

CIRCULAR 15 OF 2021/22

POSTED ON: 2021/12/10,12,13, 16

CLOSING DATE: 28 DECEMBER 2021 @10:00

OFFICE OF THE PREMIER

DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR)

Salary Package: R 1 057 326.00 per annum (Level 13) all-inclusive package,

Ref. No. OTP 01/12/2021 (Bhisho)

(RE-ADVERTISEMENT: those who previously applied are encouraged to re-apply)

Minimum Requirements: An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

Duties: Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. E.g Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordinating Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Ms N Mafu 082 562 2347



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ERRATUM

Kindly note that the post was advertised in Public Service Vacancy Circular 40 and/or Provincial Vacancy Circular 14 dated 12 November 2021, The Requirements are amended as follows: (1) Deputy Director: ICT Solution Architect with Ref No: OTP 03/11/2021 ; A relevant qualification is National Senior Certificate, an NQF level 7, IT-related degree with a minimum of 3 – 5 years at an Assistant Director level, of which a minimum of 2 years should be in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: Microsoft Certified Solution Expert (MCSE): Productivity, elective Deploying Enterprise Voice with Skype for Business. Microsoft-accredited International certificate only. Finalist candidates without this MCSE certificate will be subjected to the Exam MS-720 to assess technical competency in architecting Voice and Unified Communications solutions. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's licence. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking. **Personal Attributes:** Confidentiality, Performance Driven, Attention to detail. **ENQUIRIES: Ms N Mafu 082 562 2347**

APPLICANTS: CLOSING DATE: 28 DECEMBER 2021

Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using eRecruitment system which is available on <https://erecruitment.ecotp.gov.za/>, www.ecprov.gov.za or <https://ecprov.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. However, technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: nolungalungisa.nelani@ecotp.gov.za and not as specified above– your application will be regarded as lost and will not be considered.

INSTRUCTION NOTE: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees as well as copies of all qualification (s), (Matric certificate must also be attached) ID document and Driver's licence (Where applicable). 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.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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. **ENQUIRIES: Ms N Mafu 082 562 2347**

PUBLIC WORKS & INFRASTRUCTURE

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

PROFESSIONAL CONSTRUCTION PROJECT MANAGER - GRADE A (4 POSTS)

COMPONENT: BUILDINGS

An all-inclusive remuneration package of R728 829.00 per annum (OSD)

Ref No: DPWI/01/12/2021 Head Office (Bhisho)

REQUIREMENTS: - • National Senior Certificate. National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years' certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. • A valid driver's licence. • Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

KPAs - • **Manage and co-ordinate all aspects of projects:** - (i) Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; (ii) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (iii) Identify resource needed and assign individual



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

responsibilities; (iv) Manage day-to-day operational aspects of a project of scope; and (v) Effectively apply methodology and enforce project standards to minimize risk on projects.

Project Accounting and Financial Management: - (i) Report project progress to Chief Construction Project Manager; and (ii) Manage Project budget and resources.

Office Administration: - (i) Provide inputs to other professionals with tender administration; (ii) liaise and interact with service providers, client and management; (iii) contribute to the human resource and related activities; (iv) maintain the record management system and the architectural library; and (v) utilize resources allocated effectively.

Research and Development: - (i) Keep up with new technologies and procedures; (ii) Research/literature on new developments on project management methodologies; and (iii) Liaise with relevant bodies/councils on project management.

Enquiries: Mr. L. Maliti or Ms. S. Mdoda Tel: 040 602 4272.

ARCHITECT: GRADE A

An all-inclusive remuneration package of R628 014.00 per annum (OSD)

Ref No: DPWI 02/12/2021, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's licence. Compulsory registration with SACAP.

KPAs: Perform architectural activities on state-owned or leased buildings, structures or facilities:-

(i) Co-ordinate professional teams on all aspects regarding architecture; (ii) Ensure adherence and compliance to legal, safety and health requirements; (iii) Provide architectural advice and technical support in the evaluation of solutions; (iv) Ensure the adoption of technical and quality strategies; (v) Develop architectural related policies, methods and practices; (vi) Provide solution on non-compliance and failure of designs; (vii) Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and (viii) Ensure adherence to the requirements of professional registration.

Human capital development: - (i) Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; (ii) Supervise architectural work and processes; (iii) Administer Performance management and development.

Office administration and budget planning: - (i) Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; (ii) Ensure adherence to regulations and procedures for procurement SCM and human resource administration; (iii) Monitor and control expenditure; (iv) Report on expenditure and service delivery. **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures;



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

(ii) Research/literature studies on architecture to improve expertise; (iii) Liaise with relevant bodies/councils on architectural-related matters. **Enquiries: Mr. L. Maliti or Ms. S. Mdoda Tel: 040 602 4272.**

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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

APPLICATIONS CAN BE FORWARDED THROUGH ONE OF THE FOLLOWING OPTIONS:

Applications for posts in Head Office (Bhisho): Post to Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605, alternatively applications can be forwarded to e-recruitment-headoffice@ecdpcw.gov.za **Enquiries: Mr. L. Maliti or Ms. S. Mdoda Tel: 040 602 4272. FOR ATTENTION: Ms N.H Malgas**

INSTRUCTION NOTE: Applications must be submitted on the Application for Employment Form (Z83) effective from 01 January 2021 obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclqta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's licence (where applicable) and Identity Document. Such **copies need not be certified**. Communication from HR will be limited to shortlisted candidates. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interview following a communication from HR. The Z83 form must be signed by an original signature. An unsigned Z83 form or the use of the old Z83 will disqualify an application. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Public Works and Infrastructure welcomes people with disabilities and they may be given preference.

All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. **Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process.** Full details about the Pre-entry certificate for the Senior



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

SOCIAL DEVELOPMENT

PROFESSIONAL CONSTRUCTION PROJECT MANAGER

(12 months contract)

CENTRE: PROVINCIAL OFFICE: KING WILLIAMS TOWN Ref no. (DSD 01/12/2021)

SALARY: R 821 775.00 PER ANNUM - GR B

MINIMUM REQUIREMENTS: National Senior Certificate, plus BTech (Built Environment field) with a minimum of 4 years certified managerial experience. A Valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

DUTIES: Manage and co-ordinate all aspects of projects:- (i) Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; (ii) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (iii) Identify resources needed and assign individual responsibilities; (iv) Manage day-to-day operational aspects of a project and scope; and (v) Effectively apply methodology and enforce project standards to minimize risk on projects.

Project Accounting and Financial Management: - (i) Report project progress to Chief Construction Project Manager; and (ii) Manage project budget and resources. **Office**

Administration: - (i) Provide inputs to other professionals with tender administration; (ii) liaise and interact with service providers, client and management; (iii) contribute to the human resources and related activities; (iv) maintain the record management system and the architectural library; and (v) utilize resources allocated effectively. **Research and**

Development: - (i) Keep up with new technologies and procedures; (ii) Research/literature on new developments on project management methodologies; and (iii) Liaise with relevant bodies/councils on project management.

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ADMIN CLERK: ECD (12 months contract)

CENTRE: PROVINCIAL OFFICE: KING WILLIAMS TOWN: Ref no. (DSD 02/12/2021)

SALARY: R176 310.00 per annum (Salary level 5)

MINIMUM REQUIREMENTS: National Senior Certificate, /Equivalent qualification. Computer literacy (with an understanding of excel).

COMPETENCIES: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public service. Excellent communication skills and analytical ability.

