

CIRCULAR 13 OF 2021.22

POSTED ON: 2021/10/24, 25, 28

CLOSING DATE: 12 NOVEMBER 2021

DEPARTMENT OF EDUCATION

CHIEF PERSONNEL OFFICER: CAPPED LEAVE PROJECT (CONTRACT)

(6 POSTS) (Contract ending 31 March 2022)

Programme: HRA Capped Leave Project

Salary Notch: R257 508.00 per annum + 37% in lieu of benefits (Level 7)

Centre: Mandla Makapula Institute – East London *Ref: ECDOE CPO/10/2021*

REQUIREMENTS: B-degree/National Diploma (NQF 6) as recognized by SAQA in Human Resource Management or Public Administration with 3 years' relevant experience in the HRA environment (specifically in leave management). PERSAL Introductory Certificate. Proven ability to work under taxing circumstances. Working knowledge of auditing on capped leave related to Educators and Public Service Act employees. Working knowledge of Employment of Educators Act (1998), PAM and Public Service Act (1995) as amended, Auditing of capped leave applications and leave measures applicable before 01 July 2000 for both Public Service Act and Employment of Educators Act. Writing of technical exercise before selection of interview.

SKILLS: Proven ability to resolve problems independently. Good written communication skills and high level of ethics. OPTIMIS and PERSAL User proficiency. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Good interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail. Knowledge of Project Management would be an added advantage. A valid driver's license.

KPAs: Responsible for verification of the work done by HR Clerks responsible for the auditing of capped leave. Approving and authorizing of transaction on PERSAL. Ensure capturing of correct and accurate capped leave credits on PERSAL. Responsible for supervision of staff and the quality assurance on work done of staff under their control. Problem solving all leave related matters attached to the project. Responsible for daily, weekly and monthly reports. Conduct investigations and analyse leave trends. Maintaining an electronic and physical database of audited capped leave cases. **Enquiries: Ms R Pendrigh (060 523 8615)**



HR CLERK: CAPPED LEAVE PROJECT (CONTRACT) (19 POSTS)

(Contract ending 31 March 2022)

Programme: HRA Capped Leave Project

Salary Notch: R173 703.00 per annum + 37% in lieu of benefits (Level 5)

Centre: Mandla Makapula Institute – East London Ref: ECDOE HRC/10/2021

REQUIREMENTS: Grade 12 or equivalent with 3–5 years' experience Human Resource Administration (specifically in leave management). PERSAL Introductory Certificate. Working knowledge of auditing on capped leave related to Educators and Public Service Act employees. Auditing of capped leave applications and leave measures applicable before 01 July 2000 for both Public Service Act and Employment of Educators Act. Understanding of leave management, capped leave applications and auditing thereof. Working knowledge of Employment of Educators Act (1998), PAM and Public Service Act (1995) as amended, writing of technical exercise before selection of interview.

SKILLS: Proven ability to resolve problems independently. Good written communication skills and high level of ethics. Good interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail OPTIMIS and PERSAL User proficiency. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Knowledge of Project Management would be an added advantage. A valid driver's license

KPAs: Auditing and calculating of capped leave credits; Implementation of calculated credits on PERSAL post quality assurance. Identification of problematic cases and escalate to a supervisor for management and resolution. Retrieval and evaluation of electronic personnel records. Checking of Audits completed.

Enquiries: Ms R Pendrigh (060 523 8615)

APPLICANTS: APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:

- via the provincial **e-recruitment system** accessible at:

<https://ecprov.gov.za> and/OR at <https://erecruitment.ecotp.gov.za>

The Provincial E-Recruitment System Closes at 23:59 on the Closing Date. **APPLICANTS**

ARE ENCOURAGED TO APPLY VIA THE E-RECRUITMENT SYSTEM. Should you experience technical challenges, submit them by writing to:

nolungalungisa.nelani@ecotp.gov.za. **IMPORTANT TO NOTE:** The technical support is available on work days, and within office hours (Mon-Fri from 08:00-16:30 and 08:00-16:00 on Fridays). **CLOSING DATE: 12 NOVEMBER 2021**

NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED DUE TO COVID 19.

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.



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APPLICATION INSTRUCTIONS:

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 e-recruitment 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. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. **NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.**

SPORT, RECREATION, ARTS AND CULTURE

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

Note: Applications must be submitted on **Z83** (the one **effective from 01 January 2021**) form, obtainable at any public service department or on the internet at



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<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 and copies of qualifications. Such **copies need not be certified** when applying for a post. The communication from the HR of the department 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. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). **Persons with disabilities are encouraged to apply.**

CLOSING DATE: 12 NOVEMBER 2021 @ 15H30

Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert OR via email to: recruitment@ecsrac.gov.za

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS – TO A RELEVANT CENTRE:

Head Office Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 or Mrs. R. E. Swartboo
Tel: 043 492 0949

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

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

OR Tambo District: Attention Mr. S. S. Stuma Tel: 047 495 0830

Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture,
Private Bag X5049, Mthatha, 5099

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

Amathole District: Enquiries Mr T. Jantjies Tel: 043 492 1836

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

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

Joe Gqabi District: Attention Mr. D. Ndzongwana: 051 492 4805 / 078 701 7744

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

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

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

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

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

DIRECTOR: FINANCIAL MANAGEMENT SERVICES

(Re-Advertisement, previous applicants are encouraged to apply)

Salary Range: An all-inclusive remuneration R R1 057 326 (Level 13)

CENTRE: HEAD OFFICE

Ref: DSRAC 01/10/2021

MINIMUM REQUIREMENTS: A National Senior Certificate plus an appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of B. Com or Financial Management with Accounting as a major together with 5 years of experience at a middle/senior managerial level. A minimum of 10 years relevant experience in Financial Management. Valid driving license (code B) Recommendations: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills. Knowledge and understanding of accounting standards and practices including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP). Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts. The recommended candidate has to produce



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an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is “**Certificate for entry into the SMS**” and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DUTIES: Managing the administration of expenditure within the Department and report on a monthly basis on the income and expenditure of the Department. Prepare the Annual Financial Statements that are in compliance to the GRAP standards. Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impacts on the Department. Prepare the budgets for the approval for the Accounting authority. Prepare the quarterly compliance report of the Department in compliance with National Treasury requirements. Manage the banking and accounts payable sections. Coordinate the Departmental annual financial audit. Coordinate the month end process of the Department. Act as the secretariat for the budget advisory committee and deliver an effective and efficient financial management support service to the Accounting Officer. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices. Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place. **ENQ. Y. DLAMKILE – 043 492 1386**

ASSISTANT DIRECTOR: RESEARCH

(Re-Advertisement, previous applicants are encouraged to apply)

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

CENTRE: HEAD OFFICE

Ref. DSRAC 02/10/2021

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma in Public/Business Administration/Social Sciences (NQF Level 6) and or equivalent qualification coupled with 3 years’ experience in the field with supervisory experience in a research environment. Experience of research, policy development and implementation. Project evaluation experience. An understanding of innovation and knowledge management issues and policy in the Province and Department. Must be able to interpret policies and implement



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strategies. Good management and communication skills. Computer literacy. A valid code 08 driving license.

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

People with disabilities who meet the requirements will be given preference.

