



CIRCULAR 07 OF 2021.22

POSTED ON: 2021/07/11, 12, 15, 16

CLOSING DATE: 30 JULY 2021

OFFICE OF THE PREMIER

INSTRUCTION NOTE: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department OR go to www.dpsa.gov.za OR <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application, however, **the Z83 in the erecruitment system is currently unsignable – applicants applied via the system will not be disqualified**) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. **Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.** 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED DUE TO COVID 19 PANDEMIC.

Applicants are encouraged to apply using eRecruitment system which is available on www.ecprov.gov.za OR <https://ecprov.gov.za/> OR <https://erecruitment.ecotp.gov.za/> OR as a last resort email their applications to: recruitment@ecotp.gov.za and **quote the reference number of the post** in the subject of the email

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

DEPUTY DIRECTOR: ISIQALO YOUTH FUND (Fixed term contract of 12 months)

Salary Package: R 733 257.00 per Annum (Level 11)

Ref. No. OTP 01/07/2021

REQUIREMENTS: National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience Assistant Management level in Enterprise Development or similar environment. Strong liaison and report writing skills. Experience in enterprise development. Relevant experience in public management



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environment. Project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government programmes and projects on enterprise development, best principles and practices. Competencies: Strategic Management. People Management. Stakeholder Management. Conflict Management and Risk Management.

DUTIES: Manage, lead and directly ensure the implementation of the Isiqalo YF approved ToR throughout the Province. Ensure the effective implementation of the fund. Mobilise and ensure implementation of fund and adhere to timeframes. Prepare reports for committees. Facilitate disbursements to recommended Beneficiaries. Facilitate Enterprise development roadshows. Liaise with Stakeholders for financial and non-financial SMME support programmes. Develop proper plans and reports aligned to the fund. Perform any other duties related to youth empowerment programmes. Manage and provide support to the staff responsible for the administration of the fund. Facilitate the development any legislative framework for the governance and management of Isiqalo Youth Fund.

RENDERS ADMINISTRATIVE SUPPORT SERVICES: Ensure the effective flow of information and documents to and from the office; Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office regarding Isiqalo Fund in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Director and the unit where required; collect and coordinate all the documents that relate to the Isiqalo Youth Fund budget. Assist the Director in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items and consult with the Branch Co-ordinator.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

ASSISTANT DIRECTOR: OUTREACH AND REPORTING - Isiqalo Youth Fund

Salary Notch: R376 596.00 per Annum (Level 09) (Fixed term contract of 12 months)

Ref. No. OTP 02/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience in Enterprise Development. Strong liaison and report writing skills. Experience in enterprise development; relevant experience in public management environment; project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government enterprise programmes and projects. Enterprise development. Best principles and practices.

DUTIES: Assist in the implementation and monitoring of Isiqalo YF. Ensure the effective implementation of the fund throughout the province in line with the approved business case. Mobilise and facilitate awareness campaigns for the fund. Liaise with stakeholders in the implementation of the approved terms of reference. Ensure seating of selection committees. Produce reports. Monitor Data captures and ensure quality of data complied. Perform any administrative duties in the office. **RENDERS ADMINISTRATIVE SUPPORT SERVICES:** Ensure the effective flow of information and documents to and from the office. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Deputy Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director and the unit where required. Collect, analyse and collate information requested by the Deputy Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office. Handle the procurement of standard items like stationary etc for the activities of the Deputy Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the units task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers. **PROVIDES SUPPORT TO MANAGER REGARDING MEETINGS:** Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions

and communicates to relevant role players, follow-up on progress made. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the unit.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

**ASSISTANT DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT
(SOCIAL TRANSFORMATION CLUSTER & PROVINCIAL MANAGEMENT FORUM)**

Salary Range: R376 596.00 per Annum (Level 09)

Ref. No. OTP 03/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and NQF 7 (Degree or B-Tech) in Public Administration or relevant qualification. Minimum of 3 years' appropriate administrative experience. **Knowledge:** The constitution of the republic of South Africa (Act 108 of 1996) and other relevant legislation. Public Service Act, 1994. Cabinet Handbook. Management of diversity. Policy analysis. Reporting procedures. Information systems. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports.

Skills: Interpersonal relations. Effective internal relations. Teamwork. Innovative thinking. Computer literacy. Writing skills. Mathematics. Organising. Ability to operate computers. Problem solving. Ability to interpret relevant directives. Formulating and editing.