DUTIES: Provide clerical support services relating to Early Childhood Development unit. Assist with data capturing with Early Childhood Development unit to ensure credible database. Assist with ECD Centers. Track and Monitor Financial Spending of ECD centers and submit monthly and quarterly reports. Attend and present in monthly and quarterly meetings of the Directorate.

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

STRATEGIC PLANNING INTERNSHIP (EPWP) (7 Posts)

CENTRE: PROVINCIAL OFFICE: KING WILLIAMS TOWN (Ref no. DSD 03/12/2021)

STIPEND: R 74 099,55 per annum

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

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

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

APPLICATIONS CAN BE FORWARDED AS FOLLOWS:

- **PROVINCIAL OFFICE: KING WILLIAMS TOWN: 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

- **Alternatively,** applications can be **forwarded to:** recruitment@ecdsc.gov.za and/or e-recruitment system

Enquiries to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba 043 605-5101/



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (**Copies need not be certified**) proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

DEPARTMENT OF TRANSPORT (DOT)

The Department of Transport 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.

DIRECTOR: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES

(Re-advertisement)

Salary Range: An all-inclusive remuneration package of R 1,057,236. 00–R1,245,495.00

(Salary Level 13)

Centre: Head Office: King Williams Town (Ref.DOT 01/12/2021)

Requirements: National Senior Certificate, Bachelor's degree (NQF level 7) as recognized by SAQA in (Civil Engineering or Project Management). At least 10 years' experience working in the Engineering environment of which 5 years must be at middle management level (mostly Civil and Construction). Project management certification i.e. PMBOK or PRINCE2 practitioner or Agile; (advantageous). Master's degree in Project Management (advantageous). A Valid Driver's Licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

with minimum of 5 years post registration experience. SMS pre-entry certificate as offered by the National School of Government (NSG).

Knowledge: Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.

Duties: Establish, Implement Embed and Continuously Improve Project Methodologies and Governance Frameworks. Establish, maintain and review a program baseline or the "road map" for implementation of a project. Responsible to ensure the methodologies of the Project Management Office are adopted and engrained within SBV in order to effectively improve and maintain the Project Management Office maturity within the company. Lead the implementation and management of portfolio, programme and project governance frameworks and development of appropriate reporting tools which deliver value. Responsible to maintain and reiterate the administration for project submissions and approvals through the agreed portfolio prioritisation and approval process, maintaining a pipeline of approved projects. To provide full governance & control over projects utilising an agreed methodology and consistent standard – i.e. PMBOK and Agile. Verify that project communication strategy is agreed upon, shared with, and adhered to by all project stakeholders (internal and external). Confirm that an applicable change methodology has been applied to projects in order to support the implementation. Guarantee a clear and consistent approach is in place to manage risk with alignment to the applicable Risk and Project Registers.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CHIEF CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES

Salary Range: R 1,058,469.00 per annum (OSD) (Re-advertisement)

Centre: Head Office: King Williams Town (Ref DOT 02/12/2021)

Requirements: National Senior Certificate. Bachelor's degree (NQF level 7 as recognized by SAQA) in (Civil Engineering or Project Management). 7 years of experience in a relevant field. Project management certification i.e. PMBOK or PRINCE2 practitioner or Agile; (advantageous). Post-graduate degree in Project Management (advantageous). A Valid Driver's Licence • Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist with minimum of 3 years post registration experience

Knowledge: Limited knowledge of the following: Departmental service delivery principles. PFMA. Relevant policies and Procedures. Government Programmes. Applicable legislation



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

and prescripts in the Project Management field, Civil and Construction industries.

Duties: Co-ordinate project efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

DEPUTY DIRECTOR: RESEARCH POLICY COORDINATION AND INFORMATION MANAGEMENT (12 months contract) (Re-advertisement)

Salary: R 744, 255.00–R 876, 705.00 (Salary Level 11)

Centre: Head Office: King Williams Town (Ref DOT 03/12/2021)

Requirements: National Senior Certificate, B. Degree (NQF 7) as recognized by SAQA in Transport Economics, Transport Management, Public Administration /Public Management and Social Sciences. 3-5 years Transport research work experience at management level /assistant Director Level). Proven experience in the Research field. Sound understanding of Research Methodologies. 3 years' experience in conducting research and producing research reports. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in research. Experience on quantitative and qualitative research software's. Experience of research procedures and research report writing. Strong Statistical and Mathematical aptitude. A Valid Driver's licence.

Knowledge: Extensive experience in and knowledge in the Transport sector environment. Proven experience in Research Methodology.

Duties: Manage research interventions within the department: Interpreting research specifications and developing a work plan that satisfies requirements. Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews to gather data. Analyzing and interpreting patterns and trends. Recording findings by taking written notes and using appropriate software. Manage the protection information: Maintaining and protecting electronic databases. Assisting management with budget and time schedules. Anticipating research issues and promptly resolving them. Promptly reporting any problems to the relevant stakeholders. Following a strict code of ethics and always protecting any confidential information. Writing proposals and delivering presentations when required. Coordinate the departmental Innovation and Knowledge management system: Facilitate the development of the Knowledge hub. Manage the loading of information into the knowledge hub. Manage the collection and documentation of innovative ideas. Promote Innovation within the department. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

DEPUTY DIRECTOR: ADJUDICATOR (PRE) (3POSTS) (12 MONTHS CONTRACT) (Re-advertisement)

Salary: R 744, 255.00–R 876, 705.00 per annum (Salary Level 11)

Centre: Head Office: King Williams Town (Ref.DOT 04/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport/ Public Administration/ Public Management, or any other relevant qualification. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member or service in Public Transport will serve as added advantage. Valid Driver's licence.

Knowledge: SOP. NLTA. NLTR. Code of conduct.

Duties: Adjudicate on operating licence applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licences. Decide and dispose of applications for temporary licences and duplicate licences. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licences. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licences. Impose conditions on operating licences in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Consider the cancellation of operating licences that are inoperative for more than 180 days. Cancellation of operating licences issued in error. Cancellation of operating licences issued based on false and misleading information. Cancellation of operating licences where operator has operated contrary to operating licences conditions. Cancellation of operating



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

licences in the case of non-adherence to the Code of Conduct. Cancellation of operating licences where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases, representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licences for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration, and licensing of vehicle. Ensuring that operating licences are issued in accordance with the decisions of the adjudication panel.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/75

DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE FLEET SERVICES)

Salary: R 744, 255.00–R 876, 705.00 per annum (Level 11)

Centre: Chris Hani (Ref.DOT 05/12/2021); OR Tambo (Ref.DOT 06/12/2021);

Joe Gqabi (Ref.DOT 07/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7 as recognised by SAQA) in Civil Engineering. 3-5 years' relevant working experience in the infrastructure environment, at an Assistant Director level. A Valid Driver's licence.

Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

Duties: Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works. Coordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

DEPUTY DIRECTOR: COMMUNITY OUTREACH

Salary: R 744, 255.00–R 876, 705.00 per annum (Level 11)

Centre: Head Office: King Williams Town (Ref.DOT 08/12/2021) (Re-advertisement)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Developmental Studies or related fields such as Communication, Public Relations, Project Management and Social Science with 3 -5 years relevant experience at Assistant Director Level. OR 3 years in Road Safety Education at Assistant Director Level. Certificate in Road Safety Education will be an added advantage. A valid driver's licence.

Knowledge: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication, Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problem. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.

