



CIRCULAR 03 OF 2021/22

POSTED ON: 2021/05/9, 10, 13, and 2021/05/916, 17, 20, 21

CLOSING DATE: 04 JUNE 2021

PROVINCIAL TREASURY

Applications must be submitted on a New Z83 Form, obtainable from any Public Service Department or on internet at <http://www.info.gov.za/documents/forms/employ.pdf.Z83> which must be signed by an original signature (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least two contactable referees, as well as certified copies of all qualification(s), [Matric certificate must also be attached] and ID-document (with an original certification stamp) 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za/vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

APPLICATIONS BE FORWARDED TO: applications@ectreasury.gov.za / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho

CLOSING DATE: 04 June 2021 @ 16h00

Enquiries: Ms Bonelwa Ndayi 040 1010 072/071

**DIRECTOR: FINANCIAL MANAGEMENT: (02 POSTS) FIXED TERM OF 12 MONTHS CONTRACT:
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT**

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

Ref. PT.01 /05/2021

CENTRE: HEAD OFFICE

PURPOSE: To manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

REQUIREMENTS: National Senior Certificate and B. degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years 'work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be and added advantage.



PROVINCE OF THE EASTERN CAPE

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PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

DUTIES: MANAGE THE PROVISIONING OF FINANCIAL ADMINISTRATION AND PAYMENT SERVICES FOR THE PROJECT: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. **MANAGE AREA OF RESPONSIBILITY:** Manage the performance of the deployed human resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets
ENQ. B NDAYI: 040 1010 072/71

DIRECTOR: CFO SUPPORT: FIXED 12 MONTHS CONTRACT

Salary Package: R1057 326 Per Annum (Level 13) (all inclusive)

Ref. PT.02 /05/2021

CENTRE: Applicant will be deployed to Municipalities

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

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

SKILLS AND COMPETENCIES: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and MSCOA.

PERSONAL ATTRIBUTES: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts.

ENQ. B NDAYI: 040 1010 072/71



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

CHANGE MANAGEMENT SPECIALIST: FIXED 12 MONTHS CONTRACT

Salary Package: R1057 326 Per Annum (Level 13) (all inclusive)

Ref. PT.03 /05/2021

CENTRE: HEAD OFFICE

PURPOSE: To assist with Organisational Development and to develop, facilitate and manage change management interventions in the department.

REQUIREMENTS: National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

DUTIES: FACILITATE CHANGES IN TECHNOLOGY, HUMAN BEHAVIOUR AND PROCESSES WITH MINIMAL COST AND DISRUPTION TO THE DEPARTMENT IN A MANNER THAT ENHANCES AND ENSURES ACHIEVEMENT AND DELIVERY OF DEPARTMENTAL OBJECTIVES: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. SYSTEMATICALLY ANALYSE DEPARTMENTAL ACTIVITIES OR PROCESSES WITH A VIEW TO IMPROVING THE DEPARTMENT'S ALIGNMENT WITH THE STRATEGIC GOALS AND/OR ITS EFFECTIVENESS AND EFFICIENCY: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change processes that might be necessary. Oversee and lead the implementation strategy for change processes.

ENQ. B NDAYI: 040 1010 072/71

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Salary Range remuneration R733 257 (Level 11)

CENTRE: HEAD OFFICE

Ref: PT 04/05/2021

PURPOSE: To manage Human Resource Information Systems for the Department

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management/ Information Systems coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller.

DUTIES: MAINTAIN PERSONNEL INFORMATION SYSTEM: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyze PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Compile HR Financial statements and liaise to Financial Management office. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. ENSURE MAINTAINANCE OF ESTABLISHMENT CONTROL: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). MANAGE AREA OF RESPONSIBILITY: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQ. B NDAYI: 040 1010 072/71



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

DEPUTY DIRECTOR: SECURITY MANAGEMENT OFFICE SUPPORT & AUXILIARY

Salary Range remuneration R733 257 (Level 11)

CENTRE: HEAD OFFICE

Ref: PT 05/05/2021

PURPOSE: To manage the provision of Security Management Services in the Department.

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6) in Security Management or any other related field coupled with minimum of 5 years' experience in Securities Management environment of which 3 years should be at a level of Assistant Director. It is required that Security Managers must pitch up at Grade Level "A" with the PSIRA Registration.

DUTIES: DEVELOP AND IMPLEMENT SECURITY MANAGEMENT POLICIES, SYSTEMS AND PROCEDURES: Develop and review Security Management policies, procedures, Systems and Standards. Monitor the implementation of Security Management policies, procedures, Systems and Standards. Manage Security Management awareness sessions. MONITOR THE ADHERENCE TO THE IMPLEMENTATION OF INFORMATION SECURITY POLICIES BASED ON MISS: Manage the development of Information security. Conduct Information security assessments. Conduct Technical security counter measures (TSCM). Monitor compliance with information security. Conduct Information security appraisals. Conduct physical security assessments and ensure proper implementation of recommendations to ensure effective security. MANAGE THE IMPLEMENTATION OF SECURITY MEASURES INCLUDING ACCESS CONTROL AS PER MPSS: Manage and monitor security services in the department. Access control to premises conducted. Investigate security breaches and violations. Manage the development and implementation of evacuation plans. PROVIDE STAFF VETTING SERVICES: Ensure candidates and service providers are screened. Ensure employees in prioritised positions are vetted. Facilitate vetting and screening awareness campaigns. Prepare PSC reports and submit to Human Resource Services MANAGE AREA OF

RESPONSIBILITY: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

ENQ. B NDAYI: 040 1010 072/71

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: OR TAMBO DISTRICT

Salary Range remuneration R733 257 (Level 11)

CENTRE: MTHATHA

Ref: PT 06/05/2021

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

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

DUTIES: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Provide project management support to a team, including human resource management, planning, risk management and reporting.

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

ENQ. B NDAYI: 040 1010 072/71



PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

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

Salary Range remuneration R733 257 (Level 11)

CENTRE: ALIWAL NORTH

Ref: PT 07/05/2021

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

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

DUTIES: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Provide project management support to a team, including human resource management, planning, risk management and reporting.

SKILLS AND COMPETENCIES: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and Mscoa.

Personal attributes: Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

ENQ. B NDAYI: 040 1010 072/71

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: CHRIS HANI DISTRICT

Salary Range remuneration R733 257 (Level 11)

CENTRE: Queenstown

Ref: PT 08/05/2021

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

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

DUTIES: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review mSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Provide project management support to a team, including human resource management, planning, risk management and reporting.

SKILLS AND COMPETENCIES: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and Mscoa.

Personal attributes: Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

ENQ. B NDAYI: 040 1010 072/71



PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (1 YEAR CONTRACT)

Salary Range remuneration R733 257 (Level 11)

CENTRE: Head Office

Ref: PT 09/05/2021

PURPOSE: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.

REQUIREMENTS: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Public Administration / Finance / Public Management or any other related field plus Minimum of 5 years' experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage.