ENQ. R. SWARTBOOI – 043 492 0949

ASSISTANT DIRECTOR: SCHOOL SPORT

(Re-Advertisement, previous applicants are encouraged to apply)

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

CENTRE: NELSON MANDELA DISTRICT

Ref: DSRAC 03/10/2021

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science Studies (NQF Level 6) with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Knowledge of Sport related government pre-scripts in particular those focusing in School Sport Development and Sport Development such as National Sports Plan. Sound knowledge of the School Sport Grant Framework and LTPD/LTCD. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and Employee Performance Management Development System, knowledge of DORA Grant Framework and other applicable legislation. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Proven administration, planning, organizing and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management and resolution skills. Ability to maintain sound interpersonal skills and must be innovative and creative. Ability to work under pressure and computer skills are essential. A valid code 08 driving licence.



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DUTIES: Management of Sub-directorate: School Sport and human resource (Staff) that include performance evaluation of employees. Ensure compliance of school sport programmes with conditional grant framework. Compilation of operational plan of the Sub-Directorate. Conceptualize and initiate programmes for the development and promotion of school sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate the service and transformation in school sport. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting processes as well as manage the utilization of sub directorate budget within PMFA prescripts. Facilitate the process of school sport transformation working in conjunction with school sport associations/structures and stakeholders. To establish, maintain and strengthen school sport structures/associations within in the district. Manage the co-ordination and delivery of district teams towards the National School Sport Championships. Manage the capacity and empowerment of school sport stakeholders to co-ordinate school sport programmes. Facilitate the provision of equipment and or attire to registered schools in the District. Manage the co-ordination of leagues and festivals/tournaments in collaboration with the Department of Education. **People with disabilities who meet the requirements will be given preference.** ENQ. A. KITCHING – 041 492 1288 / 1231 / 1234

CULTURAL OFFICER x2 POSTS

Salary Range: An all-inclusive remuneration R257 508 (Level 07)

CENTRE: OR TAMBO DISTRICT - PORT ST. JOHN'S ARTS CENTRE

REF: DSRAC 04/10/2021

CENTRE: JOE GQABI DISTRICT – JOE GQABI ARTS CENTRE STERKSPRUIT

REF: DSRAC 05/10/2021

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES: Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre



material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.

ENQ. S. STUMA – 047 495 0830 (OR TAMBO) ENQ. N. FIKI – 051 492 2774 (JOE GQABI)

CULTURAL OFFICER

Salary Range: An all-inclusive remuneration R257 508 (Level 07)

CENTRE: AMATHOLE DISTRICT - WILLOWVALE ARTS CENTRE

REF: DSRAC 06/10/2021

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES: Craft roster for activities. Organise arts centre structures. Consult with relevant stakeholders and identify beneficiaries. Facilitate access of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with administrative support. Draft art centre business plan. Consolidate and compile monthly, quarterly and annual reports. Monitor budget expenditure and revenue collection. Implement procurement submissions. Organise and monitor visitor's register.

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

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICATIONS FOR THE ATTENTION OF Mr M. S. Meligana

CLOSING DATE: 12 NOVEMBER 2021

NOTE: Applications must be submitted on a Z83 (the one effective from 01 January 2021) 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,



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comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's licence. Such **copies need not be certified**. The communication from HR regarding the requirement for certified documents will be limited to the short-listed candidates. Therefore, the 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **Persons with disability and women are encouraged to apply**. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required 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>.

Enquiries can be directed to Ms N Mditshwa at 040-940 7079/ 7077/ 8/ 4/ 71/ 7080/ 83.

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- via the provincial **e-recruitment system** accessible at:

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APPLICANTS ARE ENCOURAGED TO APPLY VIA THE E-RECRUITMENT SYSTEM. Should you experience technical challenges, submit them by writing to:

nolungalungisa.nelani@ecotp.gov.za. **IMPORTANT TO NOTE:** The technical support is available on work days, and within office hours (Mon-Fri from 08:00-16:30 and 08:00-16:00 on Fridays).



DIRECTOR: MUNICIPAL ADMINISTRATION

Salary Range: R1 057 326.00 –R1 245 495.00 per annum

Commencing Salary: R1 057 326.00 per annum (Salary level 13)

Centre: Bhisho Ref No. Cogta: 01/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in Development Studies/ Social Sciences. A Master's degree in Development Studies/ Social Science will be added advantage. A minimum of five (5) years' working experience at middle management level position in Local Government environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid driver's licence.

COMPETENCIES: Strong and Dynamic Strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the municipal environment and the legal provisions that govern that space. Extensive understand and interpretation and strong implementation and management of legislative imperatives.

DUTIES: Monitor and ensure legislative compliance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and advise MDB. Process applications for concurrencies during implementation of upper limits on Benefits and Salaries of councillors. Assist in the amendment of section 12 Notices of municipalities and Gazette them. Assist in the implementation of Municipal Support and Intervention Framework (MSIF) and playing a leading role in all Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

DIRECTOR: HOD's OFFICE COORDINATION AND SUPPORT SERVICES

Salary Range: R1 057 326.00 –R1 245 495.00 per annum

Commencing salary: R1 057 326.00 per annum (Salary level 13)

Centre: Bhisho Ref No. Cogta: 02/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in Public Administration/Business Administration/developmental studies/Law. Honours/Master will be an added advantage. Five (5) years' experience at middle management in the executive support/ or strategic management or administration environment. SMS pre-entry certificate as



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offered by the National School of Government (NSG). Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.

DUTIES: Execute research, analyse information, and compile complex documents for Head of Department. Source information and compile comprehensive documents for the Head of Department with regards to issues emanating from meetings such as Portfolio Committee, MINMEC and all provincial and National structures. Compile memoranda as required, and scrutinize submissions/reports, make notes of recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Coordinate, follow up and compile reports of transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentation and speeches for the Head of department.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

DIRECTOR – MUNICIPAL EVALUATION & CAPACITY ASSESSMENT

Salary Range: R1 057 326.00 –R1 245 495.00 per annum

Commencing Salary: R1 057 326.00 per annum (Salary level 13)

Centre: Bhisho Ref No. Cogta: 03/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in Development Studies / Social Sciences. Master's degree in Development Studies/ Social Science will be an added advantage. A Minimum of 5 years working experience at Middle Management level position in Local Government. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Code EB driver's license is compulsory.

COMPETENCIES: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience, knowledge and understanding of the planning frameworks. Strong understanding of the regulatory and policy environment. Extensive understanding, interpretation of the legislation, strong implementation and management of legislative imperatives. Monitoring and Evaluation environment. Strong research, analysis capacity and Professional report writing. Extensive understanding and ability to operationally ensure compliance with the legislation and policy development.