Duties: Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community-based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering on Road Safety. Coordinate the implementation and management of road safety community-based programmes and project. Monitor and evaluate the impact of community-based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by Local Authorities and Entities. Promote integration in Road Safety awareness. Ensure effective practical cooperation between provincial structures,



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

other role players and the directorate to increase awareness. Ensure promotion, training and development of various structures and organisations. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects on road safety education and awareness. Develop road safety guiding documents and manuals. Financial Management. Manage procurement and budget of the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or overspending. Participate in In -Year Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

DEPUTY DIRECTOR: CIVIL AVIATION COMPLIANCE (Re-advertisement)

Salary Package: R 744, 255.00–R 876, 705.00 per annum (Level 11)

Centre: Head Office: King Williams Town (Ref.DOT09/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) in Airport Management/ Business Management. /Disaster and Safety Diploma/Fire Technology. 3-5 years managerial (Assistant Director) experience in Civil Aviation. A Valid Driver's licence.

Knowledge: Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation. National key Points.

Public Service Regulations. Public Service Act.

Duties: Provide business development services: Ensure adherence to OHS act in the Airport Operations: Minimise possibilities of Disaster at the Airport Environment: Ensure compliance to safety and security regulations at the Airport: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts: Establish legal and organizational arrangements with agencies, organisations, and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description 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 Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

DEPUTY DIRECTOR: PERSAL Management

Salary Package: R 744, 255.00–R 876 705.00 per annum (Salary Level 11)

Centre: Head Office: King Williams Town (Ref.DOT 10/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Industrial Psychology/Bachelor of Administration. 3-5 years relevant experience as an Assistant Director in PERSAL Management environment. A Valid Driver's licence. Must have the PERSAL certificates: PERSAL Intro, Personnel Administration, Establishment. PERSAL controller course.

Knowledge: Persal, Public Service Act, 1994, Public Service Regulations of 2016, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, Promotion of Access to Information Act, 2 of 2000, HR management principles, Performance management and development, Stakeholder and customer relationship management principles.

Duties: Ensure adherence to policies and procedures pertaining to Human Resources and Salary Administration. Ensure that high level decisions are implemented and maintained. Ensure that sound and effective personnel and salary management exists in the Department and Province. Oversee the implementation of audit and control measures. Provide guidelines to the PERSAL Controller on information requirements. Ensure that the PERSAL functions and capabilities are optimally utilized. Establishing of a well-trained PERSAL User group. Implement measures to ensure a comprehensive and updated primary information source. Guidelines to be provided on the maintenance of the paper file and the information on PERSAL. Ensure that an effective PERSAL Management infrastructure is in place and maintained. Establish comprehensive guidelines and processes in line with Human Resource and Finance Policies. These will include the maintenance of the Establishment on PERSAL,



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Human Resource Utilization, Labour Relations, Service Benefits, Budgets, Estimates, and Departmental liabilities. Monitor information on PERSAL (including aspects such as employments out of adjustment). Provide strategy strategic advice to Management regarding PERSAL information. Conduct quarterly reviews to verify compliance with the User Account Management procedure manual. Chair Provincial PERSAL forum meetings. Attend Provincial/National PERSAL forums and give input, form part of the decision-making process on enhancements, give feedback to PERSAL Controllers or user type 2s and address value addition issues pertaining to the system. Compile system circulars for the Province, with regards to problems identified and system/procedural changes. Draft proposals to management to enhance service delivery and improve financial administration through effective, efficient and economic utilisation of the system. Ensure the implementation of instructions issued by National Treasury (PFMA). Maintain service delivery standards. Act as a PERSAL advisor in departments. Lead in the development and maintenance of PERSAL policies/Instructions and procedures PERSAL. The development and reporting of EE in the department. The development and reporting of the HR plan.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES AND COMPLIANCE

Salary Package: R 744, 255.00–R 876, 705.00 per annum (Level 11)

Centre: Head Office: King Williams Town (Ref. DOT11/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/B. Degree in Education/ Developmental Studies. 3-5 years' relevant experience in the field at Assistant Director Level. A Valid driver's licence.

Knowledge: National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.

Duties: Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations from each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES (3x POSTS) (Re-advertisement)

Salary Range: R 728,829.00 per annum (OSD)

Centre: Head Office: King Williams Town (Ref DOT 12/12/2021)

Requirements: National Senior Certificate. National diploma (Civil Engineering or Project Management) with 5 years' experience / B. Tech (Civil Engineering or Project Management) with a minimum of 3 years' experience as recognised by SAQA. Compulsory registration with the SACPCMP as a Professional Construction Project Manager or ECSA as a Professional Engineer/Technologist/Technician. A valid Driver's Licence. Project management certification



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

i.e. PMBOK or PRINCE2 practitioner or Agile (advantageous).

Knowledge: Limited knowledge of the following: Departmental service delivery principles. PFMA. Relevant policies and Procedures. Government Programmes. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.

Duties: Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager; and project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management, contribute to the human resources and related activities, maintain the record management system and the architectural library, utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

CONSTRUCTION PROJECT MANAGER: OUT-SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES (Re-advertisement)

Salary: R 728,829.00 per annum (OSD)

Centre: Head Office: King Williams Town (Ref DOT 13/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Civil Engineering. A Valid driver's licence (Minimum Code B). Compulsory registration with ECSA as a Professional Engineering Technician (Civil) or Professional Project Manager registered with SACPCMP • 8 years post qualification technical experience in civil engineering industry with 4 years in the roads construction industry with specific reference to roads upgrading [gravel to surface] and heavy rehabilitation.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management. COLTO Specifications and relevant General Conditions of Contract [GCC].



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Duties: Project management of major roads upgrading projects. Managing civil engineering consultants as Client's Representative. Responsible for construction projects from Site Handover to close and out report stage. Represent Client and provide technical input during site and technical meetings. Compile annual project budgets and cashflow projections. Monthly reports with respect to progress on projects and project expenditure. Input in Departmental and Programme's strategic/ annual and operational plans. Plans and coordinates exploration projects for existing and green-field quarry operations. Assists with mining compliance issues. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended. (MHSA). In consultation with Environmental consultants, prepare applications for environmental authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

CONTROL ENGINEERING TECHNICIAN: OUT-SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES

Salary: R 452, 895.00 per annum (OSD)

Centre: Head Office: King Williams Town (Ref DOT 14/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) as recognized by SAQA in Civil Engineering. A Valid driver's licence (Minimum Code B). Registration with ECSA as a Professional Engineering Technician (Civil) or Professional Project Manager registered with SACPCMP. 5 years post qualification technical experience in the roads construction industry [roads upgrading [gravel to surface] and maintenance.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management. COLTO Specifications and relevant General Conditions of Contract [GCC].

Duties: Project management of roads construction or maintenance projects. Managing civil engineering consultants as Client's Representative. Responsible for construction projects from Site Handover to Close-outs report stage. Represent Client and provide technical input during site and technical meetings. Monthly reports with respect to progress on projects and project expenditure. Assists with mining compliance issues. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended. (MHSA). In consultation with Environmental



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

consultants, prepare applications for environmental Authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.

Enquiries can be Directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

ASSISTANT DIRECTOR: TECHNICAL SUPPORT (Re-advertisement)

Salary: R 382 245.00-R 450 255.00 per annum (Level 9)

Centre: Head Office: King Williams Town (Ref. DOT 15/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Sciences / Development Studies / Public Administration or Management / Project Management / Monitoring & Evaluation. 3-5 years' relevant experience in the environment at supervisory level (SL 7/8). A Valid Driver's Licence.

Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, BCEA, LRA, Departmental Strategic Planning, Departmental Annual Performance Plan, Asset management procedures, Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes, Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, Policies and Procedures, Government Programmes, Occupational Health & Safety, Procurement directives.