DUTIES: PROVIDE DIRECTION AND GUIDANCE ON THE EFFECTIVE MANAGEMENT OF THE OFFICE OF THE DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. SUPPORT THE PROGRAMME BY PROVIDING STRATEGIC AND TECHNICAL LEADERSHIP IN ORDER TO ENSURE THE FULL EXECUTION OF DEPARTMENTAL PLANS AND PROGRAMMES: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme. Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. PROVIDE SUPPORT TOWARDS ENSURING APPROPRIATE AND SOUND FINANCE, HUMAN RESOURCE MANAGEMENT: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

ENQ. B NDAYI: 040 1010 072/71

ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: JOE GQABI DISTRICT

Salary Range remuneration R376 596 (Level 09)

CENTRE: Aliwal North

Ref: PT 10/05/2021

PURPOSE: To provide hands-on support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major coupled with Minimum of 3 years' experience in Finance (Level 7 or higher). Previous experience in monitoring or working in Municipal environment is essential.

DUTIES: Reporting to the Deputy Director, the candidate will assist in providing guidance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP Standards by municipalities. Monitor AFS Plan and conduct a high-level review of AFS and Audit File. Assess the Audit Action Plans. Prepare, analyse and report on the financial health, monitor progress on mSCOA implementation within timelines and its impact to Standards of GRAP.

SKILLS AND COMPETENCIES: Understanding of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

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PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

PERSONAL ATTRIBUTES: Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information. To assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the Municipal Finance Management Act. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM). Assist in monitoring compliance with financial assets and liabilities and revenue management

ENQ. B NDAYI: 040 1010 072/71

ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: SARAH BAARTMAN DISTRICT

Salary Range remuneration R376 596 (Level 09)

CENTRE: Port Elizabeth

Ref: PT 11/05/2021

PURPOSE: To provide hands-on support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major coupled with Minimum of 3 years' experience in Finance (Level 7 or higher). Previous experience in monitoring or working in Municipal environment is essential.

DUTIES: Reporting to the Deputy Director, the candidate will assist in providing guidance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP Standards by municipalities. Monitor AFS Plan and conduct a high-level review of AFS and Audit File. Assess the Audit Action Plans. Prepare, analyse and report on the financial health, monitor progress on mSCOA implementation within timelines and its impact to Standards of GRAP.

SKILLS AND COMPETENCIES: Understanding of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

PERSONAL ATTRIBUTES: Ability to write reports and analyse. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information. To assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the Municipal Finance Management Act. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM). Assist in monitoring compliance with financial assets and liabilities and revenue management.

ENQ. B NDAYI: 040 1010 072/71

ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: AMATHOLE DISTRICT:

Salary Range remuneration R376 596 (Level 09)

CENTRE: East London

Ref: PT 12/05/2021

PURPOSE: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years' experience in Finance or related field as an officer Level 7 or higher. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

DUTIES: ASSIST IN THE TECHNICAL HANDS-ON SUPPORT ON BUDGET PLANNING AND IMPLEMENTATION: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. ASSIST MUNICIPALITIES ON GOVERNANCE AND INSTITUTIONAL MANAGEMENT, IN LINE WITH MFMA REQUIREMENTS: Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and

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PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. ASSIST IN MONITORING COMPLIANCE WITH FINANCIAL ASSETS AND LIABILITIES AND REVENUE MANAGEMENT: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. MANAGE AREA OF RESPONSIBILITY: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQ. B NDAYI: 040 1010 072/71

ASSISTANT DIRECTOR: PROGRAMMER: ICT MANAGEMENT

Salary Range remuneration R376 596 (Level 09)

CENTRE: Head Office

Ref: PT 13/05/2021

PURPOSE: To facilitate the provision of programming support services to Information Communications Technology in terms of development of programmes, reports, documentation and instructions for computer operation.

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6) in Information Systems / Computer Science / Information Technology or and / or related field coupled with Minimum of 3 years relevant work experience using MS Visual Studio, ASP.net, C# with at least one year in Developing Database Systems using MS SQL. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).

DUTIES: DESIGN AND DEVELOP PROGRAMMES: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Assist in performing cost analysis of system changes and feasibility studies. Compile documentation of program development and revisions. FACILITATE SETTING - UP OF DATABASE: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advise standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. PROVIDE USER SUPPORT SERVICES: Consult with and provide assistance, information, and training for system users and other staff. Provision of reports as per user requirements. Documentation of instructions for computer operation. RENDER SUPPORT IN THE DEVELOPMENT OF DEPARTMENTAL WEBSITE: Create, design, develop, streamline and maintain web pages using MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming languages. Utilize applications to ensure technical performance of web site and assess new technologies for applicability to the department's needs. Train Divisional personnel in use of MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming language and web page design and maintenance.

SKILLS AND COMPETENCIES: Programming procedures, Data processing requirements, MS Visual Studio, ASP.net, C#, HTML, CSS, Java, SQL Server Integration Services(SSIS), MS Excel, MS SQL server or other database software, Computer systems, operations equipment, programming languages, programming system analysis and design

ENQ. B NDAYI: 040 1010 072/71



PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS

Salary Range remuneration R376 596 (Level 09)

CENTRE: Head Office

Ref: PT 14/05/2021

PURPOSE: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS/LOGIS.

DUTIES: ASSIST IN THE MANAGING THE PROVISIONING OF FINANCIAL ADMINISTRATION AND PAYMENT SERVICES FOR THE PROJECT: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims. Differentiate from current through an age analysis, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project and/or design a standard operating procedure for all financial transactions related to Medico – Legal claims. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Provide secretariat support services to the Project.

ENQ. B NDAYI: 040 1010 072/71

SENIOR STATE ACCOUNTANT: INTERNAL CONTROL

Salary Range remuneration R316 791 (Level 08)

CENTRE: Head Office

Ref: PT 15/05/2021

PURPOSE: To provide internal control, pre audit and fraud prevention services in the department.

REQUIREMENTS: National Senior Certificate and a B. degree (NQF level 7) or National Diploma (NQF Level 6) in Commerce or Accounting or Auditing coupled with Minimum 2 years' experience in Finance / Auditing. Knowledge of Public Finance Management Act, Treasury Regulations and other relevant governing prescripts.

DUTIES: RENDER SUPPORT SERVICES IN THE ESTABLISHMENT AND IMPLEMENTATION OF GOVERNANCE SYSTEMS: Assist in the development / reviewal and implementation of departmental internal control policies, procedures and processes. Conduct pre-audit on procurement processes, orders and payment vouchers prior to processing to obviate fraud and errors. Perform administrative duties for the unit. PROVIDE SUPPORT IN THE IMPLEMENTATION OF EFFECTIVE FINANCIAL MANAGEMENT; INTERNAL CONTROL MEASURES WITHIN THE DEPARTMENT: Perform pre-audit on the authenticity of payment vouchers. Analyse, review and correct internal controls. Safeguard assets including financial information, Check compliance and completeness of S&T claims processed. Checking allocation codes on LOGIS after an order is generated. Check if all required documents are attached in the payments vouchers and S&T claims are accurate, valid and correct. FOLLOW UP ON AUDITOR GENERAL AND INTERNAL AUDIT RECOMMENDATIONS: Assist in the development of system description and attend to audit queries. Assist in the development of the audit intervention or action plan based on Auditor General final management report. Assist in verification of the Auditor General and Internal Auditor recommendations or agreed action plans are implemented

SKILLS AND COMPETENCIES: Auditing, Accounting, Ethics and Corruption Prevention, PERSAL, BAS and LOGIS, Computer Literacy.