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DUTIES: Monitor the establishment and implementation of Municipal PMS. Monitor implementation of policy and legislative frameworks on organisational performance management in municipalities. Monitor planning and reporting by municipalities in terms of Circular 88 of MFMA. Support municipalities to institutionalise performance management system through assessing the alignment of IDP with Scorecard and Service Delivery Budget Implementation Plan (SDBIP). Conduct quarterly performance of municipalities and submit to National department. Coordinate and strengthen the compilation of Municipal Annual Performance Reports. Coordinate processes surrounding PMS in municipalities including the development of annual municipal reports in terms of Section 47 of the Municipal Systems Act in line with Municipal Planning and Performance Regulations. Manage, coordinate, facilitate, support and monitor the implementation of Back to Basics (B2B). Coordinate departmental support initiatives in municipalities. Coordinate reporting for indicators of Programme of Action and participation in Governance & Admin cluster working group. Monitor the Implementation of Municipal Support & Intervention Framework (MSIF). Conduct assessment of capacity in municipalities. Conduct evaluation to assess the effectiveness and appropriateness of the support initiatives. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

DEPUTY DIRECTOR: DISASTER RESPONSE AND RECOVERY

Salary Range: R733 257.00 –R863 748.00 per annum

Commencing Salary: R733 257.00 per annum (Salary level 11)

Centre: Bhisho Ref No. Cogta: 04/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Disaster Management (NQF Level 7). 3-5 years' experience as Assistant Director or equivalent. (MS Word, MS Excel, and PowerPoint). Valid Driver's license code 08.

COMPETENCIES: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and organizing. Creative thinking. Self- management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills.

DUTIES: Coordinate and monitor financial contribution by National, Provincial and Local Spheres for response, recovery and rehabilitation. Advise, monitor financial contribution and utilisation of the response funding provisions across the spheres of government. Development, monitoring and implementation of response mechanisms. Development of Standard operating procedures for province. Development and implementation of disaster management provincial response policies. Facilitate and coordinate the initial assessments of



incidents. Coordinate service level agreements and partnerships with stakeholders for response. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT

Salary Range: R733 257.00 –R863 748.00 per annum

Commencing Salary: R733 257.00 per annum (salary level 11)

Centre: Bhisho Ref No. Cogta: 05/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Disaster Management (NQF Level 7). 3-5 years' experience as Assistant Director or equivalent. (MS Word, MS Excel, and PowerPoint). Valid Driver's license code 08.

COMPETENCIES: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and organizing. Creative thinking. Self- management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills

DUTIES: Inform the development of disaster risk management planning initiatives. Manage disaster risk assessment information to guide priority setting for risk reduction programmes undertaken by Provincial Organs of State, Municipalities and other role players in disaster risk management in the Province's jurisdiction. Manage Disaster Management simulations and events management. Establishment of partnerships and development of the provincial research agenda. Establish partnerships with institutions of higher learning for disaster risk assessment research undertaking and analysis. Manage the development of guidelines on the implementation of disaster risk reduction programmes and regulations in the province.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

DEPUTY DIRECTOR: FIRE SERVICES

Salary Range: R733 257.00 –R863 748.00 per annum

Commencing Salary: R733 257.00 per annum (salary level 11)

Centre: Bhisho Ref No. Cogta: 06/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level 6/ 7) in Fire Services Technology. Five (5) years working experience in fire services which 2-3 at supervisory level. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08

COMPETENCIES: Good understanding of Fire Services and Disaster Management Legislations. Applied strategic thinking. Interpersonal Skills and conflict resolution. Ability to work in a team. Project Management. Budget & Financial Management. Planning and



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organizing. Creative thinking. Self- management. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Communication Skills. Presentation Skills.

DUTIES: Manage and facilitate the establishment and maintenance of functional Fire Services Intergovernmental Relations Structures. Manage and facilitate the development, implementation and monitoring of fire services training and development programs for the province. Manage and facilitate the monitoring and evaluation of performance reporting to appropriate oversight structures and identify factors which contributes to fire services delivery outcomes. Facilitate and monitor the effective application of Strategic Risk Visits, Pre- Fire Planning systems, Admin & Customer care and deployment of additional support for disastrous fire incidents. Facilitate the development, implementation and monitoring of fire safety and prevention programs. Manage and facilitate the development and implementation of a fire risk assessment and prevention and mitigation programs for the province.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

DEPUTY DIRECTOR: CORPORATE SERVICES (District Coordination & IGR)

Salary Range: R733 257.00 –R863 748.00 per annum

Commencing Salary: R733 257.00 per annum (salary level 11)

Centre: OR. Tambo District Support Centre Ref No. Cogta: 07/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/ B.Degree (NQF level 6/ 7) in Public Administration/ Management or Social Science or relevant equivalent NQF level 6 qualification. Three (3) years working experience as an Assistant Director or in equivalent level in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid code 8 (EB) Drivers Licence. Experience in Local Government will be an added advantage.

COMPETENCIES: Excellent Communication, including producing quality reports. Excellent writing skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills Meticulous planning and organizational skills. Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision

DUTIES: Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/ clients. Coordinate all departmental and sector programmes at the District related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other



relevant Legislations and mandates that are relevant to the department also governing local government and traditional institutions.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing Salary: R376 596.00 per annum (salary level 09)

Centre: Sarah Baartman District Support Centre Ref No. Cogta: 08/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in Accounting /Financial Administration/ Financial Management /Auditing. Two years' working experience in the financial Management field. Computer Literacy (MS Word, MS Excel, and PowerPoint). Valid driver's license code 08.

DUTIES: Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statement by the municipalities including after year end reconciliations and adjustment. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing salary: R376 596.00 per annum (Salary level 09)

Centre: OR Tambo Ref No. Cogta: 09/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in accounting / financial administration / financial management / auditing. Two years working experience in the financial management field.

DUTIES: Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076



ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing Salary: R376 596.00 per annum (salary level 09)

Centre: Joe Gqabi District Support Centre Ref No. Cogta: 10/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level6/7) in Public Administration/ Management/ Development Studies. Five years working experience in development local government environment and in Council support environment of Municipalities. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license.

COMPETENCIES: Excellent Communication, including producing quality reports. Excellent writing skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills Meticulous planning and organizational skills.

DUTIES: Ensure legislative compliance (Governance by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB. Gazette in the determination of councillors as full-time. Assist in section 139 Municipal Interventions. Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, Including policies and procedures. Responsible for efficient management of Sub- Directorate, Including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE (Audit Risk)

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing Salary: R376 596.00 per annum (Salary level 09)

Ref No. Cogta: 11/10/2021

REQUIREMENTS: National Senior certificate, plus B. Degree (NQF level 7) in Risk Management/ Internal Auditing/ Accounting. Two (2) years supervisory experience and two (2) years functional experience in Risk Management / Internal Audit Services. Membership to IRMSA will be an added advantage. Computer Literacy Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Knowledge of Public Sector Risk Management Framework, COSD Framework, KING Report on Corporate Governance, Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Protected Disclosure Act and Anti-Fraud and Corruption Policies



DUTIES Assist Municipalities in implementation of Risk Management Framework. Comprehensive facilitation of Municipal risk and control assessments. Guide municipalities on implementation risk response action plans. Promote risk awareness culture through, training of municipal risk champions. Conduct risk management awareness to municipalities. Bring risk management focal point during municipal strategic plans.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PROGRAMME (IDP)

Salary Range: R376 596.00 –R443 601.00 per annum (Salary level 09)

Commencing salary-R376 596 per annum

Centre: Joe Gqabi District Support Centre Ref No. Cogta: 12/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Public Administration or any other related qualification coupled with 3-5 years' working experience in the relevant field. Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Knowledge of legislatives: Public Service Act, 1994, Public Service Regulations Act 2001 Project Management principles, PFMA Act, 1999 Municipal Structures Act, Municipal Systems Act. Be able to communicate with stakeholders (Municipalities Traditional Leaders, National Departments and Provincial Departments). Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative . Creativity. Honest Analytical skills. Leadership skills.