Duties: Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

implementation of reporting system for community engagement. Process and analyze reports and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

POST: ASSISTANT DIRECTOR: TRANSPORT SAFETY

Salary: R 382 245.00-R 450 255.00 per annum (Level 9)

Centre: Amathole (Ref.DOT16/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF6) or B. Degree (NQF7) in Education, Development Studies, Communication, Public Relations, Project Management & Social Science. 3-5 years' relevant experience at a supervisory level (SL 7/8) in the environment. Valid Driver's Licence.

Knowledge: Knowledge of Public Service Act, National Road Traffic Act, National Road Safety Strategy.

Duties: Co-ordinate road safety education programs: Liaise with the government departments, Entities and Municipalities for schools participating in road safety education, Co-ordinate the development of school road safety operational plan, programmes and projects, Co-ordinate implementation of school road safety programme and projects, Co-ordinate the implementation of EPWP activities in scholar programme, Monitor the implementation of scholar programmes and projects, Receive and conduct assessments on



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

applications for Road Safety scholar interventions: Co-ordinate the implementation of community road safety outreach programmes: Co - ordinate the implementation of community road safety outreach programmes, Co - ordinate the implementation of community road safety council programmes, Co – ordinate and monitor the implementation of community outreach programmes, Coordinate in the development of road safety operational plan, Co –ordinate in the development of road safety outreach project plans. Mobilize community organisations for participation in road safety councils. Financial Management: Monitor expenditure according to budget to ensure efficient cash flow management. Authorize expenditure as per delegations, Co – ordinate the procurement and budgeting process for the sub-programme of the District. Administer human and capital resources: Manage resources allocated to the post holder and subordinates, Manage performance of staff reporting to the post, Ensure timeously development of work plans and personal development plans for all employees in the sub programme of the District.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458

ASSISTANT DIRECTOR: Pre-Audit (Re-advertisement)

Salary: R 382 245.00-R 450 255.00 per annum (Level 9)

Centre: Head Office: King Williams Town (Ref.DOT17/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Accounting or Auditing. 3-5 years' experience at a supervisory level (SL 7/8). A minimum of 3 years proven experience in Pre- Audit. A Valid Driver's Licence.

Knowledge: Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

Duties: Render control, compliance and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is affected on BAS. Ensure manual verification of payments vouchers before payment is affected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of procedure manual and checklist for Pre-Audit. Identification and prevent possible irregular, unauthorised and fruitless expenditure: Report on irregular, unauthorised and fruitless expenditure to the internal control unit. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

Enquiries Can be Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ASSISTANT DIRECTOR: PERSAL Management

Salary: R 382 245.00-R 450 255.00 per annum (Level 9)

Centre: Head Office: King Williams Town (Ref.DOT 18/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Human Resource Management / Public Management / Public Administration or Industrial Psychology/Bachelor of Administration. 3-5 years relevant experience at a supervisory level (SL7/8) in PERSAL Management environment. A Valid Driver's licence. Must have the PERSAL certificates: PERSAL Intro, Establishment.

Knowledge: Knowledge and understanding of Public Service Act. 1994; Report writing; PFMA; PERSAL, HR management principles.

Duties: Ensure implementation of Persal policy and co-ordinate Persal centralization: Compiling, consolidating, and submitting of memos for persal codes requests. Ensure security profiles are in line with the segregation of duties. **Ensure restriction of users per distribution. Monitor and maintain Persal information according to Persal clean-up strategy and NMIR (National Minimum Information Requirements):** Identify incorrect persal data in line with the clean-up strategy. Adhere to national minimum information requirements (NMIR) projects. Monitoring, analyze of appointments and service terminations. **Monitor Organisational and Establishment Administration on PERSAL:** Create new posts on PERSAL through consultation with Organisational Development. Abolish old posts on PERSAL through consultation with Organisational Development. Effect structural changes when necessary. Update and control matrix. Provide correct objectives, occupational classifications, and job titles to Human Resource Management. Update departmental tables.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Update Procurement Deviation Register. Report Procurement Deviation to the Provincial Treasury and Auditor General. **Render departmental Persal user support function and provide Management Information reports:** Render PERSAL support to users. Manage the training requirements of the sub-directorate. Register system change control on behalf of the department. Monitor, facilitate and co-ordinate formal training of users. Generate and submit management reports.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ASSISTANT DIRECTOR: PT REGISTRATION OPERATING LICENCES AND PERMITS

Salary Notch: R 382 245.00-R 450 255.00 per annum (Level 9.)

Centre: (Ref DOT 19/12/2021) OR. TAMBO

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Transport Management/ Transport Economics/ Public Administration/ Project Management/Social Science/ Development Studies. 3-5 years relevant supervisory experience (SL 7/8). A Valid Driver's Licence.

Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Departmental service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Provincial Public Transport Master Plan.

Duties: Facilitate the provision of road based public transport registration services. Coordinate the management of the walk-in center. Coordinate the processing of applications for operating licences. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Receive and process PRE appeals coming from unsuccessful applicants. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Manage revenue collection from operator licences and permits. Coordinate the collection of revenue from public transport operator's walk-in centers. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance, support, and afford staff adequate training and development opportunities. Ensure timeous development of job description 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 Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ASSISTANT DIRECTOR: PT REGISTRATION OPERATING LICENCES AND PERMITS

Salary Notch: R 382 245.00-R 450 255.00 per annum (Level 9.)

Centre: Head Office: King Williams Town (Ref DOT 20/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Transport Management/ Transport Economics/ Public Administration/ Project Management/Social Science/ Development Studies. 3-5 years relevant supervisory experience (SL 7/8). A Valid Driver's Licence.

Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Departmental service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan Provincial Growth and Development Plan for the Eastern Cape Stakeholder and customer relationship management principles White paper on Provincial Public Transport Master Plan.

Duties: Facilitate the provision of Road Based Public Transport registration services. Coordinate the processing of applications for operating licences. Manage the registration of Public Transport Operators and their vehicles. Monitor transactions made on the system for registration of public transport operators. Provide support to districts on challenges they face on the system. Monitor operator compliance with public transport legislation and regulation. Coordinate the activities of the Provincial Regulatory Entity (PRE). Coordinate the processing of traffic law exemptions and permits. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance, support, and afford staff adequate training and development opportunities. Ensure timeous development of job description 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 Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER

Salary Notch: R 382 245.00-R 450 255.00 per annum (Level 9)

Centre: Head Office: King Williams Town (Ref.DOT21/12/2021) (Re-advertisement)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) /B. Degree (NQF7) in Public Administration / Management or Traffic Management, 3-5 years' experience in supervisory Level (SL7/8). A valid driver's licence.

Knowledge: Extensive knowledge of National Road Traffic Act and Regulations. Public Service Regulations. National Traffic Information Systems (Natis). Performance management and Development system. PAIA. PAJA. Combating of fraud and corruption Act. POPI Act.

Duties: Management of the system security aspects: To ensure availability and access to the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the NaTiS Helpdesk, Registering Authorities (RA), Driving Licence Testing Centre (DLTC), Weighbridges, Back Office and Vehicle Testing Stations (VTS). To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements. Management of Provincial NaTiS Support Centre: To workshop the System Users on the National Road Traffic Act. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system updates as provided for by National Department of Transport / Road Traffic Management Cooperation. The Provision of training to all Provincial NaTiS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA's, DLTC's,



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Weighbridges, Back Office and VTS's. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department and other Law Enforcement Agencies. To represent the Department in any investigation, prosecution or defense required within the Judicial System. To make follow-ups on any allegations with regards to systems usage.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CHIEF ARTISAN (MECHANICAL): TRNSPORT INFRASTRUCTURE FLEET SERVICES

Salary: (OSD) Grade A R392 283.00

Centre: Sarah Baartman (Ref.DOT22/12/2021)

Requirements: National Senior Certificate. Appropriate Trade Test Certificate. Five (5) years' experience as an artisan foreman/supervisor. A valid driver's licence.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Production Knowledge and skills.