ENQ. B NDAYI: 040 1010 072/71

ADMIN OFFICER: HUMAN RESOURCE & FACILITIES

Salary Range remuneration R257 508 (Level 07)

CENTRE: Head Office

Ref: PT 16/05/2021

PURPOSE: To render an effective and efficient administrative services to the Chief Directorate.

REQUIREMENTS: National Senior Certificate and a Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or any other related qualification coupled with a Minimum of two years' administration experience environment.

DUTIES: PROVIDE ADMINISTRATIVE SUPPORT SERVICE TO THE CHIEF DIRECTORATE: Render admin services and management of diary for the Chief Directorate. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. COORDINATE AND RENDER ADMINISTRATIVE SUPPORT SERVICES TO THE CHIEF DIRECTORATE: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise

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routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft documents as and when required. File documents for the Chief Directorate as and when required. Collects, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate and manage leave for Chief Director's direct reports. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement services. PROVIDE SUPPORT TO THE CHIEF DIRECTOR REGARDING MEETINGS AND CHIEF DIRECTORATE MEETINGS: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. COORDINATE REPORTS WITHIN THE CHIEF DIRECTORATE: Compile progress, monthly and management reports. Consolidate the submission of Quarterly & Annual Reports, Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s. Provide financial administration support services for the directorate: Collects and coordinate all documents related to the Directorates budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports, and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose.

ENQ. B NDAYI: 040 1010 072/71

PROVISIONING ADMIN CLERK: ACQUISITION MANAGEMENT

Salary Range remuneration R173 703 (Level 05)

CENTRE: Head Office

Ref: PT 17/05/2021

PURPOSE: To provide clerical and administrative support in Acquisition Management processes in the department.

REQUIREMENTS: National Senior Certificate (Matric/Grade 12) with 1 year experience in SCM environment.

DUTIES: RENDER ACQUISITION CLERICAL SUPPORT: Request quotations, draft internal memorandum, capture requisitions on LOGIS, Administer filing, photocopying and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. PROVIDE ADMINISTRATIVE SUPPORT IN BID PROCESSES: Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. PROVIDE SUPPLY CHAIN CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. PROVIDE PERSONNEL ADMINISTRATION CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT: Maintain incoming and outgoing requisitions,

SKILLS AND COMPETENCIES: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting

ENQ. B NDAYI: 040 1010 072/71

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS TO BE SUBMITTED THROUGH ONE OF THE FOLLOWING OPTIONS:

Head Office Enquiries – Mrs. R. E. Swartbooi Tel: 043 492 0949

Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605

Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605

Chris Hani District: Attention Mr. X. Kwanini 045 492 0030

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320

Hand deliver to: National Road, Komani Hospital, Office Park, Queenstown, 5319



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OR Tambo District: Attention Mr. Mdlangazi Tel: 047 495 0671

Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100

Hand deliver to: Human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

Alfred Nzo District: Attention Mr Gugwana: 039 254 0960

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR

Hand deliver to: No 67 Church Street Mt Ayliff

Amathole District: Enquiries Mr. Trevor Jantjies Tel: 043 492 1386

Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR

Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Joe Gqabi District: Attention Ms. N. Fiki: 051 492 4805

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750

OR **Hand deliver to:** No. 02 Cole Street, Aliwal North

Sarah Baartman District: Attention Mr V Ketelo: 046 492 0223

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140

OR **Hand deliver to:** Registry, 1st floor, Corner African and Milner Street, Grahamstown.

Nelson Mandela District: Attention Mr A Kitching: 041 492 1231 / 1230

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003

OR **Hand deliver to:** 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth

NB: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be downloaded from the DPSA website on www.dpsa.gov.za – vacancies. Should an application be received using the incorrect application for employment (Z83) it will be not considered.

CLOSING DATE: 04th JUNE 2021 @ 16H00

Note: Applications must be submitted on Z83 form, obtainable at 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) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted candidates only. If you have not been contacted within 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, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). **Persons with disabilities are encouraged to apply.**

Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

DIRECTOR: ARTS & CULTURE SERVICES

Salary Range: R1 057 326 (Level 13)

CENTRE: HEAD OFFICE

Ref: DSRAC 01/05/2021

REQUIREMENTS: A National Senior Certificate. A four-year degree (NQF Level 7) in Social Science, B. A Degree in Humanities, Industrial Psychology, Business Administration and / or equivalent is essential, with at least five (5) years' experience at Middle/Senior Managerial Level. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Exposure to Arts and Culture and Language Services are essential. Knowledge of and experience in sector needs and business. proficiency in at least two of the official languages of the Province of the Eastern Cape, Extensive knowledge in government prescripts, policies and procedures such as National Language Act, 2012; EC Use of Official Languages Act, 2016; Cultural Institutions Act of 1983; Revised White Paper on Arts, Culture and Heritage; Eastern Cape Male Initiation Act of 2012. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving license. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts.

KNOWLEDGE-AND-SKILLS: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. · knowledge of budget process, BAS, PERSAL and LOGIS · Have the ability to perform independently and under pressure · Good written and verbal communication skills · Computer literacy in MS Word, Excel and Outlook · knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations·

DUTIES: Give direction and formulate strategies for the Branch of Arts, Culture. Determine transformation of the Cultural Affairs Landscape in the Province of the Eastern Cape. Develop strategic linkages with other government Departments (National, Provincial Level), Public Entities, International organisations and other relevant stakeholders. Manage and organise all activities of the branch: Arts & Culture, to ensure that the Departmental goals are achieved. Coordinate the development and implementation of Arts and Culture Legislation and Policies in the Province. Provide specialist advice on all matters pertaining to Arts and Culture. Assist Management to ensure compliance with the PFMA, Treasury Regulations. Manage arts and culture in the province, provide leadership in the following areas: visual Arts and Craft, Performing Arts (music; dance and drama, film), Languages and Literature, Culture (moral regeneration, rites of passage and Coordination of cultural institutions in the province.