DUTIES: Coordinate Sectorial inputs into municipal IDP'S. Facilitate alignment of municipal IDP's to National and Provincial priorities and plans. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resources. Maintain high standards by ensuring that the team or section produces excellent work in terms of quality/ quantity timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub- Directorate. Manage daily employee Performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance, and safekeeping of assets. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**



ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT

Salary Range: R376 596 .00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 09) Ref No. Cogta: 13/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Public Administration/ Social Science. Three years working experience at a supervisory level in related field in the Private or public Sector, Non- government of community-based organisation. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license, Code 08.

COMPETENCIES: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (Written and verbal), interpersonal relation skills; ability to work under pressure; attention to details, analytical skills; presentation skills; meticulous planning and organisational skills. Excellent communication including producing quality reports;

DUTIES: Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Assist in the timely preliminary assessment of Sec. 46 reports from municipalities. Assist in the development of a high- quality Sec 47 report for the province. Assist in compiling timely response of parliamentary questions by the Directorate. Assistant in the management and monitoring of the directorate financial and non- financial resources. Assist in providing hands on support on development of Performance Agreements (PAs) of Sec 54A and Sec 56 managers of municipalities. Monitor signing and timely submission of Pas as required by the legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement).

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 9)

Centre: Bhisho Ref No. Cogta: 14/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B. Degree (NQF level 6/7) in Social Work or Psychology or related field. At least 3 years' experience at supervisory level in the Employee Wellness field. Registration with the relevant professional body e.g. SACSSP or HPCSA. Driver's licence.



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COMPETENCIES: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework, related policies and legislation. Understanding of the work environment and human behaviour management. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Communication skills, organisation ability, presentation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

DUTIES: Ensure coordination, monitoring and evaluation of the EWP in the Department. Interpret and implement policies regarding management of HIV and AIDS, Health and Productivity and Wellness Management. Assist in the Development, review and implementation of HIV & AIDS, Health and Productivity and Wellness policies to districts and Head Office. Conduct awareness campaigns on HIV and AIDS and chronic illnesses. Facilitate health screening programmes for employees. Provide psychosocial support to employees and their families. Establish networks and partnership for the implementation of Employee Wellness programmes. Liaise with OTP and other government departments e.g. DPSA. Liaise with professional people for referral cases e.g. Psychologists. Conduct presentations. Market the Employee Wellness Programme. Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS. Facilitate workshops for managers on identifying employees in need of Wellness services. Establish prevention, care and support programmes as well as monitoring and evaluation. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

ASSISTANT DIRECTOR: HR PROVISIONING

Salary Range: R376 596.00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 9)

Centre: Bhisho Ref No. Cogta: 15/10/2021

REQUIREMENTS: National Senior Certificate. National Diploma (NQF level 6/7) in Human Resource Management/ Public Administration/Management or Human Resource Related field. Minimum of (3) years' experience in Supervisory Level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). A valid Code 8 Driver's License.



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VACANCY CIRCULAR 13 of 2021.22 (DoE, DSRAC, COGTA, DSD, DoH)

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DUTIES: Responsible for Recruitment and Selection process in the Department. Administer personnel Suitability check. Manage and provide professional advice to line functions on the Recruitment and Selection policy, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practises and directives by the DPISA. Facilitate Competency Assessments and advise management on the outcomes. Facilitate verification of qualifications by South African Qualification Authority. Provide monthly reports and assists with the management reports. Build and maintain working relations with client managers, staff supervision and development and evaluation. Provide advisory services to Management and employees. Analyse data and assist in the preparation of the oversight report, MPAT (Management Performance Assessment Tool) and Employment Equity Reports. Maintain relevant reports and data basis to enable effective management decision making. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

ASSISTANT DIRECTOR: RAPID RESPONSE UNIT

Salary Range: R376 596 .00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 09)

Centre: Bhisho Ref. No. Cogta: 16/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Public Administration/Management or any relevant qualification. Three (3) years' experience at a Supervisory level in Public Administration and Community Development Preferably Local Government Environment.

COMPETENCIES: Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects.



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DUTIES: Facilitate development of policy framework, promote and coordinate rapid response service in municipal areas. Facilitate regular reporting and feedback mechanisms from Municipalities to maintain early warning systems. Facilitate development and implementation of customer surveys. Facilitate training programmes of Presidential Hot Line queries. Analyse and collate MTAS reports for LGTAS. Facilitate the allocated resource of Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team /section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegates functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Section. Manage daily employee's performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping assets. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

RECORDS MANAGER: ORGANISATIONAL TRANSFORMATION & PLANNING

Salary Range: R376 596 .00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 09)

Centre: Bhisho Ref No. Cogta: 17/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (in Archives and Records Management. Minimum of Three years' experience in records management / registry environment. Sound knowledge of Archives and records management legislation. Knowledge of records management practices and electronic records systems.

DUTIES: Manage compile and review records classification systems. Develop and oversee the implementation of records management policies and procedure manuals. Evaluate and monitor compliance with sound records management legislation and prescripts Train staff from Department on records management. Manage the administration of Promotion of Access to Information Act (PAIA) and promotion of Administration Justice Act (PAJA). Manage and control creation, movement, security, physical custody and care of records and flow of information practices. Liaise with other stakeholders within the Department, i.e. IT, Risk Management, Strategic Planning, Work-study etc. Conduct regular audits on records management practices. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076.**



ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING

Salary Range: R376 596 .00 –R443 601.00 per annum

Commencing salary: R376 596 per annum (Salary level 09)

Centre: Bhisho Ref No. Cogta: 18/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Public Administration/ Public Management/Human Resource Management. Three to five years' working experience in the relevant field. Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Job knowledge , communication , Interpersonal relations, Flexibility , Planning & Ogranising, Accuracy, Time Management , Teamwork and Report writing skills.

DUTIES: Facilitate Development/review of integrated Human Resource Plan and the monitoring of its implementation thereof. Facilitate Employment Equity. Facilitate development/review of Employment Equity Plan and monitor its implementation thereof. Facilitate the development of Human Resource policies and monitor their impact. Supervise the day- to –day utilisation of resource allocated to the component.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

**CONTROL ENGINEER TECHNICIAN GRADE A: MUNICIPAL
INFRASTRUCTURE (MIS)**

Salary Range: R446 202.00 –R510 189.00 per annum (OSD)

Commencing salary: R446 202.00 per annum

Centre: Bhisho Ref No. Cogta: 19/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B. Degree (NQF level6/7) in Civil Engineering. Project Management will be an added advantage. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Three (3) years' working experience. Candidate Professional Technician eligible to register with ECSA. Computer Literacy. Valid driver's code EB license.

