DIRECTOR: FINANCIAL ACCOUNTING SERVICES

Salary scale: R1 057 326.00 per annum. Level 13
Ref. No. Cogta (05/01/2020) Bhisho

(Re-Advertisement all candidates who previously applied are encouraged to apply)


KNOWLEDGE: In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, DORA, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA

SKILLS: Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

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**KPA’s:** Implement, monitor and review Departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental bank account. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Ensure the management of revenue collection and receipting. Perform month-end and year-end accounts closure process. Prepare quarterly and Annual Financial Statements and supporting working papers. Ensure the management of cash flow releases and reconciliations. Ensure management of creditors payments and reconciliation of accounts. Manage the allocated resources of the directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Manage receivables due to the Department, including the recording, collection, banking and write-off irrecoverable amounts. Manage authorisation and processing of salary payments, deductions and pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers of fruitless and wasteful expenditure. Manage all audit responses including the Auditor-General and Internal Audit. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

**Closing Date: 14 FEBRUARY 2019 @15H00**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.


Applications can be forwarded through the following Address:

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**Hand Delivery:** Tyamzashe Building, at Foyer, Bhisho.

**Post to:** The Head of Department to the attention of Ms T. Ngalo: Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Tyamzashe Building , Phalo Avenue, Bhisho, 5605.

**Enquiries:** Mr S. Meligana at (040) 940 7080/7079/7076/7077/7083.

**NOTE:** Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [http://ecglta.ecprov.gov.za](http://ecglta.ecprov.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s licenses (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose his/her financial interest. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. No faxed/email applications will be accepted. Applications should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Attention Ms Nyembezi. Hand delivered applications will be received at Foyer and enquires can be directed to Ms N. Mabusela at 040-940 7079/ 7080/7077.
DEPARTMENT OF TRANSPORT: GFMS

ERRATUM: NETWORK CONTROLLER: ICT
(ONE YEAR CONTRACT)
Salary Notch R316 791.00 pa (Level 08) plus 37% in lieu of benefits.
(Rel) GFMS 04/11/2019: East London

Please be advised that the minimum requirements for this post which was advertised in Provincial Vacancy Circular no.17 of 2019 has been amended as indicated in red below.

MINIMUM REQUIREMENTS: National Diploma NQF Level 6/ B Degree NQF Level 7 in Computer Science or Information Technology with at least 2 year’s relevant working experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Driving license is essential

CLOSING DATE: @14:00

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

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF TRANSPORT: GFMS TRADING ENTITY
Hand Delivery: 25 Brooklyn Road, Woodbrook, Westbank, East London, Post to: The Head of Entity, Department of Transport, Private Bag X 0001, Westbank, EAST LONDON, 5218. Enquiries: Mrs. P. Mbewu 043 731 1249/ Mrs. A Xabadiya 043 731 2319

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, previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge and computer practical test. Successful candidates will be appointed on a performance based contract period of (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.