ENQ. Y. DLAMKILE – 071 812 6015

DIRECTOR: INFORMATION TECHNOLOGY

Salary Range: R1 057 326 (Level 13)

CENTRE: HEAD OFFICE

Ref: DSRAC 02/05/2021

REQUIREMENTS: A National Senior Certificate. A four-year degree in ICT or related equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years at a Middle/Senior Management level. Minimum of 8 years' appropriate experience in an ICT environment. Sound knowledge of Constitution, Government Legislative Framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, E-Governance and M-Governance Systems and Policies, A self-driven individual in a possession of the following technical skills and competencies: Policy Development Information, Communication and Technology Management, Information and Knowledge Management, Monitoring and Evaluation, IT systems and Infrastructure maintenance and support, IT Project Management, IT Business Process Mapping, IT Programming knowledge, Knowledgeable on prescripts related to ICT Public Administration Management Act, Public Service Act, 1994, Public Service Regulations, PFMA, Cyber Legislation and all Information Communications. Legislation, knowledge of Hardware and Software Product Knowledge. Knowledge of the, Skills: Problem solving, decision making, Diversity management, Communication and information management, interpersonal relations facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, risk management, ethics management, programme and project management, financial management, change management, people management and empowerment. Must be in possession of a valid code 08 driving license. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency

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assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts.

KNOWLEDGE AND SKILLS: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. · knowledge of budget process, BAS, PERSAL and LOGIS: Have the ability to perform independently and under pressure · Good written and verbal communication skills · Computer literacy in MS Word, Excel and Outlook · knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations·

DUTIES: To manage the alignment of the department's information. Information technology and strategy with the strategic direction, management plans and the business processes of the department based on Government policies, to manage the development of and implementation of information management and information technology policies, strategies, guidelines, best practices and procedures based on nationally determined norms and standards, Manage the internal IT governance structure (such as IT steering Committee Meeting) and represent the relevant department at the GITO Council. To manage the development and implementation of internal prescripts and provisioning of services for Internal Information, Communication and Technology Management and Internal Knowledge Management Website Development and management and records management. Manage the rendering of. Infrastructure and Operations Support and Systems Development Services, Infrastructure and Operations Support services: monitor and evaluate WAN/LAN and IT, undertake risk management of IT infrastructure, Manage IT procurement and renewal of software licenses, Manage utilisation and allocation of mobile devices, Secure documents and information through backups, installation up to date Virus Software and Software of data, provide technical advice and support, Manage the rendering of Website, Internal Knowledge and Records Management Service. Manage all the Operations, Systems and Processes of the Directorate. Promote the use of IT as a strategic resource and enabler, including the provisioning of ongoing training and skills transfer in the use of IT systems and manage the Directorate.

ENQ. Y. DLAMKILE – 071 812 6015

DIRECTOR: COMMUNICATIONS

Salary Range: R1 057 326 (Level 13)

CENTRE: HEAD OFFICE

Ref: DSRAC 03/05/2021

REQUIREMENTS: A National Senior Certificate. A four-year degree in Public Relations\ Journalism/Communications\ English. (NQF 7) or an equivalent relevant qualification is essential, with at least five (5) years' experience at Middle\ Senior Managerial Level. Extensive experience in a relevant managerial field. Excellent communications skills (verbal and written). Experience in project management. Clear understanding and/or exposure to the government communications system. Good interpersonal, stakeholder liaison and financial management skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, administration, analytical and interpersonal skills. The ability to work efficiently in a team and under pressure. Candidate must be willing to travel and work over extended hours. Must be in possession of a valid code 08 driving licence. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts.

DUTIES: Manage the development and implementation of the department's editorial and publications programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage the creation of advertising, advertorial, awareness-raising and marketing collateral for various campaigns across multiple channels and mediums. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms. To manage and direct the department internal and external communication. Supervise communication staff, recreate communication strategy, and may serve as spokesperson and media contact for the department. To oversee the public image and communication efforts of the department. To manage relationship with media outlet, overview the department social media presence, participate in seeking engagement and coordination special events and ensure the provisioning of Client Services. Management of Departmental Events and Marketing Services. Provide strategic direction in the development of communication polices, strategies, procedures and guidelines. Oversee the provision of an intranet service. Oversee the development and costing of media-bulk buying plans. Actively participate in the clusters and other interdepartmental programmes in development of strategies and other communication programmes. Oversee the monitoring and evaluating of the impact of communication initiatives. Oversee the evaluation of the effectiveness and efficiency of stakeholders' consultation channels. Report monthly, quarterly and annually on communication programmes. Take overall management and accounting responsibilities in respect of the financial, human and physical resources of the directorate. Identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the directorate. **ENQUIRIES TO: Y. DLAMKILE – 071 812 6015**

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PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

DEPUTY DIRECTOR: SPORT & RECREATION

Salary Range: An all-inclusive remuneration R869 007 (Level 12)

CENTRE: NELSON MANDELA DISTRICT

REF: DSRAC 04/05/2021

REQUIREMENTS: National Senior Certificate, National Diploma / B. Degree NQF level 6/7 in the field of sport & recreation coupled with 3 years' experience in the field of sport & recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement conditional grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem-solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. Provision of strategic leadership in the sport and recreation unit. Management of sport and recreation staff members through implementation and monitoring human resource affairs such as leave management, Performance Management Development System, manage and monitor attendance of employment, manage policies related to conduct of employees, manage conflict and grievance processes. A valid code 08 driving license.

DUTIES: Planning of the sub-directorate and district operational plans and business plans. Ensure compliance of sport and recreation programmes with Conditional Grant Framework. Preparation of budget planning, procurement plans and cash flow projections in line with the departmental business plan, provincial and national directives. Synchronisation of operational and business plans with budget both fiscal and grant allocations as guided by the PFMA. Facilitate stakeholder consultation forums for purposes of plenary, monitoring & evaluation. Facilitation the implementation of mass participation programmes in the four areas, namely: - Club Development and Federation Affairs programmes, Recreation Development and Siyadlala programmes, School Sport programme and Academy of Sport (High Performance unit). Implement programmes in line with policy directives and Political imperatives. Implement and monitor national directives for the programme. Manage the utilisation and safe keeping of assets. Promote a productive organisational culture.

ENQ. A. KITCHING – 041 492 1230 / 1231

DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT

Salary Range: An all-inclusive remuneration R869 007 (Level 12)

CENTRE: HEAD OFFICE

REF: DSRAC 05/05/2021

REQUIREMENTS: National Senior Certificate, National Diploma / B. Degree (NQF level 6/7) in Public/Business Administration, Social Sciences or equivalent coupled with 3 years' experience at Assistant Director/Junior Management level in the field of developing, implementing policy, overseeing research and or in related field. Strong business acumen. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid code 08 driving license.

DUTIES: Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Work with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management.

ENQ. R. SWARTBOOI – 043 492 0949



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT

Salary Range: An all-inclusive remuneration R 376 596 (Level 09)

CENTER: HEAD OFFICE

Ref. DSRAC 06/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Public/Business Administration/Social Sciences and or equivalent qualification coupled with 3 years' experience at supervisor or SL 7|8 in the field of research environment. Experience of research policy development and implementation. Project evaluation experience. An understanding of innovation and knowledge management issues and policy in the Province and Department. Must be able to interpret policies and implement strategies. Good management and communication skills. Computer literacy. A valid code 08 driving license.