COMPETENCIES: Excellent Communication, including producing quality reports. Excellent writing skills, Planning and organising skills, Interpersonal relation skills. Ability to work under pressure. Presentation Skills



PROVINCE OF THE EASTERN CAPE

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DUTIES: Assist the Chief Engineering to assess and analyse the municipalities' IDP, 3ycp, MTEF Commitment Register, MIG-PIPs, SDBIPs, Project Procurement Plans (PPP), Cash-Flow projections (CFP), Payment Schedules, and generate a quarterly consolidated provincial Report. Assist the Chief Engineers to evaluate the municipalities' MIG PMU Business Plans, compile the municipal Technical Capacity Assessment report and develop a Technical Support Action Plans. Compile, update quarterly municipal PMISD reports, develop support Action Plans and upload the quarterly municipal PMISD report into the departmental LG-MIS. Assist the Impact Assessor Manager to elect a project from all Cluster municipalities, conduct site audits, facilitate project handover/launch.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

SENIOR ADMIN OFFICER: INTEGRATED DEVELOPMENT PLANNING (IDP)

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 20/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level (6/7) in in Public Administration or any other relevant qualification in the field recognised by SAQA. 1-2 years' experience in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Knowledge of legislatives: Public Service Act, 1994, Public Service Regulations Act 2001 Project Management principles, PFMA Act, 1999 Municipal Structures Act, Municipal Systems Act. Be able to communicate with stakeholders (Municipalities Traditional Leaders, National Departments and Provincial Departments). Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative . Creativity. Fair. Honest Analytical skills. Leadership skills.

DUTIES: Facilitate Sectoral inputs into municipal IDPs. Facilitate alignment of municipal IDPs to National and Provincial priorities and plans. Facilitate and provide support on IDP capacity building programmes. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resources. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**



SENIOR ADMIN OFFICER: ORGANIZATIONAL TRANSFORMATION

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 21/10/2021

REQUIREMENTS: Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Public Administration/Public Management/ Social Science. Two years' experience in records/correspondence management OR with Senior Certificate alone: seven years' experience in records/correspondence management. Valid driving licence.

COMPETENCIES: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork

DUTIES: Render administrative support on organisational development matters. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

SENIOR ADMIN OFFICER: RAPID RESPONSE UNIT

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 22/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Public Administration, Social Sciences or any other relevant qualification in the field. Two years' experience in the relevant field. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

COMPETENCIES: Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development

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skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages:

DUTIES: Render general clerical support services. Provide clerical support services within the component. Provide financial administration support services in the component.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

CHIEF PERSONEL OFFICER: HUMAN RESOURCE PROVISIONING

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 23/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree(NQF level 6/7) in HRM/ Public Admin/Public Management. Minimum of two years' experience at supervisory level or 4 years' experience at salary level 6 in Human Resource Provisioning environment. PERSAL certificate must be attached. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook).

COMPETENCIES: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.

DUTIES: CORDINATE & FACILITATE RECRUITMENT AND SELECTION PROCESS:

Facilitate advertisement of vacant funded positions; Ensure timeous compilation of masterlists and appointment of panel members; Advise line management on selection process; Ensure that reference checks for interviewed candidates are conducted prior assumption of duty; Ensure early submission of forms for Personality Suitability Check to Security Office (pre-employment screening forms. **FACILITATE CONFIRMATION OF PROBATION:** Remind supervisor about officials whose probation period are due to be confirmed; Receive forms for confirmation of probations; Prepre memo to the authorities for approval. Write letters for confirmation of probations. **FACILITATE IMPLEMENTATION OF TRANSFERS,**

TRANSLATION, RELOCATION AND SECONDMENTS: Process transfers from and to other department ; Inform the HOD / MEC of the transfers in the department; Update information on PERSAL accordingly. **RESPONSIBLE FOR PERSAL TRANSACTIONS:** Ensure correct capturing of transactions on PERSAL; Supervise capturing of appointment transaction for new employees on PERSAL; Capture transactions on PERSAL. **FACILITATE VERIFICATION OF QUALIFICATIONS BYSUITABLE SERVICE PROVIDER. 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 manage; Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure development & implementation of work plans for all subordinates. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

CHIEF PERSONEL OFFICER: CONDITIONS OF SERVICE

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 24/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in HRM/ Public Admin/Public Management. Minimum of two years' experience at supervisory level or 4 years' experience at salary level 6 in Human Resource Provisioning environment. PERSAL certificate must be attached. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook).

COMPETENCIES: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.

DUTIES: Facilitate and processing of service terminations. Facilitate processing of service benefits. Facilitate checking of leave of absence. Facilitate the processing of nomination of beneficiary's applications. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

2x SENIOR ADMIN OFFICERS: INTERNAL CONTROL UNIT

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 25/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B Degree (NQF level 6/7) in Internal Auditing/ B.Com. Minimum of two (2) years' experience in Internal control /internal Auditing/ Finance. Computer skills (Teamware Software, Ms Word, Excel and PowerPoint). Valid driver's license code 08.

COMPETENCIES: Knowledge: In depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/ Practice Notes, Treasury and DPSA circulars. Financial Management Systems (BAS & LOGIS).

SKILLS: Analytical thinking, mathematical, interpersonal, planning & organising, statistical, report writing and time management skills. Honesty and integrity, objectivity and



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independence. Attention to detail and confidentiality. Conflict management, problem solving, decision making and communication (verbal & written).

DUTIES: Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Identify early warning mechanism possible risks imposed by the control deficiencies and/or audit infringements and link to the work of the Risk Management sub-unit and action plans for further assessment and monitoring with minimal assistance from Supervisors. Test and monitor the quarterly key controls. Consolidate the assessment report for translation into instrument panel reported to the audit committee, HOD and Treasury without assistance from Supervisors. Receive audit findings, review for points of clarity with auditors prior to disseminating to relevant managers for responses thereto within agreed upon timelines. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/707**

SENIOR STATE ACCOUNTANT: SYSTEM CONTROL

Salary Range: R316 791.00 –R373 167.00 per annum

Commencing salary: R316 791.00 per annum (Salary level 08)

Centre: Bhisho Ref No. Cogta: 26/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level 6/7) in Financial Information Systems /Financial Accounting/ Management Accounting/ Taxation/ Auditing or Financial Management and System Controller Certificate. A minimum of 2 years' experience in Finance with at least 1 year experience in the systems control environment. Microsoft: word, excel, PowerPoint, Outlook and other Microsoft applications and BAS. Knowledge of LOGIS, Persal and any Enterprise Resource Planning system (ERP). Valid driver's code 8/10 license.

DUTIES: Assist with designing and defining process flows for Basic Accounting System (BAS). Assist with managing BAS new version implementation. Assist with developing and Implementing BAS Policies. Perform BAS administration duties. Assist with BAS Risk management. Assist with managing and monitoring BAS performance. Assist with assigning and revoking functions to BAS users. Liaise with LOGIS and Persal System Controllers. Assist the department in drawing different types of reports on BAS and converting them to Excel. Manage and control proper capturing, authorisation and removal of entities on BAS. Assist with maintaining security profile on BAS. Assist with compilation of monthly and quarterly reports. Assist with other duties as may be required within the Directorate.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/707



STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (PAYMENTS)

Salary Range: R257 508.00 –R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Salary level 07)

Centre: Bhisho Ref No. Cogta: 27/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Commerce/Accounting/Financial Management or equivalent qualification. One to Two years' experience in a finance environment, in the field of payment office serving as a Senior Accounting Clerk or have served at least one year experience in the payment office. Knowledge of basic accounting system (BAS) AND LOGIS. Computer Literacy MS Word, MS Excel, and PowerPoint & MS Outlook).