Duties: Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation, and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ENGINEERING TECHNICIAN: QUARRYING & CRUSHING

Salary: R 316,536.00 per annum (OSD Gr A)

Centre: Makhanda (Grahamstown) (Ref.DOT23/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Civil Engineering/ Mining Engineering. A Valid driver's licence (Minimum Code B). Registration with ECSA as a Professional Engineering Technician (Civil/ Mining). 3 years post qualification technical experience in roads construction (or Maintenance) quarrying, crushing and/ or mining environment.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of Mining legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.

Duties: Conducts inventory surveys using drone and traditional surveying methods. Surveys various boundaries and limits for mine/ quarry planning and property management. Prepare phased short, medium, and long term mine/ quarry plans for operations management. Plans, designs, and surveys drill patterns in conjunction with drilling and blasting specialists. Assist with continuous improvements in drill and blast designs while ensuring they comply with local regulations and company standards as they relate to Mine/ Quarry Safety. Plans and designs stripping, land and tree clearing projects for mining/ Quarrying operations. Plans and coordinates exploration projects for existing and greenfield quarry operations. Assists with mining compliance issues. Supervises work carried out by service providers on behalf of the Department. Ensures that service providers comply with National Environmental Management Act of 1998 as amended (NEMA) and Mine Health and Safety Act of 1996 as amended (MHSA). In consultation with Environmental consultants, prepare applications for environmental authorizations in line with National Environmental Management Act (NEMA) of 1998 as amended.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ENGINEERING TECHNICIAN: IN-HOUSE TRANSPORT INFRASTRUCTURE MAINTENANCE (03 POSTS)

Salary: R 316,536.00 per annum (OSD Gr A)

Centre: Ngqushwa (DOT24/12/2021) & 2x Mnquma (DOT25/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering. 3 years' relevant experience. Registration with ECSA as a Candidate Engineering Technician is compulsory. Driver's licence.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.

Duties: Render civil / structural engineering services; Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Undertake engineering designs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the DRE's office. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ENGINEERING TECHNICIAN: CIVIL (Normal Maintenance and Special services)

Salary: R 316,536.00 per annum (OSD Gr A)

Centre: Sarah Baartman (Ref.DOT26/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's licence. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience.

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.

Duties: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

MECHANICAL ENGINEERING TECHNICIAN

Salary: R 316,536.00 per annum (CANDIDATE OSD)

Centre: Chris Hani (DOT27/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Mechanical Engineering. 3 years' relevant experience. Registration with ECSA as a Candidate Engineering Technician is compulsory. Driver's licence.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management

Duties: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CANDIDATE TECHNICIAN

Salary: R272 745.00 per annum (OSD)

Centre: Head Office: King Williams Town (Ref.DOT 28/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF7) as recognized by SAQA in Civil Engineering. Registration with ECSA as a candidate. Two (2) years post qualification experience in roads infrastructure design. Knowledge of design software e.g., civil designer/AutoCAD/ Rubicon (Please Attach the certificate). Valid driver's licence

Knowledge: Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills. Knowledge design software.

Duties: Evaluation of business proposals and preparation of relevant feasibility reports. • Planning and design of transport infrastructure. • Preparation of operation and maintenance manuals for design systems. • Installation of infrastructure including detailed designs, specifications, and drawings for tender documents in line with CIDB regulations. •Project



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

management and supervision. •Attend meetings and writing reports.

Enquiries can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 74

ROAD SAFETY OFFICER (5 POSTS)

Salary: R 261, 372.00 – R 307, 890.00 per annum (Salary Level 7)

Centre: Pakade (Ref.DOT 29/12/2021); Matatiele (Ref.DOT 30/12/2021);

Aliwal North (Ref.DOT31/12/2021); Sterksprui (Ref.DOT32/12/2021);

OR Tambo (Ref.DOT33/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Social Science, Development Studies, Communication, Public Relations, Project Management. A Valid driver's licence. 1-2 years' experience in Road Safety Environment.

Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

Duties: Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition. Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

LICENSING CLERK (SUPERVISOR): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENCES & PERMITS

Salary: R 261, 372.00–R 307, 890.00 per annum (Salary Level 7)

Centre: Head Office: King Williams Town (Ref.DOT34/12/2021)

Requirements: National Senior Certificate. National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) as recognised by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma. 1- 2 years relevant experience in the field. A valid Driver's Licence.

Knowledge: National Land Transport Act (NLTA), National Road Transport Act (NRTA), Legislative Framework governing the Public Service, and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Knowledge of work procedures in terms of the working environment.

Duties: Assist/render administrative support leading to the formalisation of Public Transport Operations through registration. Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Prepare letters to these members/relatives notifying them of the request by their associations. Prepares memorandum for approval and capturing/registration/de-registration. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Preparation of reminders to local associations, leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Coordinating the Inauguration and Training of the newly elected Local Association Executive, and, monitoring and assisting the newly elected executive in executing its duties. Coordinating the projects as per the need. Assisting in Coordinating the Association Annual General Meetings.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION

Salary: R 261, 372.00–R 307, 890.00 (Salary Level 7)

Centre: Head Office: King Williams Town (Ref.DOT 35/12/2021)

Requirements: National Senior Certificate, B. Degree (NQF Level 7) / National Diploma (NQF6) as recognized by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma/ Licensing Management Diploma. 1-2 years relevant NaTIS experience required. A Valid driver's licence.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

Duties: Administer critical motor vehicle and driving licence applications: Receive applications coming from customers through registering authorities, DLTCs and VTs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licences. Analyse applications coming from registering authorities, DLTCs and VTs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving Licence Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.). Facilitate procurement of additional and new equipment.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ADMIN OFFICER (OPERATIONS): Public Transport Operations (2 posts)

Salary: R 261, 372.00 – R 307, 890.00 per annum (Level 7)

Centre: Sarah Baartman (Ref.DOT 36/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Transport Economics/ Transport Management /Public Administration/Office administration/ Public Management/ Business administration/Transport Management/Transport Economics. 1-2 years relevant experience in the environment. A Valid driver's licence.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

Duties: Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filling system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES

Salary Notch: R 261, 372.00 – R 307, 890.00 per annum (Level 7)

Centre: Head Office: King Williams Town Ref (DOT 37/12/2021) & Humansdorp (DOT 38/11/2021)

Requirements: National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College, 7 years or more of working experience in the field, valid relevant driving licences at least Code B. Examiner of Vehicles Diploma OR Examiner of Drivers Licences. No Criminal Record.

Knowledge: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle inspections. Vehicle Impoundment. Completion of Law Enforcement Documents

Duties: Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ADMIN OFFICER (EXAMINER): DRIVING LICENCE TESTING CENTRE

Salary: R 261, 372.00–R 307, 890.00 per annum (Level 7)

Centre: Amathole (Ref.DOT 39/12/2021)

Requirements: National Senior Certificate, Examiner of driving licences diploma Grade “B”. No criminal record. Driving Licence Code: B. 1-2 years’ experience as an examiner of Driving Licence.

Knowledge: Extensive knowledge of Road Traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.