DUTIES: Provide secretarial services to the provincial management meeting: Prepare draft Agenda for each meeting. Prepare and collate document packs for Provincial Management meetings. Ensure document packs are distributed timeously to all relevant parties. Attend and take minutes in the Provincial Management meetings. Prepare first draft of Minutes. Extract Action list of decisions taken at the meeting and distribute to all relevant parties. File Provincial Management packs. **Provide secretarial services to the social transformation cluster:** Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Take minutes in the meetings. Compile minutes of the meetings. **Provide secretarial services to the social transformation cabinet committee:** Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Provide support to the Deputy Director in the meetings. Draft Cabinet Committee Memo to EXCO. **Provide administrative support to the unit:** Assist and support whenever necessary in the preparation of documentation for Cabinet meetings. Assist and support with logistical arrangements of Cabinet Meetings. **Manage area of responsibility:** Report on Administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate's information as required by internal and external stakeholders. Render support to co-ordinate the effective and efficient running and management of the administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate. **Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility:** Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS

Salary Range: R376 596.00 per Annum (Level 09)

Ref. No. OTP 04/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Human Resources Management\ Public Administration. Minimum 3-5 years' experience in the Employee Wellness Environment. **Knowledge:** Sound understanding of legislative requirements governing Health and Safety at the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public service employee regulatory framework. National & Provincial Employee Wellness Model. **Skills:** Planning & Organising, Computer literacy at intermediate level, Communication & information Management, Conflict Management and resolution, Project Management, Networking and Building Bonds and Applied Strategic Thinking

DUTIES: Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ).



Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

HR PRACTITIONER: CONDITIONS OF SERVICES & INFORMATION SYSTEMS

Salary Notch: R257 508.00 Per Annum (Level 07)

Ref. No. OTP 05/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and an NQF 6 (National Diploma) qualification certificate as recognize by SAQA in Human Resources Management and/or Public Management and PERSAL Certificates in Introduction, Establishment Administration (proof of certificates must be attached) with 1-2 years relevant experience in government. Knowledge of PERSAL. Ability to work with numbers, ability to conceptualize client requirements and be able to effective communication with senior officials, ability to work under pressure.

DUTIES: Ensure the creation, maintenance and abolishment of the approved departmental structure on PERSAL. Ensure the provision of PERSAL reports to clients, compiling the monthly PERSAL Management Report, Staff Movements Report and other reports required by internal clients, auditors and other departments. Ensure that PERSAL information is always updated. Assist clients with PERSAL enquiries and requests regarding the PERSAL establishment and Personnel information. **ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527.**

PERSONAL ASSISTANT (To DDG): Research, Policy Coordination, Monitoring and Evaluation

Salary Notch: R257 508 per Annum (Level 07) Ref. No. OTP 06/07/2021

REQUIREMENTS: National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage.

KNOWLEDGE AND SKILLS: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.

KEY COMPETENCIES: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

DUTIES: PROVIDES A SECRETARIAL/RECEPTIONIST SUPPORT SERVICE TO THE DEPUTY DIRECTOR-GENERAL:

Receive telephone calls in an environment where, in addition to the calls for the Deputy Director-General, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Deputy Director-General. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. **RENDERS ADMINISTRATIVE SUPPORT SERVICES:**

Ensure the effective flow of information and documents to and from the office of the Deputy Director-General. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office of the Deputy Director-General in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director-General and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Deputy Director-General. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Deputy Director-General. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Deputy Director-General. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Deputy Director-General and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Programme task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers.

PROVIDES SUPPORT TO MANAGER REGARDING MEETINGS: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players,



follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. **SUPPORTS THE DEPUTY DIRECTOR GENERAL WITH THE ADMINISTRATION OF THE DDG'S OFFICE BUDGET:** Collect and coordinate all the documents that relate to the Deputy Director-General's Office budget. Assist the Branch Co-ordinator in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Branch Co-ordinator and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the Deputy Director-General's of changes.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

PERSONAL ASSISTANT

(Performance Monitoring & Evaluation / Transformational Programmes) x2 Posts

Salary Notch: R257 508 per Annum (Level 07) Ref. No. OTP07/07/2021

REQUIREMENT: National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage.

KNOWLEDGE AND SKILLS: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.