DUTIES: Conduct research and produce reports and papers as required for management and key stakeholders. Support the Manager: Research and Policy Development on specific key areas of work related to the review, monitoring and implementation of existing policy development and management framework and strategy in research. Provide advice, support and guidance to internal and external stakeholders, developing and maintaining relationships with service delivery institutions and other government departments and or research institutions. Assist in the provision of a well research data for the development of departmental strategies and policies. Develop and maintain a strong understanding of DSRAC policies to ensure that current and future development requirements can be met. Coordinate development, monitoring and implementation of innovation and knowledge management strategy.

ENQ. R. SWARTBOOI – 043 492 0949

ASSISTANT DIRECTOR: LIBRARIES

(RE-ADVERTISEMENT people who have previously applied are encouraged to reapply)

Salary Range: An all-inclusive remuneration R 376 596 (Level 09)

CENTER: MDANTSANE LIBRARY

Ref. DSRAC 07/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Library and Information Science or equivalent in the field of Libraries and information services coupled with 3 years supervisory experience or SL 7|8. Must be able to interpret policies and implement strategies. Good management and communication skills. Sound knowledge of collection development and SLIMS. Computer literacy. A valid code 08 driving license.

DUTIES: Facilitate, supervise and manage staff within the district and public libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the sections budget. Oversee the collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organise workshops for staff.

ENQ. R. SWARTBOOI – 043 492 0949

CONTROL SCIENTIFIC TECHNICIAN

Salary Range: An all-inclusive remuneration R 473 574 (Level 09 – OSD)

CENTER: BAYWORLD MUSEUM (PE)

Ref. DSRAC 08/05/2021

REQUIREMENTS: National Senior Certificate, A Master's degree in Zoology or related field; computer literacy; good communication skills; relevant Collections experience; Incumbent should be self-motivated, have supervisory experience and be a member of South African Council of Natural Scientific Professionals. A valid code 08 driving license.

DUTIES: Oversee, develop and implement methods, policies, systems and procedures for the maintenance and conservation of natural history collections. Lead the co-ordination of databases, procedures and regulatory frameworks of natural history collections. Manage performance development of staff through mentoring, training and supervision of technical work processes. Field trip preparation and participation. Willing to work weekends, public holidays and after normal working hours when needed and in awkward conditions.

ENQ. I. DANIELS – 041 584 0650

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Salary Range: An all-inclusive remuneration R376 596 (Level 09)

CENTRE: JOE GQABI DISTRICT

Ref: DSRAC 09/05/2021

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) Human Resources Management / Industrial Psychology / Public Administration / Business Management with at least 3 years relevant experience at supervisor's level SL 7|8 within Human Resources management environment. A good understanding of the relevant government regulatory framework. Good knowledge of PERSAL System, Pension Case Management, Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written

PROVINCE OF THE EASTERN CAPE

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and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 Driving license.

DUTIES: Facilitate and monitor Human Resource Management Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Memoranda and Weekly Diaries. Interpretation and coordination of implementation of Human Resources Policies and Resolutions. Compile and Implement District operational plan. **Facilitate and monitor Human Resource Practice and Administration:** Implement and coordinate Recruitment and Selection process. Monitor and facilitate the implementation of conditions of service. Monitor leaves and attendance Register. Coordinate and manage Personnel Record. Coordinate and manage the functions of Human Resource Provisioning. **Facilitate and monitor Human Resource Development and EPMS:** Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Monitor and facilitate administration of learnership and internship. **Facilitate and monitor Labour Relations:** Management of complaints, grievance and implement conflict resolution. Monitor\Ensure maintenance of good sound labour relations. Ensure District management | Labour quarterly meetings are sitting. **Facilitate Employees Wellness programme.** Monitor\ensure the implementation of employee Health and Wellness four pillars in the District. Ensure and Chair District integrated employee's wellness quarterly meetings.

ENQ. MS. N. FIKI – 051 492 4805

ASSISTANT DIRECTOR: RISK MANAGEMENT

Salary Range: An all-inclusive remuneration R376 596 (Level 09)

CENTRE: HEAD OFFICE

Ref: DSRAC 10/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Accounting or Auditing, Legal coupled with at least 3 years' experience in the field of risk management or investigations of which 3 years must be at supervisory level of SL 7|8. Knowledge of public sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of risk management (RIMS) will be an added advantage. A valid code 08 Driving license.

DUTIES: Assist in the development, review and implementation of departmental risk management framework. Give support to the section with regards to departmental risk assessment and reviews, implementation of programmes, awareness campaigns and workshops on anti-fraud, anti-corruptions, ethics management and risk management. Facilitate management of conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Support the development and implementation of fraud and corruption management policies and procedures for the department. Investigate complaints and allegations of fraud and corruption lodged with the risk management in accordance with the relevant prescripts. Develop and maintain proper information management system for recording and reporting on corruption cases. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations with appropriate findings, recommendations and advice. Provide continuous support to managers and staff to prevent fraud and corruption related risks. Provide information to all relevant stakeholders on corruption incidents and cases investigated by the risk unit monthly, quarterly or as and when required to do so.

ENQ. R. SWARTBOOI – 043 492 0949

ASSISTANT MANAGER: SPORT ACADEMY X3

Salary Range: An all-inclusive remuneration R470 040 (Level 10)

CENTRE: NELSON MANDELA DISTRICT Ref: DSRAC 11/05/2021

CENTRE: AMATHOLE DISTRICT Ref: DSRAC 12/05/2021

CENTRE: CHRIS HANI DISTRICT Ref: DSRAC 13/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 7|8) in Sport Science/Human Movement Studies coupled with 3 years' experience at supervisory level or SL 7|8 in the field of Sport and Recreation. Broad knowledge in the following: -Talent identification, Exercise physiology, Coaching strategies, People management. Deep knowledge on the Long-term Athlete Development and National Academies Framework. Proven report writing, presentation and facilitation skills. Proven computer literacy including, MS Word, MS Excel and MS Power Point. A valid code 08 driving license.

DUTIES: Liaise with federations and schools sport structures on identification of talented athletes. Facilitate registration and contracting of athletes into the Provincial Academy System. Service athletes through visits to coaches of the contracted athletes. Co-ordinate participation opportunities for athletes. Liaise with sport focus schools as part of the programmes of the Academy System. Compile and submit monthly reports on the activities/support and performance by coaches and athletes guided by the understanding of Conditional Grant Framework.

ENQ. A. KITCHING – 041 492 1230 1231 (NELSON MANDELA DISTRICT)

ENQ. T. JANTJIES – 041 492 1836 (AMATHOLE DISTRICT)

ENQ. X. KWANINI – 045 492 0030 (CHRIS HANI DISTRICT)



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ASSISTANT MANAGER: SCHOOL SPORT

Salary Range: An all-inclusive remuneration R470 040 (Level 10)

CENTRE: NELSON MANDELA DISTRICT

Ref: DSRAC 14/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Sport Science/Human Movement coupled with 3 years' experience at supervisory level or SL 7|8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving license.

DUTIES: Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQ. A. KITCHING – 041 492 1230 1231 (NELSON MANDELA DISTRICT)

ASSISTANT MANAGER: SPORT DEVELOPMENT

Salary Range: An all-inclusive remuneration R376 596 (Level 09)

CENTRE: CHRIS HANI DISTRICT

Ref: DSRAC 15/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Sport Science/Human Movement Studies coupled with 3 years' experience at supervisory level or SL 7|8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving license.