Duties: Conducting Learner licence class test: Ensuring that LL1 is fully completed by applicant. Ensuring that all tests’ materials are available and in good order. Ensuring that rules and regulations/ Acts are adhered to. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that test materials are kept in a safe place when not in use. Capturing of test results. Conducting Driving licence test: Ensuring that DL1 is fully completed by applicant. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that prescribed test is done, and the test is completed on the applicable test report. By setting up the K53 Motorcycle Skill test machine and removal thereof after conducting each test. Capturing of the test results. Conducting Eye test: Ensuring that the specific applicant present himself/ herself on the LEU machine for eye testing. Ensuring that the form LL1; DL1 and PD1 are fully completed by applicants. Ensuring that the information on the test report is the true reflection of the test conducted. Authorising the Driving Licence and or PrDP on the application form. Updating the information on the NaTIS. Administration: Compiling of reports including incidents reports. Ensuring that all work done as per prescripts. Attend to queries regarding driving licences and learner licences.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

FINANCE CLERK (SUPERVISORY): DRIVING LICENCE TESTING CENTRE

Salary: R 261, 372.00–R 307, 890.00 per annum (Salary Level 7)

Centre: Amathole - Wilsonia (Ref.DOT 40/12/2021)

Requirements: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Financial Management/Accounting/ Commerce. 1-2 years relevant experience required. A valid driver’s licence.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.

Duties: Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

SENIOR ROAD WORKS FOREMAN: SPECIAL MAINTENANCE (X8)

Salary: R 211 713.00–R 249 378.00 per annum (Salary Level 6)

Centre: Chris Hani (Ref.DOT 41/12/2021)

Requirements: National Senior Certificate (Grade 12) with 3–5 years relevant experience in construction and maintenance of roads OR Grade 10 with 8–10 years relevant experience in construction and maintenance of roads. A valid driver's licence (A minimum of code 08).

Knowledge: Job knowledge, Communication, Interpersonal relations, Flexibility, Teamwork and Accuracy.

Duties: Supervise Road construction and / or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage his / her subordinates and the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces good quality of works. Be able to attend to road related emergencies and complaints according to prescribed departmental standards.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ARTISAN (AUTO ELECTRICAL): Transport Infrastructure Fleet Services

Salary: (OSD) Grade A R193 512.00

Centre: OR Tambo (Ref.DOT42/12/2021)

Requirements: Appropriate Trade Test Certificate. Valid driver's licence. Two (2) years' Experience Required

Knowledge: Diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

Duties: Undertake electrical repairs on various vehicles and plant. Repair parts and equipment when needed. Maintain and repair various kinds of petrol and diesel engine motor vehicles. Order for parts and equipment as necessary. Liaise with agents and manufacturers on problems to achieve an efficient repair. Complete all documentation and receipts, including inspection sheets, and applies signatures as appropriate. Identify repairs required via unfair wear and tear, and advice the artisan mechanic and foreman mechanic.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

SECRETARY: SUPPLY CHAIN MANAGEMENT

Salary: R 176, 310.00–R 207, 681.00 per annum (Salary Level 5)

Centre: Head Office: King Williams Town (Ref.DOT 43/12/2021)

Requirements: National Senior Certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1-year relevant experience.

Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

Duties: Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in a particular office.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

SECRETARY TO THE DRE: ROADS INFRASTRUCTURE

Salary: R 176, 310.00 – R 207, 681.00 per annum (Salary Level 5)

Centre: Amathole (Ref.DOT 44/12/2021)

Requirements: National Senior Certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1-year relevant experience.

Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

Duties: Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in a particular office.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

PRINCIPAL DRIVER/ OPERATOR: CONSTRUCTION SITE MANAGEMENT

(4 POSTS)

Salary: R 176, 310.00 – R 207, 681.00 per annum (Level 5)

Centre: Makhanda (REF.DOT 45/12/2021)

Requirements: An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's licence. PrDP will be an added advantage • Valid operator certificate of competence is compulsory for any road construction plant item (Expired certificates will not be considered). 3 years road related experience of which 1 year as a construction plant operator.

Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

Duties: Pre-check start activities before performing any work; Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads: Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade; Motor Grader, Rough Grade.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ADMIN CLERK (PRODUCTION): Traffic Control

Salary: R 176, 310.00 – R 207, 681.00 (Level 05)

Centre: OR Tambo (Ref.DOT 46/12/2021)

Requirements: National Senior Certificate or Equivalent qualification. No experience required.

Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Duties: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

LICENSING CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENCES & PERMITS

Salary: R 176, 310.00 – R 207, 681.00 per annum (Level 5)

Centre: Head Office: King Williams Town (REF.DOT47/12/2021)

Requirements: National Senior Certificate or Equivalent qualification. No experience required.

Knowledge: Basic knowledge and understanding of National Land Transport Act(NLTA), National Road Transport Act(NRTA) and Public Finance Management Act(PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of practices as well as ability to capture data, operate a computer.

Duties: Assist in clerical/administrative support leading to the formalization of Public Transport Operations through registration: Verifying the received documents for registration and or de-registration of public transport operators and their vehicles. Processes memo leading to the linking/registration/capturing/de-registration of Public Transport operators and their vehicles. Handle routine enquiries. Make photocopies, distribute documents to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the component. Type letters and other correspondence when required. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation for the personnel in the Sub-directorate. Support the management of payroll and distribution of payslips.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ADMIN CLERK (PRODUCTION): Fleet logistics

Salary: R 176, 310.00 – R 207, 681.00 (Level 05)

Centre: OR Tambo (Ref.DOT 48/12/2021)

Requirements: National Senior Certificate or Equivalent qualification. No experience required.

Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

Duties: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

LICENSING CLERK (PRODUCTION): MOTOR VEHICLE REGISTRATION & AUTHORIZATION

Salary: R 176, 310.00–R 207, 681.00 per annum (Level 05) 2X POSTS

Centre: Head Office: King Williams Town (Ref.DOT 49/12/2021)

Requirements: National Senior Certificate. No experience required.

Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

Duties: Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ADMIN CLERK: OPERATING LICENCE ADMINISTRATION

Salary: R 176, 310.00–R 207, 681.00 per annum (Level 05)

Centre: Sarah Baartman (Ref.DOT 50/12/2021)

Requirements: National Senior Certificate or Equivalent qualification. No experience required.

Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

Duties: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

LICENSING CLERK (PRODUCTION): DRIVER & VEHICLE REGISTRATION & STANDARDS (04 POSTS)

Salary: R 176, 310.00–R 207, 681.00 per annum (Level 5)

Centre: Head Office: King Williams Town (x3 POSTS) (REF.DOT51/12/2021) & Sarah Baartman (REF.DOT52/12/2021)

Requirements: National Senior Certificate. No experience required.

Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Duties: Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Perform transactions as per sensitive transaction manual. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

ROAD WORKER (2 Posts)

Salary: R 124, 434.00–R 146, 575.00 per annum (Salary Level 3)

Centre: Sarah Baartman (Ref.DOT 53/12/2021)

Requirements: NQF level 3 (Grade 10 certificate or equivalent).

Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures **Skills:** Communication, Ability to read and write, Good eyesight, Team work.

Duties: Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

GENERAL ASSISTANT

Salary: R 124, 434.00–R 146, 575.00 per annum (Salary Level 3)

Centre: Sarah Baartman (Ref.DOT 54/12/2021)

Requirements: ABET. No experience required.

Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written)

Duties: Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CLEANER: LOGISTICS MANAGEMENT

Salary: R 104,073.00–R 122,592.00 per annum (Salary Level 2)

Centre: Amathole x2 (REF.DOT 55/12/2021)

Requirements: ABET. No experience required.

Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written).

Duties: Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

CLOSING DATE: 28 December 2021 @ 10:00

Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies **need not** be certified when applying for a post. The communication from HR 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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7458/7455

DOT: GOVERNMENT FLEET MANAGEMENT SERVICES (GFMS) - TRADING ENTITY

DEPUTY DIRECTOR: ASSET AND LIABILITIES: FINANCIAL MANAGEMENT

Salary Range: R 744 255 – R 876 705 (Level 11)

Ref. Dot GFMS 01/12/2021

CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate/NQF Level 4 with National Diploma (NQF6)/ Preferable Bachelor's Degree/ BTech (NQF level 7) in Finance/ Auditing, majoring in Accounting with at least 5 years relevant experience in Finance in an accrual environment of which three (3) years must be at Assistant Manager / Junior Management (level 9). At least 1



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

year experience should be in asset management. Valid Code 08 driving licence is essential. Applicants must attach academic transcripts. Applicants may be subjected to a competency assessment.

SKILLS AND COMPETENCIES: Applied Strategic Thinking, Creative thinking, Technical proficiency, Planning and Organising, Decision Making and Problem Solving and Project Management

DUTIES: Development and maintenance of a system of internal controls, Risk management in entity's asset and liabilities management in line with relevant legislative framework and treasury regulations, Manage process to account and report on finance and operating leases, Management and accounting for Property, Plant and Equipment and Logistics management, Manage process to account and report for new vehicles inventory and inventory held for sale, Management and accounting for accounts payables. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

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

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Applications received after closing date will not be considered.

APPLICATIONS MUST BE SUBMITTED THROUGH THE FOLLOWING LINK:

<https://erecruitment.ecotp.gov.za>

NOTE: Applications must be submitted on a New Z83 (effective from 01 January 2021 - Should an application be received using the incorrect application for employment (Z83), it will not be considered) 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 usually disqualifies an application, however, when applying via the e-recruitment system, you will not be disqualified) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **Failure to submit all the requested documents will result in the application not being considered.** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or which can be downloaded at www.dpsa.gov.za-vacancies and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's licence (where applicable) and Identity Document, Z83 form must be signed by an original signature). Such **copies need not be certified**. Communication from HR will be limited to shortlisted candidates. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interview following a communication from HR. The Z83 form must be signed by an original signature.

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

The Department of Transport: GFMS Trading Entity welcomes people with disabilities. For SMS post: **Females and people with disabilities are encouraged to apply and will be given preference. For entry level positions i.e., SL 1-8 people with disabilities are encouraged to apply and will be given preference.** All shortlisted candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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.

ARTISAN – ELECTRICAL (Re-Advertisement: Previous applicants are encouraged to re-apply)

Salary Range: An all-inclusive remuneration 193 512 (Level 5 OSD)

CENTRE: ALBANY MUSEUM Ref: DSRAC 01/12/2021

MINIMUM REQUIREMENTS: National Senior Certificate plus an appropriate trade test certificate (Electrician) Engineering and experience in Electrical maintenance environment. Wireman's licence will be an added advantage. Fault-finding techniques/ analytical skills. Written and verbal communication skills. Risk assessment skills. People networking skills. Ability to read and interpret plans/specifications. Technical analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical Report writing. Driver's licence will be an added advantage.

DUTIES: Accountable to ensure that the museum buildings and sites are in working order from an electrical perspective to minimize downtime and faults. Perform effective maintenance, identify, and repair breakdowns timeously and accurately. Accountable to regularly perform proactive maintenance on electrical equipment and circuits to deter any failures. Accountable to regularly perform planned maintenance on equipment and electrical circuits. Strictly adhere to all SHEQ legislation regarding safety and machine maintenance. Accountable to liaise with buyers where necessary to ensure that the correct equipment and spares are always available for the plant. Assist others where necessary in the maintenance of equipment and machinery and train other staff on the job where required. Perform standby duties and work flexible shifts. Compile and submit report. Keep and maintain job record / register. Mentor staff. Record keeping. **People with disabilities who meet the requirements will be given preference.** ENQ. M. VABAZA – TEL. 046 623 2312

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

APPLICATIONS TO BE FORWARDED TO THE RELEVANT CENTRE:

Head Office:

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

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

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

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

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

Hand-deliver to 1st Floor, Corner African and Milner Street, Grahamstown

Persons with disabilities are encouraged to apply.

ALTERNATIVELY: Applications can be emailed to recruitment@ecsrac.gov.za

Note: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV 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 licence (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



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

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.**

HUMAN SETTLEMENTS

CHIEF DIRECTOR: CORPORATE SERVICES

Salary Package R1 251 183.00 (Level 14) (all inclusive)

Ref. DHS.01/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To render corporate services functions.

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) in Social Science in Industrial Psychology/Human Resource Management/Public Administration/Public Management as recognised by SAQA with 5 years' experience at a senior managerial level (SMS). SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's licence. Able to work under pressure and difficult deadlines.

DUTIES: To oversee human resource management. Provision of Human Resource Planning Information Systems and human resources administration services. Provision of labour relations services. Provision of employee wellness programmes. To oversee organisational and human resource development services. Management of performance and development system. Rendering of organisational development and service excellence services. Management, co-ordination and facilitation of capacity building and training of all departmental employees. To oversee legal services. Provision of sound legal advice and litigation support to the department. Provision of legal opinions. Execute of all administrative legal actions to ensure compliance. Manage litigation matters. Draft and amend legislation and legal instruments. Monitor legal compliance with national international & continental instruments. Advice on the drafting and monitoring of the service level agreements. Manage the allocated resources of the chief directorate. Develop, implement, and maintain human resource



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

management strategy, policies, systems and procedures to ensure the efficient utilisation of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Ensure effective communication arrangements within the Branch for all personnel in all disciplines. Monitor and review the unit organisational structure to address service delivery requirements within budgetary constraints. Ensure the filling of vacant posts, within budgetary constraints, with the appointment of competent personnel. Develop implement and maintain an attendance management policy system and procedures to ensure the optimal utilisation of personnel within the budget. Manage overtime within budgetary constraints. Ensure that policy, systems and procedures to manage performance effectively, including rewards and incentives to deserving personnel, are in place and adhered to. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff.

SKILLS AND COMPETENCIES: Must have excellent analytic skills in communication (both written and verbal), Strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation. Excellent facilitation, report writing, research, negotiation, presentation, project management, strategic planning and motivations skills.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/M. KANA: 043 711 9743/ M. CIMELA: 043 711 9774

CHIEF DIRECTOR: HUMAN SETTLEMENTS DELIVERY PLANNING AND PERFORMANCE

Salary Package: R1 251 813.00 (Level 14) (all inclusive)

Ref: DHS02/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To manage human settlements planning and performance management.