KEY COMPETENCIES: Communication, **Problem** Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

DUTIES: Provides a secretarial/receptionist support service to the chief director. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. **Renders administrative support services:** Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. **Provides support to manager regarding meetings** Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. **Supports the chief director with the administration of the cd's office budget** Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager. **ENQUIRIES to Mr. Nkosinathi Loli at 064 890 6527**



USER SUPPORT TECHNICIAN: DEPARTMENTAL ICT

Salary Notch: R257 508.00 Per Annum (Level 07)

Ref. No. OTP 08/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and an NQF level 6 National Diploma as recognized by SAQA in IT or related qualification with a minimum of two (2) years' experience should be in ICT End-User support. An understating of Service Desk environment is requirement. **Knowledge:** ITIL Service standards and procedures at basic level, End user Support Procedures, Operating Systems, MS Active directory, Backup Technologies and processes, Batho Pele Principles Skills. Training in CompTIA A+, N+ and MCSE Professional Certifications. Valid Driver's License will be advantageous.

DUTIES: Coordinate the facilitation and maintenance of the otp departmental ICT: Ensure that all computers in the department are installed with the standard software. Ensure that all computers are joined on the organisational domain. Ensure all computer are connected to the printing equipment. Conduct basic technical support on printing equipment. Operate and maintain ICT boardroom A/V equipment. **Provide security support by means of updated anti-virus software and network operational support for the department:** Install Anti-virus software on user machines. Ensure firewalls are on at all times. Troubleshoot and repair network points in the department. Ensure that all users have access to the network. **Provide and support internal access of electronic mail and other communications system:** Create and configure mailboxes on user computers. Create fax2email services link for the department. Create shared drives for all units and support departmental units. **Monitor helpdesk calls and complaints registration process:** Receive call requests from service desk. Attend and resolve calls according to the service desk SLA. Update service desk with status of the call.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

INTERNAL AUDITOR

Salary Notch: R257 508 per Annum (Level 07)

Ref. No. OTP 09/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate, NQF Level 6 National Diploma /Undergraduate in Auditing/Internal Auditing/Accounting/Financial Information Systems/Information Systems/Computer Science as recognized by SAQA. At least 2 years' experience in Internal Auditing; Knowledge of the Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA). Knowledge of Teammate, Data Analytics systems such as ACL. A valid driver's licence (Recommended).

SKILLS AND COMPETENCIES: Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.

DUTIES: Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527



PRINCIPAL PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION

Salary Notch: R257 508 per Annum (Level 07)

Ref. No. 10/07/2021 CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate and National Diploma (NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled with a Minimum of two years' experience in Human Resource environment. Certificate in Introduction to PERSAL is essential.

DUTIES: Assist in the Advertisement of Posts: Ensure that all approved ARP posts are advertised. Liaise with OD regarding Job Descriptions for posts to be advertised. Ensure that the recruitment requisition forms are approved. Liaise with line managers with job specification of the post to be advertised. **Assist in the Selection Process:** Prepare the plan for filling of advertise position. Compile and verify the Master-list. Arrange shortlisting and interview/s process with the selection committee. Advise selection committee members during the selection process. Conduct reference checks and Personnel Suitability Checks for interviewed candidates. Process memorandum of recommendations for approval. Issue appointment letters to successful candidates. Prepare regret & issue regret letters to unsuccessful candidates. Process the all the appointment on PERSAL. Ensure files of new appointments are complete. **Facilitate the Implementation of Transfers, Relocations and Secondments:** Process transfers from & to the department. ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

CALL CENTRE AGENT x3

Salary Notch: R173 703 per annum (Level 05)

Ref. No. OTP 11/07/2021 Centre: Bhisho

REQUIREMENTS: National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment or having worked in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to work under pressure, good interpersonal skills and problem solving.

DUTIES: Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution. Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

CALL CENTRE AGENT x2

Salary Notch: R173 703 per annum (Level 05)

Ref. No. OTP 12/07/2021 CENTRE: Bhisho

THE POST IS EARMARKED FOR A PERSONS WITH DISABILITY

REQUIREMENTS: National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment or experience in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to work under pressure, good interpersonal skills and problem solving.

DUTIES: Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution.



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Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.
ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527

DATA CAPTURES: ISIQALO YOUTH FUND x3 (Fixed term contract of 12 months).
Salary Notch: R145 281.00 per annum (Level 04)
Ref. No. OTP 13/07/2021

REQUIREMENTS: ABET Level 4/ NQF 1/ National Senior Certificate/ Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage.

COMPETENCIES: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES: verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information ; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected. **ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527**

DATA CAPTURER: ISIQALO YOUTH FUND (Fixed term contract of 12 months)
Salary Notch: R145 281.00 per annum (Level 04)
Ref. No. OTP 14/07/2021)

THE POST IS EARMARKED FOR A PERSON WITH DISABILITY

REQUIREMENTS: ABET Level 4/ NQF 1/ National Senior Certificate/Grade 12, no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage.
COMPETENCIES: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES: verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information ; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.