DUTIES: Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQ. X. KWANINI – 045 492 0030 (CHRIS HANI DISTRICT)

ASSISTANT MANAGER: FEDERATION AFFAIRS

Salary Range: An all-inclusive remuneration R470 040 (Level 10)

CENTRE: HEAD OFFICE

Ref: DSRAC 16/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in the field of Sport Management/Sport Science/Human Movement Studies coupled with 3 years' experience at supervisory level in the field of Sport and Recreation and Management of the Conditional Grant programmes. Broad knowledge in the following; - Project Management, Event Management, People Management, Financial Management, Federation Specific Training Program. Deep knowledge on the Co-ordination and Management of Sport in South Africa in general and Eastern Cape in particular. Proven report writing, presentation and facilitation skills. Proven computer literacy, including advanced MS Word, MS Excel and MS Power-Point. A valid code 08 driving license.

DUTIES: Facilitate and Co-ordinate the development of sport programmes through planning and reporting. Facilitate establishment of sport structures/federations and support thereof. Manage both Voted Funds and Conditional Grant budget allocations in relation to allocated duties. Manage the development and implementation of the Capacity Building/Training Program. Liaise with the Confederation, Federations and Academies regarding the planning and implementation sport programmes in the Eastern Cape Province including National Participation.

ENQ. R. SWARTBOOI – 043 492 0949



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SENIOR LEGAL ADMIN OFFICER (MR6)

(RE-ADVERTISEMENT)

Salary Range: An all-inclusive remuneration R 473 820(OSD)

CENTRE: HEAD OFFICE

Ref: DSRAC 17/05/2021

REQUIREMENTS: National Senior Certificate, An LLB or recognised four-year legal degree. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. A valid code 08 driver's license is essential. Computer literacy and proficiency is essential.

DUTIES: To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse and interpret, advice on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQ. R. SWARTBOOI – 043 492 0949

SENIOR STATE ACCOUNTANT

Salary Range: An all-inclusive remuneration R316 791 (Level 08)

CENTRE: ALFRED NZO DISTRICT

Ref: DSRAC 18/05/2021

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Financial Management and Accounting. At least 2 years in the financial field. Knowledge of relevant government prescripts such as DORA, PFMA, PSA and PSA regulations. Extensive understanding of BAS, LOGIS and SCOA interpretation and analysis. Proven leadership, strategic, financial and people skills. Excellent administrative, coordination and organizational skills. Good written and verbal communication skills. Good computer skills in Microsoft, PowerPoint, Excel and Word. Ability to work under pressure and independently. A valid code 08 Driving license.

DUTIES: To ensure that the budget is aligned with the strategic plans of the department. To give support to line function on crafting of operational plans. Responsible for the consolidation of budget on treasury templates in line with the estimates of the provincial revenue and expenditure. Monitor cash flow projections of the district. Monitor the report of monthly expenditure trends. Coordinate the implantation of virements and shifting in line with the departmental policy. Supervision of staff. Overall management of commitment registers. Assist in the correction of misalignment and consistency classification. Coordinate IYM monthly meetings.

ENQ. M. GUGWANA – 039 492 0297

SPORT PROMOTION OFFICER: SPORT DEVELOPMENT X5

Salary Range: An all-inclusive remuneration R257 508 (Level 7)

CENTRE: ALFRED NZO DISTRICT Ref: DSRAC 19//05/2021

CENTRE: OR TAMBO DISTRICT Ref: DSRAC 20/05/2021

CENTRE: CHRIS HANI DISTRICT Ref: DSRAC 21/05/2021

CENTRE: AMATHOLE DISTRICT X2 Ref: DSRAC 22/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Sport Management or Human Movement Science with at least 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license.

DUTIES: To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.

ENQ. M. GUGWANA – 039 492 0297 (ALFRED NZO DISTRICT)

ENQ. M. MDLANGAZI – 047 495 0671 (OR TAMBO DISTRICT)

ENQ. X. KWANINI – 045 492 0030 (CHRIS HANI DISTRICT)

ENQ. T. JANTJIES – 043 492 1836 (AMATHOLE DISTRICT)



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SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT

Salary Range: An all-inclusive remuneration R257 508 (Level 7)

CENTRE: JOE GQABI DISTRICT

Ref: DSRAC 23/05/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF Level 6) in Sport Management or Human Movement Studies with at least 2 years' experience in Recreation Development. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, v Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.

DUTIES: Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.

ENQ. N. FIKI – 051 491 4805

RESEARCH ASSISTANT

Salary Range: An all-inclusive remuneration R173 703 (Level 5)

CENTRE: BAYWORLD MUSUEM (PE)

Ref: DSRAC 24/05/2021

REQUIREMENTS: National Senior Certificate. A B Sc (Hons) degree in Zoology or related field; computer literacy; good communication skills; relevant experience; physical fitness and ability to be trained to do Class IV scuba diving; a valid driver's license and must be registered on South African Council of Natural Scientific Professionals. A valid code 08 driving license.

DUTIES: Support the research staff in data collection and documentation. Collect and prepare specimens. Handle public enquiries. Field trip preparation and participation. Sampling and managing research collections. Scuba diving. Willing to work weekends, public holidays and after normal working hours when needed and in awkward conditions.

ENQ. I. DANIELS – 041 584 0650

ACCOUNTING CLERK X2

Salary Range: An all-inclusive remuneration R173 703 (Level 5)

CENTRE: BAYWORLD MUSEUM (PE)

Ref: DSRAC 25/05/2021

REQUIREMENTS: National Senior Certificate (NQF Level 4) with a good pass in Accounting as subject. Good computer skills. Ability and willingness to work under pressure. A valid code 08 driving license.

DUTIES: Receive, check and collate purchase orders and invoices. Receive and reconcile credit statements. Process payments to suppliers. Check Stannic, telephone and municipal services accounts. Request, issue and reconciliation of petty cash. Assist in ticket office when necessary.

ENQ. I. DANIELS – 041 584 0650

ADMIN CLERK X 18 (RE-ADVERTISEMENT (people who have previously applied are encouraged to reapply)

(CONDITIONAL GRANT CONTRACT TO EXPIRE 31 MARCH 2022)

Salary Range: An all-inclusive remuneration R 173 703 (Level 5)

CENTRE: HEAD OFFICE X10 Ref: DSRAC 26/05/2021

CENTRE: ALFRED NZO DISTRICT X1 Ref: DSRAC 27/05/2021

CENTRE: AMATHOLE DISTRICT X1 Ref: DSRAC 28/05/2021

CENTRE: BCM DISTRICT X1 Ref: DSRAC 29/05/2021

CENTRE: CHRIS HANI DISTRICT X1 Ref: DSRAC 30/05/2021

CENTRE: JOE GQABI DISTRICT X1 Ref: DSRAC 31/05/2021

CENTRE: NELSON MANDELA DISTRICT X1 Ref: DSRAC 32/05/2021

CENTRE: OR TAMBO DISTRICT X1 Ref: DSRAC 33/05/2021

CENTRE: SARAH BAARTMAN DISTRICT X1 Ref: DSRAC 34/05/2021

REQUIREMENTS: National Senior Certificate (NQF Level 4). Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be considered as added advantage.