COMPETENCIES: Knowledge of Basic Accounting System (BAS), knowledge of Public Service Regulations, public Finance Management Act, Treasury Regulations and applicable circulars/ instruction notes, Determinations, Financial Policies and Practices. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

DUTIES: Compilation of supplier's/service provider's payment/ sundry payment (LOGIS & BAS). Capturing of payments onto the system (BAS & LOGIS) and weekly update payment tool, put on paid stamp on each paper of a payment batch/ voucher a proof that payment has gone through. Resolution of queries raised by supplier's/ service providers. Print, fax, file all payment stubs for various supplier's/service providers after each run with a month. Monthly performance of creditors' reconciliation, prepare, update and reconcile payment monitoring tool, monthly compilation of instruction Note 34 and submission thereof to Provincial Treasury.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES

(SUSPENSE ACCOUNTS)

Salary Range: R257 508.00 –R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Salary level 07)

Centre: Bhisho Ref No. Cogta: 28/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level6/7) in Financial Accounting OR relevant qualification in finance. One to Two (2) years' experience at suspense section. Computer Literacy. (MS Word, MS Excel, and PowerPoint & MS Outlook).

COMPETENCIES: Must have working knowledge of government financial systems namely BAS and PERSAL System. Good communication skills, strong analytical skills, report writing



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skills, proven interpersonal skills and excellent financial management skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA.

DUTIES: Ensuring that all Interdepartmental Claims are monitored and cleared. Rectify all misallocations that have been misallocated to the relevant allocations. Ensure that all old suspense accounts balances are cleared before the financial year end. Ensure that all suspense accounts are cleared by the end of each month and provide explanations for un-cleared items. Ensure that all Ledger Account Reconciliations are done after every BAS monthly closure. Ensure that journals are endorsed and filed properly. Ensure that debts are managed and maintained properly. Ensure that inter-Departmental debts are recorded into our books and reconciled. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

2x INTERNAL AUDITORS: INTERNAL AUDIT

Salary Range: R257 508.00 –R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Salary level 07)

Centre: Bhisho Ref No. Cogta: 29/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B Degree (NQF level 6/7) in Internal Auditing. Two (2) years relevant experience in an internal Audit environment. Computer skills (Teamware Software, Ms Word, Excel and PowerPoint). Valid driver's license code 08. Registration with the institute of Internal Auditors. Experience as an Internal Audit Technician will be an added advantage.

COMPETENCIES: Reliability and integrity, good interpersonal and communication skills, Ability to work under pressure, knowledge of Auditing Standards, PFMA, Treasury Regulations and other relevant prescripts., persuasive skills and analytical thinking.

DUTIES: Execute audits as per approved audit programme. Prepare working papers and audit files. Input on the development of audit objectives, document systems and controls, provide input on the planning of audits in line with annual plan and schedule the assignments. Draft audit procedures. Provide inputs for the development of projects execution plan and scheduling of assignments. Draft minutes for entry and exit meetings. Conduct follow up and audits. Perform any other tasks as maybe assigned by supervisor.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076.



ADMIN OFFICER: HUMAN RESOURCE UTILIZATION AND CAPACITY BUILDING

Salary Range: R257 508.00 –R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Salary level 07)

Centre: Bhisho Ref No. Cogta: 30/10/2021

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6) in in Public Administration, Human Resources Management, Bachelor of Social Science. Management of Training and/or Public Management. PERSAL Certificate in Introduction (proof of certificate must be attached) with two years relevant experience in government. Knowledge of PERSAL. Two-three years; experience in the PMDS environment. Ability to work with numbers, ability to conceptualize client requirements and be able to communicate effectively with senior officials, ability to work under pressure. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08.

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

DUTIES: Ensure that performance agreements are obtained from various branches. Issue out circulars reminding about the dates for submission of PMDS tools. Validate, quality check all PMDS tools, collate information submitted and capture all PMDS tools on PERSAL, consolidate PDP's and submit to HRD, Analyse PMDS data for statistical purposes. Conduct awareness sessions. Provide secretarial services to the provincial management meeting: Prepare draft Agenda for moderating committees. Prepare and collate document packs for Chief Directorate and Departmental moderating committees. Ensure document packs are distributed timeously to all members of the moderating committee. Attend and take minutes in all Moderating Committees. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

PERSONAL ASSISTANT: HOUSE OF TRADITIONAL LEADERS

Salary Range: R257 508.00- R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Level 07)

Centre: Bhisho Ref No. Cogta: 31/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Office Administration/ Secretariat or any other relevant qualification. One to Two years in General Administration environment. Computer literacy. Driver's licence will be an added advantage.



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COMPETENCIES: Planning, organisation and time management skills • Administrative skills • Accuracy and attention to detail • Good verbal and written communication • Ability to work in a team • Customer service excellence

DUTIES: Facilitate the smooth running of the office of the Chief Director • Arranging travelling and accommodation for the Chief Director and occasionally travel with the Chief Director to take notes in meetings or provide general assistant during presentation • Organising and maintaining the diary of the Chief Director • Screening phone calls, inquiries and requests and handling them when appropriate • Controlling of typed documents such as typing of letters, memorandum and reports • Dealing with incoming and outgoing correspondence • Minute taking in meetings and report writing • Responsible for procurement of office supplies such as stationery, refreshments • Responsible for the sub directorate commitment register and analyse expenditure patterns. • Monitoring of weekly schedules of the Chief Director • Efficient communication with internal and external Stakeholders.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING

Salary Range: R257 508.00 – R303 339 .00 per annum

Commencing salary: R257 508.00 per annum (Level 07)

Centre: Bhisho Ref No. Cogta: 32/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/B.Degree (NQF level6/7) in Human Resource Management /Public Administration / Public Management. One to Two years' experience in the relevant field. PERSAL certificate must be attached. Computer literacy

COMPETENCIES: Knowledge and understanding of Human Resource Management prescripts and legislation, PERSAL System, Public Service Act 1994, Basic Conditions of Employment Act, Public Service Regulations. Analytical thinking & Report Writing.

DUTIES: Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process

Capture appointment of new employees on PERSAL, Facilitate the implementation of transfers, secondments

Acting Appointments. Facilitate confirmation of probationary appointments.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076



PERSONAL ASSISTANT: MUNICIPAL GOVERNANCE AND SUPPORT

Salary Range: R257 508.00- R303 339.00 per annum

Commencing salary: R257 508.00 per annum (Level 07)

Centre: Bhisho REF NO. Cogta: 33/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Public Administration/ Office Management. An exposure to Local Government environment will be an added advantage. Computer literacy. One to Two years' experience in the relevant environment.

COMPETENCIES: Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.