ENQUIRIES can be directed to Mr. Nkosinathi Loli at 064 890 6527



PROVINCIAL TREASURY

Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (**an unsigned Z83 form will disqualify an application**) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. **Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.** Only shortlisted candidates for a post will be required to submit certified documents. 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). Only shortlisted candidates for a post will be required to submit certified documents. 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. 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: Tyamazshe Building, Bhisho

CLOSING DATE: 30 JULY 2021 @ 16h00

Enquiries: Ms Bonelwa. Ndayi 040 1010 072/071



EXECUTIVE SUPPORT TO HEAD OF DEPARTMENT

Salary Package R1057 326 (Level 13) (all inclusive)
Ref. PT.01 /07/2021 CENTRE: HEAD OFFICE

PURPOSE: Is to provide Executive Support Services to the HOD.

REQUIREMENTS: National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) in Strategy / Public Management / Economics / Financial Management / Accounting or any other related field coupled with 7 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level).

DUTIES: RENDER STRATEGIC SUPPORT SERVICES TO THE OFFICE OF THE HEAD OF DEPARTMENT:

Ensure Integrated strategic planning in the Department to achieve the mandate of Treasury. Ensure integrated implementation of Treasury priorities between programs within Treasury (Coordinate implementation and Treasury Oversight in the Province). Ensure integration with other Provincial Departments specifically the Centre of Government (OTP / COGTA / PT). Champion the Service Delivery model and District Delivery model in the Provincial Treasury. Overall management of projects for the Departments. Manage all external stakeholder relationships both provincial and national. Ensure sound financial management and governance of HOD's office. **GOVERNANCE OF PRIORITY PROJECTS IN THE PROVINCIAL TREASURY:** Facilitate Governance and oversight over priority projects (Interventions) of the Provincial Treasury. Facilitate optimal delivery of Provincial Treasury imperatives eg. Annual Budget Delivery, Consolidated Financial Statements. Maximise impact of Provincial Treasury in the Province. Facilitate Business Continuity in the Department. Champion Ethics management in the Department. **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. 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 management of Co-ordinated Strategy development, integrated implementation and project Governance within the Provincial Treasury and with Provincial Role-players. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

SKILLS AND COMPETENCIES: Strategic Management acumen, Project management and governance knowledge, In depth understanding of legislative framework that governs the Public Service, Policy analysis, Entire Budget process, planning, coordination, implementation and monitoring, Strategy formulation and review, for Departments & Entities, Performance management, Public Policy formulation and implementation, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Strategic Capability and Leadership. Financial Management, Change Management, Knowledge Management, People Management, Client Orientation and Customer Focus. Project Management, Problem Solving and Analysis, Communication and Computer Literacy.

ENQ. B Ndayi/ A Guga: 040 1010 072/71

DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS

Salary Package R733 257 (Level 11) (all inclusive)
Ref. PT.02 /07/2021
CENTRE: HEAD OFFICE

PURPOSE: To manage Human Resource Information Systems for the Department

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

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

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adjustment). **MONITOR AND PROVIDE REPORTS ON HR INFORMATION:** Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. **ENSURE 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.

SKILLS AND COMPETENCIES: In-depth understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

ENQ. B Ndayi/ A Guga: 040 1010 072/71

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

NOTE: Applications must be submitted on the new Z83 Form effective 01 January 2021, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document. **Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.** The Z83 form must be signed by an original signatures. 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 for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. 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. No faxed/email applications will be accepted. . All SMS appointments are subject to a competency assessment. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

FOR ATTENTION: Ms N.H Malgas
CLOSING DATE: 30 JULY 2021 @ 16:00



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Applications for posts in **Head Office (Bhisho) as well as all Director posts**, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605.
Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

Applications for post in **Joe Gqabi Region (Sterkspruit)**: Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762. Enquiries: Mr P. Makhele or Mr. S. Dumalisile Tel: 051 611 9800

Applications for post in **Amathole Region (East London)**: Hand Delivery: Corner of Amalinda & Scholl, Cambridge 5201, or post to Department of Public Works & Infrastructure, Private Bag X13004, Cambridge, 5201.
Enquiries: Mr Z. Tana / Ms L. Magama Tel: 043 711 5772

CHIEF DIRECTOR: OPERATIONS

An all-inclusive remuneration package of R1 251 183.00 per annum (Level 14)
Ref No: DPWI 01/07/2021, Head Office

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Law or equivalent qualification with five (5) years relevant experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Functioning of Government Programme Management. Project Management. Financial Management. General Management Skills. Computer Skills. Report writing Skills. Communication (verbal and written). Marketing. Interpersonal Skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and Project Management Skills. Service Delivery Innovation and Analytical thinking skills. Policy Development, implementation and analysis. Negotiation and motivation.