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DUTIES: Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
ENQ. A. NGCEBETSHA – 043 492 0211

DEPARTMENT OF HEALTH

NOTE: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past six months by South African Police Service), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

Applications directed to the addresses as indicated below or Hand Delivery as indicated below:

Bhisho, Head Office – Post to: Eastern Cape Department of Health, Private Bag X 0038, Bhisho, 5605 or hand deliver to: Room 403, 4th Floor, Dukumbana Building, Independence Avenue, Bhisho, 5605. Ms T Gunuza Tel number: 040 608 1063.

CLOSING DATE: 04th JUNE 2021 @ 16:00

AUDIT COMMITTEE

CENTRE: BHISHO

REF. NO. DOH 01/05/2021

Salary Range: (the rate is R19.43 per hour for a board member)

The Eastern Cape Department of Health calls on all independent suitably qualified and interested persons to serve as members (2 vacancies) of its Audit Committee for a period of three (3) years with effect from 1st August 2021.

REQUIREMENTS: The Chairperson must Have a strong financial management, auditing and risk management background and appropriate experience in the environment, Be independent and have knowledge of the status of the position, Have personal qualities and abilities to lead discussions, Encourage other members to participate in Audit Committee meetings, Possess the ability to lead meetings in a manner that demonstrates a desire to establish effective communication with all stakeholders, Have extensive leadership skills and prior experience of serving on an Audit Committee of a large organisation, Have the interests of the Department of Health at heart and display the highest levels of integrity and objectivity, A postgraduate qualification in finance, administration, auditing is required, The member must have atleast 10 years' experience with the public sector at a governance or executive level, Must be a member of a recognized professional body.

THE MEMBER MUST: Demonstrate experience in participating in governance structures, Have the ability to dedicate time to the activities of Department of Health Audit Committee, Have analytical reasoning abilities, good communication skills and thorough understanding of the regulatory framework within which the Provincial Departments operate, Posses knowledge and understanding of the challenges facing the Department of Health, Knowledge and understanding of social and infrastructure environments in the public sector, Minimum requirements include a tertiary qualification in either Medicine or other Health related qualification, Auditing, Risk Management, Law, Governance and Administration, Economics with at least 5 -10 experience in public sector audit committee membership.

DUTIES: Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks including monitoring department's sector specific risks and implementation of controls. The Audit committee will be required to: conduct its duties in accordance with an approved audit committee charter; must help to strengthen objectivity and credibility of financial and operational reporting; monitor the performance of the internal audit unit; monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement.

The Audit committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Health. The Department will hold a minimum of four (4) Audit Committee meetings per financial year and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance) **the rate is R19.43 per hour for a board member;** and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 – Framework for Appointment and Remuneration of Audit Committee Members.

Enquiries can be directed to Ms. T Gunuza Tel number: 040 608 1063.

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DEPARTMENT OF TRANSPORT: GFMS

NOTE: Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf.Z83> which must be signed (**an unsigned Z83 form will disqualify an application**) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (**certified within the past six months**) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. **Note: Failure to submit these copies will result in the application not being considered.** Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the recruiting department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. The People with disabilities are encouraged to apply for these posts.

Any Relocation costs, accommodation and travelling to attend interviews costs will be at the expense of the candidate as the department is currently not in a position to finance such costs. Preference will be given to local (Eastern Cape Province) candidates.

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. DUE TO COVID- 19 PANDEMIC HAND DELIVERED AND POSTED APPLICATIONS WILL NOT BE ACCEPTED.

Applicants should apply online through E-recruitment system, using the following link: <https://erecruitment.ecotp.gov.za/>.

CLOSING DATE: 04th JUNE 2021 @ 15:30

ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT

SALARY NOTCH: R173 703 per annual (Level 5)

(Ref: Dot GFMS: 01/05/2021) East London

REQUIREMENTS: National Senior Certificate/NQF Level 4. One year working experience in Security/ Facilities Management will be an added advantage. A valid Code 08 driving license is essential.

COMPETENCIES: Creative thinking. Interpersonal skills. Communication skills. Problem Solving. Computer Literacy.

KNOWLEDGE: Knowledge MISS, PSIRA, OHS Act. Knowledge Control of Access to Public Premises and Vehicles Act, 1985 as amended.

DUTIES: Facilitate the implementation of Service Level Agreements (SLAs). Facilitate monitoring and evaluation of SLA implementation. Assist in the implementation of OHS Act 85 of 1993 as amended. Implement OHS and Security inspection findings. Provide administrative support in the area of facilities and security management. Provide central document and records management services. Assist in the development/review of SLA. Coordinate and manage all incoming and outgoing correspondence, including driver/ messenger itinerary.

Enquiries: Mrs. P. Mbewu 043 731 1249/ Mr K. Valashiya-043 731 2319

DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT

SALARY NOTCH: R 733 257.00 per annum (Level 11)

(Ref: Dot GFMS: 01/05/2021) East London

N.B: This is a re- advertisement and those who applied need not to re- apply

REQUIREMENTS: National Senior Certificate/NQF Level 4, National Diploma (NQF Level 6), Preferable B Degree/ B Tech (NQF Level 7) in Business Management/ Public Administration/Finance/Strategic management/Risk Management with 5 years' experience of which three must be at Assistant Director/ Junior Management level (level 9) in the following, Strategy development and planning, performance monitoring and evaluation. Experience in Risk management will be an added advantage. Must have managed a team of at least 2 people in the past. A valid Code 08 Driving license is essential.

COMPETENCIES: Strategic Capability. Creative Thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Ability to co- ordinate cross functional and multi-disciplinary teams. Sound project management capability, Excellent presentation skills.

DUTIES: Development of Annual Performance Plans and Operational plans. Develop systems and interventions to promote a culture of performance and reporting within the entity. Manage the quarterly performance reporting process. Co-ordinate the Executive management group engagements. Management of the risk management and action plans implementation process. Organisational policy development. Assist in preparing reports to the Governance Structure/s. Manage the Entity's Stakeholders. Manage direct reports.

Enquiries: Mrs. P. Mbewu 043 731 1249/ Mr K. Valashiya-043 731 2319

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DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS & TOURISM

The Eastern Cape Department of Economic Development, Environmental Affairs & Tourism is offering the following Graduate/Internship opportunities for 2021/22 and 2022/23.

DURATION: 24 MONTHS

STIPEND – AS DETERMINED BY THE QUALIFICATION DPSA DIRECTIVE TABLE THE STIPEND WILL BE BETWEEN R6 083.70 (@ Diploma/Degree/Honours) AND R7 510.65 (@Masters level).