DUTIES: Facilitate the smooth running of Chief Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the office manager and the Chief Director. Manage the resources of the office of the Chief Director. Digital and manual filing of documents, preparation, recording and submission of the Chief Director's claims to the approving authority, monitoring the submission of weekly plans for Chief Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Chief Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

16x COMMUNITY DEVELOPMENT WORKERS (CDWS):

MUNICIPAL PUBLIC PARTICIPATION

Salary Range: R208 584.00- R245 694.00 per annum

Commencing salary: R208 584.00 per annum (Salary level 06)

Ref No. Cogta: 34/10/2021

CENTRES:

Chris Hani DM: Ref No. Cogta: 34A/10/2021

1 x Enoch Mgijima LM (ward 02), 2 x Ntsika Yethu LM (Ward 02 & 16), 1 x Sakhisizwe LM (Ward 05)

OR Tambo DM: Ref No. Cogta: 34B/10/2021

1XNyandeni LM (Ward 10), 1X Mhlontlo LM (Ward 02), 2x Ingquza LM (Ward 15 & 16)



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Alfred Nzo DM: Ref No. Cogta: 34C/10/2021

1XMatatiele LM (Ward 07), 1XUmzimvubu LM (Ward 07), 1XWinnie Madikizela-Mandela LM (Ward 05)

Amathole DM: Ref No. Cogta: 34D/10/2021

2x Amahlathi LM (Ward 08 & 15),

Sara Baartman DM: Ref No. Cogta: 34E/10/2021

1XDr Beyers Naude LM (Ward 02), 1XMakana LM (Ward 08), 1XGreat Kei (Ward 07)

REQUIREMENTS: National Senior certificate, plus National Diploma (NQF level 6) in Public Administration/ Social Science. Understanding of the community Development work and other development process will be an added advantage. Computer skills (MS Word, Excel). Valid driver's licence code 08.

COMPETENCIES: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication interpersonal skills. This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attribute: self –motivation, flexibility and ability to work in a team on participatory projects.

DUTIES: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community member involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and



collaboration with various community-based organisation and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and evaluate the development impact governance projects and programmes have on communities and submit a report to the relevant structures of government (Local, Provincial & National). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION

Salary Range: R173 703.00- R204 612.00 PER ANNUM

Commencing salary: R173 703.00 per annum (Salary level 05)

CENTRE: BHISHO REF No. COGTA: 35/10/2021

REQUIREMENTS: National Senior certificate, plus National Diploma (NQF Lev 6). Computer literacy.

DUTIES: Capturing of claims for Re-imbusement for officials in the directorate. Procurement of goods and services. Provide support in the coordination of reports and other information from regional offices. Provide support in the monitoring of commitments and accruals. Follow up on processing of queries and complaints received from Traditional Councils. Provide support in the coordination of support to Traditional Councils. General administrative duties.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

**SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION
(07 POSTS)**

Salary Range: R173 703.00- R204 612.00 PER ANNUM

Commencing salary: R173 703.00 per annum (Salary level 05)

CENTRE: Western Tembuland Region, 2x Emboland Region, Qaukeni Region, 2x Gcaleka Region, Rharabe Region. REF No. COGTA: 36/10/2021

REQUIREMENTS: National Senior certificate. Computer literacy. NQF level 6 will be an added advantage.

DUTIES: Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial



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management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

MESSENGER DRIVER: GCALEKA KINGDOM

Salary Range: R122 595.00- R144 411.00 PER ANNUM

Commencing salary: R122 595.00 per annum (Salary level 03)

CENTRE: GCALEKA REF No. COGTA: 37/10/2021

REQUIREMENTS: ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP.

DUTIES: To take care of driving for the Kingdom. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport officials and Traditional Leaders when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the regional office. Attend to all messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office and to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Kingdom. Knowledge of Transport Regulations.

Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

MESSENGER DRIVER: NYANDENI REGION

Salary Range: R122 595.00- R144 411.00 PER ANNUM

Commencing salary: R122 595.00 per annum (Salary level 03)

CENTRE: NYANDENI REF NO. COGTA: 38/10/2021

REQUIREMENTS: ABET/Grade 10/ equivalent qualification. Code 10 driver's license with PDP.

DUTIES: To take care of driving for the region. Collect stationery and cleaning material from the Head Office. Move assets from one place to another. Transport officials when necessary. See to it that the vehicle is taken to service when necessary. Serve as a messenger to the regional office. Attend to all messenger duties i.e. photocopying, handling of mail, delivery and collection of goods and correspondence from the Head Office and to the Regional Office



and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Region. Knowledge of Transport Regulations.
Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076

MESSENGER DRIVER: CHAIRPERSON OF THE HOUSE OF TRADITIONAL LEADERS

Salary Range: R122 595.00- R144 411.00 PER ANNUM

Commencing salary: R122 595.00 per annum (Salary level 03)

CENTRE: BHISHO REF NO. COGTA: 39/10/2021

REQUIREMENTS: Grade 10/ equivalent qualification. Code B driver's license.

COMPETENCIES: Excellent driving skills, good interpersonal skills and basic communication skills. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willingness to work extended hours, weekends and public holidays are essential.

DUTIES: Provide transportation of the Chairperson to official destinations. Liaise with the office of the Chairperson to ensure that the Chairperson arrive on time on his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis. **Enquiries: Ms N. Mditshwa at (040) 940 7074/7083/7076**

SOCIAL DEVELOPMENT

APPLICATIONS TO BE SUBMITTED FOR THE ATTENTION: Ms. A. Njaba

Note: Applications must be submitted on a Z83 (the one effective from 01 January 2021) 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) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), academic record, [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Such **copies need not be certified**. The communication from HR regarding the requirement for certified documents will be limited to the short-listed candidates. Therefore, the 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.
Enquiries can be directed to Ms A Njaba 043 605 5101/ 5110.

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APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

- via e-Mail to: recruitment@ecdsd.gov.za
- via the provincial **e-recruitment system** accessible at:
<https://ecprov.gov.za> and/OR at <https://erecruitment.ecotp.gov.za>
The Provincial **E-Recruitment System Closes At 23:59 On The Closing Date.**
APPLICANTS ARE ENCOURAGED TO APPLY VIA THE E-RECRUITMENT SYSTEM. Should you experience technical challenges, submit them by writing to:
nolungalungisa.nelani@ecotp.gov.za. **IMPORTANT TO NOTE:** The technical support is available on work days, and within office hours (Mon-Fri from 08:00-16:30 and 08:00-16:00 on Fridays).
- **APPLICATIONS CAN ALSO BE DIRECTED TO THE SPECIFIC CENTRE AS PER FOLLOWING DETAILS:**

HEAD OFFICE/PROVINCIAL OFFICE:

Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms A Njaba or post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605

Enquiries can be directed to Ms Z. Moyeni and A. Njaba at 043 605-5110 / 5101



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DISTRICT OFFICES:

Alfred Nzo: The District Director, Department of Social Development, Private Bag X401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo.

Enquiries may be directed to Mr S Shweni at 039 – 2540900

Amathole: The District Director, Department of Social Development, Private Bag X9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. **Enquiries may be directed to Ms Z. Habe at 0437116626**

Buffalo City Metro:

The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula **Enquiries may be directed to Mr M Yonana 043 705-5675.**

Nelson Mandela Metro:

The District Director, Department of Social Development, Private bag X3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road.

Enquiries may be directed to Ms L. Thompson 041 406-5750

SENIOR DATA CAPTURER: EPWP PROGRAMME (12 MONTHS CONTRACT)

Salary: R 316 791 per annum

Ref no. DSD 00/10/2021) Provincial Office;

Minimum Requirement: Standard 10/ Grade 12 plus appropriate tertiary qualification at NQF 6 in Social Sciences/Public Administration /Management/ Information Management Systems or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognized Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least 1-2 years' relevant experience in Expanded Public Works Programme). A valid South African Driver's Licence.

Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

Duties: Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop



lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.

PLEASE NOTE: The burden of proof of qualification lies with the applicant for a post. Applicants must submit proof of qualifications obtained through Recognition of Prior Learning (RPL) from the relevant institution under the NQF for consideration that their prior learning and experience is equivalent to an NQF level required for a post advertised.

GRADUATE INTERNS IN THE FOLLOWING FIELDS:

STRATEGIC PLANNING & MANAGEMENT (12) 24 MONTHS

Stipend: R 73 004.40 per annum

(Ref no. DSD 01/10/2021) Provincial Office (8); Alfred Nzo (1); Amathole (1); Buffalo City Metro (1); Nelson Mandela Metro (1)

Minimum Requirements: Standard 10/ Grade 12 plus National Diploma /B Degree in Social Science / Public Administration / Public Management.

INSTITUTIONAL SUPPORT SERVICES (1) 24 MONTHS

Stipend: R 73 004.40 per annum

(Ref no. DSD 02/10/2021) Provincial Office

Minimum Requirements Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management

PROGRAMME 2 (1) 24 MONTHS

Stipend: R 73 004.40 per annum

(Ref no. DSD 03/10/2021) Provincial Office

Minimum Requirements Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management



PROGRAMME 3 (1) 24 MONTHS

Stipend: R 73 004.40 per annum
(Ref no. DSD 04/10/2021) Provincial Office

Minimum Requirements: Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management

PROGRAMME 4 (1) 24 MONTHS

Stipend: R 73 004.40 per annum
(Ref no. DSD 05/10/2021) Provincial Office

Minimum Requirements: Standard 10 / Grade 12 plus National Diploma / B Degree in Public Administration / Public Management

INTERNAL AUDITING (1) 24 MONTHS

Stipend: R 73 004.40 per annum
(Ref no. DSD 06/10/2021) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Internal Auditing

INTERNAL CONTROL UNIT (ICU) (1) 24 MONTHS

Stipend: R 73 004.40 per annum
(Ref no. DSD 07/10/2021) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Internal Auditing.

FACILITIES (1) 24 MONTHS

Stipend: R 73 004.40 per annum
(Ref no. DSD 08/10/2021) Provincial Office

Minimum Requirements: Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Built Environment.



RISK MANAGEMENT (1) 24 MONTHS

Stipend: R 73 004.40 per annum

(Ref no. DSD 09/10/2021) Provincial Office

Minimum Requirements Standard 10/ Grade 12 plus National Diploma / B Tech / B Degree in Public Administration / Public Management.

HUMAN RESOURCE MANAGEMENT (1) 24 MONTHS

Stipend: R 73 004.40 per annum

(Ref no. DSD 10/10/2021) Provincial Office

Minimum Requirements Standard 10 / Grade 12 plus National Diploma / B Degree in Human Resource Management / Bachelor of Social Science (Human Resource Management) / Bachelor of Commerce (Human Resource Management).

DEPARTMENT OF HEALTH

**CALL FOR NOMINATION FOR MEMBERS OF THE MENTAL HEALTH REVIEW
BOARDS FOR THE EASTERN CAPE PROVINCE**

In terms of Chapter IV of the Mental Health Care Act No. 17 of 2002, the Honourable MEC for Health: Eastern Cape Province invites nominations for membership of the above Boards for the Eastern Cape Department of Health. Nominees are required from the Eastern Cape Province and preferable from the above districts.

NB: PERMANENT EASTERN CAPE DEPARTMENT OF HEALTH EMPLOYEES SHOULD NOT APPLY.

KEY RESPONSIBILITIES

Members appointed on the boards will be responsible for reviewing decisions and appeals on admissions, discharge and transfer of various categories of patients with mental disorders or intellectual disability. This will involve review of documentation and attendance of board meetings.

- Make decisions and consider reviews on assisted or involuntary Mental Health Care Users
- Consider 72-hours assessment made by the Head of the Health establishment and make decisions to provide further involuntary care, treatment and rehabilitation



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 13 of 2021.22 (DoE, DSRAC, COGTA, DSD, DoH)

CLOSING DATE: 12 NOVEMBER 2021

- Consider appeals against the decisions of the Head of a Health establishment
- Consider applications for transfer of Mental Health Care Users to Maximum Security facilities
- Consider periodic reports on the Mental Health status of Mentally ill Prisoners
- Receive notices of all emergency admissions.
- Investigate any allegation of abuse reported to it and if necessary lay a charge with South African Polices Services.
- Receive registers of all mechanical restraints, Electro Convulsive Therapy (ECT) and seclusion.
- Make visits to facilities where mental health users are being admitted and participates in Departmental / National meetings as stake holders.

1. **Chairperson x 4 (Komani, Mthatha, Port Elizabeth, Buffalo City & Amathole)**

2. **Mental Health Care Practitioner X 4 (Komani, Mthatha, Port Elizabeth and BCM & Amathole)**

- Professional qualification and current registration with relevant council as a Medical Practitioner, Psychiatrist, Psychiatric Nurse or Counseling Psychologist, Occupational Therapist or Social Worker.
- Requisite practical experience working with users with a primary diagnosis of medical disorder or intellectual disability.
- Computer literacy and valid driver's license will be an added advantage.

3. **Legal Practitioner X 4 (Komani, Mthatha, Port Elizabeth and BCM & Amathole)**

Appropriate professional qualification and registration with relevant authority, admission in terms of the law of the Republic of South Africa as magistrate, attorney or advocate. Computer literacy and valid driver's license will be an added advantage.

4. **Community Member X 4 (Komani, Mthatha, Port Elizabeth and BCM & Amathole)**

Basic understanding of the South African Mental Health System, Non-Governmental Organizations (NGOs), consumer advocacy and Community Based Care. Computer literacy and valid driver's license will be an added advantage.



NATURE APPOINTMENTS

Appointments will be on a sessional / part time basis. An average of 15 hours per week: the number of sessions/ per hour is expected to be 60 hours per month.

REMUNERATION

Members of the review boards will be remunerated in accordance to hourly rates as determined by the MEC for Health:

- Chairpersons – R585.23 (Session per hour) x 60 hours plus cell phone allowance
- Board members – R401.99 (Session per hour) x 60 hours
- Rates will increase in accordance with Annual adjustment where applicable.
- Travelling and subsistence allowance is payable for attending board meetings.

TERM OF OFFICE

The term of office will be 1-3 years (one-year renewable contract)

Nominees should forward their applications quoting reference number indicating the category of membership sought, e.g. Legal Practitioner etc, including brief motivation, new Z83 application form and full CV, qualifications inclusive of Matric and identity document. Faxed applications will not be accepted.

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

Head Office – Post to: Directorate: Specialized Services, Private Bag x0038, Bhisho, 5605
or Hand deliver to: Directorate: Specialized Services, Room 3 Block Bhisho Business Village, Independence Avenue, Bhisho, 5605. **Enquiries:** Mr B Nzima Tel no 040 608 1931/34.

N.B Applicants should preferably be from Regions of placement as no allowance will be paid from home to work

CLOSING DATE: 12 NOVEMBER 2021 AT 15:30

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 when applying for a post. Communication from the HR of the department 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



PROVINCE OF THE EASTERN CAPE

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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.