DUTIES: Manage and guide the implementation of the Strategic Plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions. **Departmental operations are efficient and effective.** Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. **Manage records of the Department.** Develop and maintain the Department's Records Management Policies Procedures and Systems. Ensure Departments record management practices comply with the National Archives and Records Services Act 1996. Develop and maintain the Departments file plan. Act as a custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS). **Manage the Project Management Office (PIMO).** Ensure the establishment and operation of a PMO as a knowledge repository of Project Management Practices with a Province-Wide mandate. Ensure the PMO is an effective custodian of the Departments Project Management Frameworks. Manage delivery on the Departments Portfolio of Projects. **Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274**

DIRECTOR: SECURITY

An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)
Ref No: DPWI 02/07/2021, Head Office
RE-ADVERT: Applicants that previously applied may re-apply

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Security Management or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - **Ensure extensive knowledge and understanding of Public Service Policies and Procedures.** Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Sound Financial and People Management Skills.

DUTIES: Conduct and Facilitate research on security in line with the Minimum Information Security Standards (MISS). Identify all risks and threats to the security of the Department. Develop, Coordinate and conduct security awareness programmes within the Department. Maintain a macro planning framework for the security services.

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Coordinate the implementation of security programmes and projects. Devise all security measures and procedures for the Department based on security policies. Coordinate the administration of vetting service. Manage information technology security. Promote and coordinate the management of access control systems. Monitor the extent of adherence/compliance to the security measures. Conduct physical security appraisals. Report to NIA all incidents of Security breaches and leakages of sensitive information. Liaise regularly with all security structures (NIA, SAPS, and SSA). Coordinate the investigation of security incidents. Examine all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise with all stakeholders/role players. Compile comprehensive reports. Management of all security resources. Manage human resources. Manage physical resources (security documents, surveillance cameras, computers. Manage financial resources.

Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

DIRECTOR: EXECUTIVE SUPPORT

An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)

Ref No: DPWI 03/07/2021, Head Office

RE-ADVERT: Applicants that previously applied may re-apply

REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Management/ Communication or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.

DUTIES: Execute policy or line function tasks of the office as required. Assist the Head of Department in monitoring and implementing management decisions taken in internal and external for a. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings with stakeholders. Consolidate and analyse submissions/reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the HOD and advise/ sensitize the HOD for compliance. Compile presentations and speeches for the HOD. Manage liaison between the office of the HOD, internal and external stakeholders. Liaise with stakeholders to ensure integration of programmes. Scrutinize documentation to determine actions/information/documents required. Record minutes/resolutions and communicate/disseminate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to executive management. Set up and maintain systems, procedures and processes in the office that will ensure efficiency in the office. Facilitate linkage between the office of the HOD and the office of the Executive Authority. Ensure the safe keeping of classified documentation. Manage the resources in the office of the HOD. Determine and collate information with regard to the budget needs of the office. Manage budget, monitor expenditure and alert the HOD with regard to possible over and under spending. Manage the human resources; and scrutinize responses drafted by the Manager on enquiries received from internal and external stakeholders. Manage the allocated resources.

Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

REGIONAL DIRECTOR: ALFRED NZO REGIONAL OFFICE

An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)

Ref No: DPWI 04/07/2021, Alfred Nzo Regional Office (Mount Ayliff).

RE-ADVERT: Applicants that previously applied may re-apply

REQUIREMENTS: National Senior Certificate. A Bachelor's Degree NQF Level 7 in Built Environment/ Project Management/Town and Regional Planning/ Properties or equivalent qualification with 5 years relevant experience in Infrastructure/ Built Environment/ Project Management or Properties at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change



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management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Strategic capability and leadership. Financial Management. People Management and empowerment. Programme and Project Management. Communication. Client orientation and customer focus. Good interpersonal skills and negotiation skills.

DUTIES: Manage the functions of the Department in the Region. Manage the buildings of the Region. Ensure Maintenance of State owned buildings. Property development. Management of all properties utilized by Provincial Government Departments. Develop policies and systems for the efficient management of State Property. Ensure management and implementation of Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Financial Management; responsible for regional budget and reporting. HR Management; responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resource development. Effective management of corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the Region. Manage allocated resources.

Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

PRINCIPAL ARTISAN SUPERINTENDANT: BUILDINGS

An all-inclusive remuneration package of R869 007.00 per annum (Level 12)

Ref No: DPWI 05/07/2021, Joe Gqabi Regional Office (Sterkspruit)

REQUIREMENTS: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Trade test in Built environment is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Understanding and application of the Occupational Health and Safety Act No. 85 of 1993; Promotion of Administrative Justice Act; Construction Regulations 2014; National Building Regulations and Standards Act No. 103 of 1977; SANS 10400: Application of the National Building Regulations; PW371 – A : Construction Works – General Specification; National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003); Built Environment Codes of Conduct; Guideline for U-AMP, 2018; Public Service Regulations 2016; Public Service Management Act; Framework for Infrastructure Delivery and Procurement Management 2019; **Understanding of the:** Preferential Procurement Regulation, 2017; Labour Relations Act; Public Finance Management Act No. 1 of 1999; Construction Industry Development Board Act No. 38 of 2000; Council for the Built Environment Acts No. 43 of 2000; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); **Skills:-** Good verbal, writing and communication skills; Conflict Management skills; Computer literacy; Client orientation and customer focus skills; Report writing skills; Self – Management.

DUTIES: Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination **Manage implementation of day-to-day maintenance** Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation

Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality.

Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training **Manage resources** Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient work flow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system

Enquiries: Mr P. Makhele or Mr. S. Dumalisile Tel: 051 611 9800



DEPUTY DIRECTOR: SHERQ

COMPONENT: EMPLOYEE WELLNESS PROGRAMME

An all-inclusive remuneration package of R733 257.00 per annum (Level 11)

Ref No: DPWI 06/07/2021, Head Office

RE-ADVERT: Applicants that previously applied may re-apply

REQUIREMENTS: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Occupational Health and Safety, Environmental Health, Human Resource Management, Social Sciences or any other relevant qualification in Occupational Health and Safety with three (3) years at an Assistant Director Level in the SHERQ Management field. Must be in possession of SAMTRAC. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Sound knowledge of Occupational Health and Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act. Disaster Management Act. Integrated Employee Health and Wellness Framework. EHWP/SHERQ Management Legislation. Policies and Procedures. Departmental Policies and Procedures. Strong leadership with strategic capabilities. Written and verbal Communication. Planning and coordinating. Change Management, Problem Solving. Analysis and Reporting.

DUTIES: Co-ordinate and ensure the implementation of Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Identify SHE Hazards and risk trends within the Department and provide mitigation measures. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the Resources. Supervise and coordinate functions within the Directorate.

Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

ADMINISTRATIVE OFFICER: ASSET MANAGEMENT

Salary Notch R257 508.00 per annum (Level 07)

Ref No: DPWI 07/07/2021, Amathole Regional Office (East London)

REQUIREMENTS: National Senior Certificate, a Bachelor's Degree/ National Diploma in Property Management/Real Estate/Facilities Management qualification with 1-2 years' experience working in the Property Management environment. A valid driver's license is a pre-requisite

KNOWLEDGE AND SKILLS: Knowledge and understanding of GIAMA & PFMA. Computer skills. Good Communication Skills.

DUTIES: Assist with the administration and management of provincial state land in the region. Conduct land use audits and investigations. Identify properties for vesting. Address enquiries related to state land matters. Assist with the enhancement of the Immovable Asset Register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the Assistant Manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Assist in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.

Enquiries: Mr Z. Tana / Ms L. Magama Tel: 043 711 5772

ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT

Salary Notch R257 508.00 per annum (Level 07)

Ref No: DPWI 08/07/2021, Head Office

REQUIREMENTS: National Senior Certificate, a Bachelor's Degree/ National Diploma in Office Management/Management qualification with 1-2 years' experience providing administrative support at Senior Level.

KNOWLEDGE AND SKILLS: Advanced Knowledge of Microsoft office packages and document management. Must have good interpersonal, organizational and communication skills (written and verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also important. Be able to work independently with minimal supervision and maintain confidentiality.

DUTIES: Provide support to the Chief Director, taking and typing minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening calls. Render administrative support services, collate compile and submit monthly, quarterly, annual management reports to various structures within and outside the Department. Provide assistance in the technical formatting of submissions for Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's Office. Ensure that travel arrangements

are well coordinated, prioritise issues. Provide office supply for the Chief director's office i.e groceries, stationery, printing supplies etc. provide logistical support (travelling, arranging conferences, meetings, S&T claims). Study relevant Public Service and Departmental Prescripts/ Policies and other prescripts applicable to his/her work terrain to ensure efficient and effective support. Remain abreast with the procedures and processes that apply in the office of Chief Director.

Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

DEPARTMENT OF HEALTH

ARTISAN AND CLINICAL ENGINEERING TRAINING PROGRAMME

The Eastern Cape Department of Health has made available the following posts which have come about after the implementation of unemployed youth training on various trades for Artisans and on Clinical engineering related programmes.

NOTE: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, 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. **Furthermore, such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.** Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

CLOSING DATE: 30 JULY 2021

APPLICATIONS DIRECTED TO THE ADDRESSES AS INDICATED BELOW OR HAND DELIVERY AS INDICATED BELOW:

- **ALFRED NZO DISTRICT HOSPITALS**

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

- **AMATHOLE DISTRICT HOSPITALS**

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



- **BUFFALO CITY METRO DISTRICT HOSPITALS**

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

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

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 **Enquiries: Ms N. Matshaya Tel no 043 708 2121.**

- **CHRIS HANI DISTRICT HOSPITALS**

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

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, **Enquiries: Ms P Marongo Tel No. 045 808 4272.**

- **JOE GQABI DISTRICT HOSPITALS**

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

- **NELSON MANDELA METRO HOSPITALS**

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

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

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



• **OR TAMBO DISTRICT HOSPITALS**

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

Enquiries: Mr S Stuma Tel 047 502 9000.

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

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital.

Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. **Enquiries: Mr M Nozaza – Tel no: 039 253 5012.**

• **SARAH BAARTMAN DISTRICT HOSPITALS**

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Fort England Psychiatric Hospital - Post to: Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. **Enquiries: Ms S Share Tel no 046 602 2300.**

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/GH/01/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Alfred Nzo District, Greenville Hospital

REQUIREMENTS: National Senior Certificate, Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required. **Enquiries: Mr Praim Tel no 039 797 6070.**



ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MK/02/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Alfred Nzo District, Madzikane Ka Zulu Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required. **Enquiries: Mr Praim Tel no 039 797 6070.**

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MT-AYLIFF-HOSPITAL/03/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Alfred Nzo District, Mount Ayliff Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr Praim Tel no 039 797 6070.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/SH/04/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Alfred Nzo District, Sipepetu Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.



DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr Praim Tel no 039 797 6070.

ARTISAN GRADE-A PRODUCTION. (2 POSTS) 1-year Contract
(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/ST-PH/05/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Alfred Nzo District, St Patricks Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required. **Enquiries: Mr Praim Tel no 039 797 6070.**

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract
REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/TB-H/06/07/2021
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr Praim Tel no 039 797 6070.



ARTISAN GRADE-A (PRODUCTION) 1-year Contract
(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/KH/07/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Alfred Nzo District, Khotsong Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required. **Enquiries: Mr Praim Tel no 039 797 6070.**

ARTISAN GRADE-A (PRODUCTION) 1-year Contract
(REF NO: ECHEALTH/ARTISAN-GRADE-A/AMATHOLE/BH/08/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
Enquiries: Ms N Nene Tel no: 043 707 6748

POST: ARTISAN GRADE-A (PRODUCTION) 1-year Contract
REF NO: ECHEALTH/ARTISAN-GRADE-A/BCM/CMH/09/07/2021 (2 POSTS)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.



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DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms N. Matshaya Tel no 043 708 2121.

ARTISAN GRADE-A (PRODUCTION) 1-year Contract

REF NO: ECHEALTH/ARTISAN-GRADE-A/BCM/FTH/10/07/2021 (2 POSTS)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

ARTISAN GRADE-A (PRODUCTION)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/CHD/KH/11/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD) 1-year Contract

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required. **Enquiries: Ms Nyoka Tel no 045 8071110/1101.**



POST: ARTISAN GRADE-A (PRODUCTION) 1-year Contract (2 POSTS)

SALARY: R190 563 – R211 596 per annum (OSD)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/CHRIS HANI/FH/12/07/2021)

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms P Marongo Tel No. 045 808 4272.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/EH/13/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

ARTISAN GRADE-A (PRODUCTION) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/AH/14/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Aliwal North Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.