INSTRUCTION NOTE: This advertisement is issued to all unemployed applicants younger than the age of 35 in the EC Province - attach current legitimate proof of residential address, who are in possession of a 3-year qualification Degree or National Diploma from an Accredited Tertiary Institution. Persons with disability and people from previously disadvantaged groups are encouraged to apply. **Qualifying Bursary Holders will get the first preference as per Departmental Bursary policy (ROI).** Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience to compete in the open market and Public Service. **Applications must be completed and only emailed** using the new Z83 form obtainable from the Department of Public Service and Administration website or any Government Offices on request, quoting a correct vacancy number (Ref. No.) on the subject space of the Email, accompanied by the detailed 3 paged CV with not more than three (3) contactable references, certified copies of original qualification/s plus an academic transcript, not older than three (3) months and certified RSA Identity Documents. Candidates with international qualification have the responsibility of evaluating their foreign qualification with South African Qualification Authority (SAQA). Applicants not contacted within 2 months after the closing date should regard their applications as unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised posts. Any costs that relates to accommodation and travelling to attend interviews will be at the expense of the candidate as the department is currently not able to finance such costs and hence preference will be given to local (Eastern Cape Province) candidates. Good communication skills (Verbal and Written) & Computer Skills will be added advantage.

One vacancy post from Financial Management/Supply Chain Management/ Revenue and Expenditure/Management Accounting will cater Person with disability (PWD).

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

CLOSING DATE: 04th JUNE 2021 @ 16:00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED AND DUE TO COVID- 19 PANDEMIC NO HAND DELIVERED AND POSTED APPLICATIONS WILL BE ACCEPTED, THEREFORE ALL APPLICATIONS MUST EMAILED TO THE RELEVANT EMAIL ADDRESS AS STIPULATED ABOVE. REFERENCE NUMBER OF THE POST MUST BE CLEARLY STIPULATED IN THE SUBJECT LINE OF THE EMAIL.

INTERN: OFFICE OF THE HOD

Ref: DEDEAT/2021/05/01

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Masters/Honours in Economics (Econometrics; Statistics; Data Analysis)

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @ 0635070412

INTERN: OFFICE OF THE HOD

Ref: DEDEAT/2021/05/02

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Project Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @ 0635070412



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

INTERN: SUPPLY CHAIN MANAGEMENT

Ref: DEDEAT/2021/05/03

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in SCM/Logistics/Finance/Public Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @ 0635070412

INTERN: FINANCIAL ACCOUNTING

Ref: DEDEAT/2021/05/04

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Financial Accounting/Cost and Management Accounting/FIS/Taxation/Financial Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: REVENUE AND EXPENDITURE

Ref: DEDEAT/2021/05/05

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Financial Accounting/Cost and Management Accounting/FIS/Taxation/Financial Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: MANAGEMENT ACCOUNTING

Ref: DEDEAT/2021/05/06

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Financial Accounting/Cost and Management Accounting/FIS/Taxation/Financial Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: OD-CHANGE MANAGEMENT

Ref: DEDEAT/2021/05/07

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

Preference will be given to Person with Disability (PWD) in any of the posts from the Financial Management/SCM/ Revenue & Accounting/ Management Accounting.

REQUIREMENTS: Diploma/Degree on Operations Management/ Business Process Management/Industrial Psychology

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION

Ref: DEDEAT/2021/05/08

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Monitoring and Evaluation/Strategic Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

INTERN: MANUFACTURING

Ref: DEDEAT/2021/05/09

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Honours Degree/Diploma in Economics/Engineering/Business Development and Science

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: COMMUNICATION

Ref: DEDEAT/2021/05/10

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Journalism/BA/Marketing/Public Relations

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENTERPRISE DEVELOPMENT

Ref: DEDEAT/2021/05/11

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Small Business Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: AGRO-PROCESSING

Ref: DEDEAT/2021/05/12

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Bachelor of Science: Agriculture Economics

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: SUSTAINABLE ENERGY

Ref: DEDEAT/2021/05/13

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Bachelor of Science: Environmental Science/ Chemistry/Engineering

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: TOURISM DEVELOPMENT

Ref: DEDEAT/2021/05/14

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Tourism Development

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: HUMAN RESOURCE MANAGEMENT

Ref: DEDEAT/2021/05/15

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: Degree/ Diploma in HRM/Industrial Psychology

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

INTERN: LOCAL & REGIONAL ECONOMIC DEVELOPMENT

Ref: DEDEAT/2021/05/16

Centre: Head Office (Bhisho) Send your application to: HOIntern@dedea.gov.za

REQUIREMENTS: BACHELOR OF ECONOMICS: BUSINESS SCIENCES

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/17

Centre: Amathole Region (East London) Send your application to: AmatholeIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: CONSUMER PROTECTION

Ref: DEDEAT/2021/05/18

Centre: Amathole Region (East London) Send your application to: AmatholeIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in LLB/Bachelor of Laws/Consumer Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: CONSUMER PROTECTION

Ref: DEDEAT/2021/05/19

Centre: Joe Gqabi (Aliwal North) Send your application to: JGIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in LLB/Bachelor of Laws/Consumer Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/20

Centre: Joe Gqabi (Aliwal North) Send your application to: JGIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: HUMAN RESOURCE MANAGEMENT

Ref: DEDEAT/2021/05/21

Centre: Joe Gqabi (Aliwal North) Send your application to: JGIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in HRM/Management of Training/Public Management

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/22

Centre: Sarah Baartman (Port Elizabeth) Send your application to: SBIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

INTERN: ECONOMIC DEVELOPMENT

Ref: DEDEAT/2021/05/23

Centre: Sarah Baartman (Port Elizabeth) Send your application to: SBIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Economics/ Business Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: CONSUMER PROTECTION

Ref: DEDEAT/2021/05/24

Centre: Sarah Baartman (Port Elizabeth) Send your application to: SBIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in LLB/Bachelor of Laws/Consumer Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/25

Centre: OR Tambo (Mthatha) Send your application to: ORIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ECONOMIC DEVELOPMENT

Ref: DEDEAT/2021/05/26

Centre: OR Tambo (Mthatha) Send your application to: ORIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Economics/ Business Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/27

Centre: Alfred Nzo (Maluti) Send your application to: ANIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ECONOMIC DEVELOPMENT

Ref: DEDEAT/2021/05/28

Centre: Alfred Nzo (Maluti) Send your application to: ANIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Economics/ Business Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

INTERN: ENVIRONMENTAL MANAGEMENT

Ref: DEDEAT/2021/05/29

Centre: Chris Hani (Queenstown) Send your application to: CHIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in Environmental studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 03 of 2021/22

CLOSING DATE: 04 JUNE 2021

PT, DSRAC, DoH, DoT: GFMS, DEDEAT INTERNS

INTERN: CONSUMER PROTECTION

Ref: DEDEAT/2021/05/30

Centre: Chris Hani (Queenstown) Send your application to: CHIntern@dedea.gov.za

REQUIREMENTS: Degree/Diploma in LLB/Bachelor of Laws/Consumer Studies

Enquiries can be directed to: Mr Milasande Ntebe @ 0664868268/Mr Thando Sithole @0635070412