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DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

ARTISAN GRADE-A (PRODUCTION) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/SH/15/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Steynburg Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

POST: ARTISAN GRADE-A (PRODUCTION) 1-year Contract

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/MH/16/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Maclear Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631



POST: ARTISAN GRADE-A (PRODUCTION) (1-year Contract)
(REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/CJH/17/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Joe Gqabi District, Cloete Joubert Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)
(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/BH/18/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

POST: ARTISAN GRADE-A (PRODUCTION) (1-year Contract)
REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/UH/19/07/2021
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Joe Gqabi District, Umlamli Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.



PROVINCE OF THE EASTERN CAPE
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DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/TBH/20/07/2021

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/LGH/21/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Lady Grey Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631



ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/JH/22/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Joe Gqabi District, Jamestown Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631

POST: ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/NMM/DNH/23/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms B Bomela Tel no 041 406 4421.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/NMM/LH/24/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

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DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms L Mabanga Tel no 041 405 2348

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/IH/25/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Or Tambo District, Isilimela Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr S Stuma Tel 047 502 9000.

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/HCH/26/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: OR Tambo District, Holy Cross Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr S Stuma Tel 047 502 9000.



ARTISAN GRADE-A (PRODUCTION) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/NKH/27/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Or Tambo District, Nessie Knight Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr S Stuma Tel 047 502 9000.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/ZH/28/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: OR Tambo District, Zitulele Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Mr S Stuma Tel 047 502 9000.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/MRH/29/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Or Tambo District, Mthatha Regional Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.



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Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)

(REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/NMAH/30/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms Calaza Tel no: 047 502 4469

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract).

(REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/AVH/31/07/2021)

SALARY: R190 563 – R211 596 per annum (OSD)

CENTRE: Sarah Baartman District, Andries Vosloo Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.



ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)
(REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/HH/32/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Sarah Baartman District, Humansdorp Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

ARTISAN GRADE-A (PRODUCTION) (2 POSTS) (1-year Contract)
(REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAAARTMAN/SH/33/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD).
CENTRE: Sarah Baartman District, Settlers Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

ARTISAN GRADE-A (PRODUCTION) (1-year Contract)
(REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/FEH/34/07/2021)
SALARY: R190 563 – R211 596 per annum (OSD)
CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment.

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Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

Enquiries: Ms S Share Tel no 046 602 2300

ENGINEERING TECHNICIAN – (1-YEAR CONTRACT)

(REF NO: ECHEALTH/BCM/ENG-TECH/CMH/35/07/2021)

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms N. Matshaya Tel no 043 708 2121.**

ENGINEERING TECHNICIAN – (2 POSTS) (1-YEAR CONTRACT)

(REF NO: ECHEALTH/BCM/ENG-TECH/36/07/2021)

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.**



ENGINEERING TECHNICIAN – (2 POSTS) (1-year Contract)

REF NO: ECHEALTH/NMM/ENG-TECH/LIVH/37/07/2021

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms L Mabanga Tel no 041 405 2348**

ENGINEERING TECHNICIAN – (2 POSTS) (1-YEAR CONTRACT)

REF NO: ECHEALTH/NMM/ENG-TECH/DNH/38/07/2021

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms B Bomela Tel no 041 406 4421**

ENGINEERING TECHNICIAN (2 POSTS) (1-YEAR CONTRACT)

REF NO: ECHEALTH/ORTD/ENG – TECH/39/07/2021

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: OR Tambo Health District, Mthatha Regional Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the

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Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.**

ENGINEERING TECHNICIAN - (1-YEAR CONTRACT)

REF NO: ECHEALTH/ORTD/ENG – TECH/40/07/2021

SALARY: R311 859 – R327 888 per annum (OSD)

CENTRE: OR Tambo Health District – Nelson Mandela Academic Hospital

REQUIREMENTS: National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES: Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. **Enquiries: Ms Calaza Tel no: 047 502 4469.**

NOTE TO ALL POST APPLICANTS

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 three 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. 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 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.

ADDITIONAL NOTE: 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 recruiting department. Following the interview and the 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 assessments tools. The filling of this post will be in line with the Annual



PROVINCE OF THE EASTERN CAPE
VACANCY CIRCULAR 07 of 2021/22 (OTP, PT, DPW&I, DoH)
CLOSING DATE: 30 JULY 2021

Recruitment Plan 2019/20. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for this post.

CLOSING DATE: 30 JULY 2021 @ 16H00. However, the e-recruitment system closes at 23:59 on the closing date but technical support is limited to working hours (08:00-16:30) and weekdays (Mon-Fri). The e-Recruitment technical support team is not responsible for any job applications – queries related to the applications must be directed to the officials as specified under each post.

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