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) in Social Science/Developmental studies/Public Management/Public Administration as recognised by SAQA with 5 years' experience at a senior managerial level (SMS). SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES: Oversee, review, and develop integrated human settlements plans. Manage, review, and develop Provincial Human Settlements plans in line with sector plans. Manage review and develop technical planning for Human Settlements including spatial planning. Oversee human settlements research and the development of policies. Manage the development and review of provincial human settlements policy, strategy and guidelines and human settlements norms and standards. Manage the provision of advice and policy interpretation to stakeholders and municipalities. Develop and maintain the province with wide medium-term human settlements research. Co-ordinate and manage human settlements research projects. Oversee capacitation and support municipalities about human settlements development. Co-ordinate housing education, training and developing programmes. Ensure proper implementation of human settlements development i.r.o. partnerships. Monitor evaluate and report on capacity building programmes. Provide assistance to municipalities in order to meet the accreditation criteria. Facilitate accreditation of municipalities. Monitor and evaluate accredited municipalities. Manage the allocated resources of the chief directorate. Develop, implement, and maintain human resource management strategy, policies, systems and procedures to ensure the efficient utilisation of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Ensure effective communication arrangements within the branch for all personnel in all disciplines. Monitor and review the unit organisational structure to address service delivery requirements within budgetary constraints. Ensure the filing of vacant posts, within budgetary constraints, with the appointment of competent personnel. Develop implement and maintain an attendance management policy system and procedures to ensure the optimal utilisation of personnel within the budget. Manage overtime within budgetary constraints. Ensure that policy, systems and procedures to manage performance effectively, including rewards and incentives to deserving personnel, are in place and adhered to. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

SKILLS AND COMPETENCIES: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774

DIRECTOR: GRANT MANAGEMENT

Salary Package: R1 057 326.00 (Level 13) (all inclusive)

Ref: DHS 03/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To manage Human Settlements Grant

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES: Management and administration of the human settlement development grant and other related funds. Monitor all approved conditional grant cash flows (CGBP). Monitor approved revised cash flows for mid-year review. Monitor grant allocation committed on BAS. Monitor timely settlement and accounting of all creditors in compliance with financial prescripts. Monitor monthly and quarterly grant performance reports to National Department of Human Settlements and Treasury. Monitor trust accounts reconciliation. Management and administration of the housing subsidy system in the implementation of human settlements development grant. Monitor timely beneficiary approvals and transfers. Monitor credible reports HSS/BAS reconciliation, project financial and non-financial report. Monitor support to accredited municipalities and districts. Monitor captured CGBP on HSS as per the National Practice note. Effective management of audit intervention plan, risk function with grant



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

management. Monitor risks identified incorporated in the risk register for the component. Monitor audit findings from the audit management report and resolve them. Monitor monthly cash flow projection per project. Monitor grant performance report. Manage the allocated resources of the directorate. Ensure timeously development of job description 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 assessments of all sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff.

SKILLS AND COMPETENCIES: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES: W. HARTZENBERG 043 711 9685/ M. KANA: 043 711 9743/ M. CIMELA: 043 711 9774

DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION

Salary Package: R1 057 326.00 (Level 13) (all inclusive)

Ref: DHS 04/12/2021 CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To provide institutional performance assessment and programme evaluation services.

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Social Science/Monitoring and Evaluation/Public Management/Business Administration/Built Environment/Auditing as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES: Manage strategic leadership to the institutional performance assessment and programme evaluation. Review and implement a monitoring and evaluation framework. Provide assistance to programmes in the design of a monitoring and evaluation systems with associated procedures. Review the component strategic plans (strategic plan, annual performance plan and annual operational plan). Manage and compile institutional performance and strategic reports. Co-ordinate the component budget, financial expenditure and submission of statutory reports (IYM, Quarterly, Half Year and Annual Reports). Report and comment on findings at relevant forums and handle high level ad hoc requests for information. Provide an advisory and support service to maintain appropriate levels of monitoring and evaluation outputs. Manage assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Analyse, monitor and evaluate reports and performance. Submit findings, recommendations and institute remedial actions where appropriate. Review strategic risks and implement action plans. Manage audit improvement plans. Monitor, evaluate and report on programme performance aligned to statutory prescripts. Monitor and report on progress of housing programmes. Annual reports, quarterly performance reports, electronic quarterly performance report (EQPRS), half year performance reports, co-ordinate quarterly conditional grant review report, manage evaluation of programme interventions, manage and conduct project level monitoring to assess project performance, manage audit of performance objectives. Manage the allocated resources of the directorate. Ensure timeously development of job description 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 assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets.

SKILLS AND COMPETENCIES: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, strategic capability and leadership, programme and project management, service delivery innovation, people management and empowerment skills.

DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING

Salary Package: R882 042.00 (Level 12) (all inclusive)

Ref: DHS 05/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To render informal settlement and upgrading services.

REQUIREMENTS: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Built Environment/Public Management/Development studies/Public Administration or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Human settlements experience will be an added advantage. Good knowledge of the Public Service Act and Regulations (PSA), Public Finance Management Act (PFMA) and Housing Act 1997 (Act No 107 of 1997). Good knowledge of facilitation, report writing, research, interpersonal relations, and presentation skills. Must possess a valid driver's licence.

DUTIES: Upgrading of Informal Settlements: Facilitate and co-ordinate upgrading of informal settlements activities in line with the Breaking the New Ground (BNG) and Human Settlements development policy projects. Facilitate and oversee planning processes to ensure compliance and alignment with upgrading frameworks approach of Assessment, Categorisation, and plans. Facilitate project inception of the upgrading project along the overall strategy. Manage the analysis of information from all stakeholders and forming conclusions and decision programme's objective to be met. Facilitate and promote collaboration and integration of internal and external stakeholders. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate workshops on information sharing and reporting sessions. Facilitate and co-ordinate the implementation and completion of upgrading informal settlements phases. On Social Economic Amenities: Co-ordinate and facilitate the feasibility studies for the development of provision of social and economic amenities requested. Develop project initiation and implementation strategies. Facilitate construction of multi-purpose centres. Forge relations with sector departments and other stakeholders for the provisions of amenities. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Co-ordinate the alignment of funding priorities by sector departments to accommodate BNG projects. Facilitate negotiations with Municipal and the relevant stakeholders towards partnerships. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate funding allocations for social and economic amenities. Facilitate and co-ordinate the implementation and hand-over of completed Socio-Economic Amenities projects. Establish implement and maintain efficient and effective communication arrangements.

SKILLS AND COMPETENCIES: Facilitation, research, report writing, networking, interpersonal relations, communication, computer literacy and presentation skills. Good knowledge of Urban Developments, the Built Environment, Project Management, SPLUMA, Quality management, decision making, knowledge management and change management.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/ M. CIMELA: 043 711 9774

DEPUTY DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT

Salary Package: R882 042.00 (Level 12) (all-inclusive)

Ref: DHS 06/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To capacitate and support municipalities with regards to Human Settlements development.

REQUIREMENTS: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Social Science/BAdmin/Industrial Psychology/Public Administration/Public Management or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Human settlements experience will be an added advantage Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's licence.

DUTIES: Conduct capacity assessment and provide feedback to municipalities. Provide pre-accreditation support to prioritised municipalities on human settlements programmes. Provide municipal support and capacitation to prioritised municipalities. Provide support to municipalities on systems development, national housing needs register. Provide support to municipalities on housing subsidy systems. Provide support to municipalities on human settlements plans. Provide support to municipalities on establishment and training on



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

beneficiary allocations committees. Provide support to municipalities on development of housing policy. Monitoring and co-ordination of hands-on support programme. Provide post-accreditation support to the accredited municipalities. Monitor expenditure on the Accreditation Grant. Monitor performance of the accredited municipalities. People management. Ensure sound employment relations. Quality control of the work delivered by sub-ordinates. Advising sub-ordinates with regard to all aspects of the work. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

SKILLS AND COMPETENCIES: Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774

CHIEF CONSTRUCTION PROJECT MANAGER: JOE GQABI REGION

Salary Range: R1 058 469.00.00 (Level 12 OSD)

Ref: DHS 07/12/2021)

CENTRE: JOE GQABI

PURPOSE: To co-ordinate project facilitation, implementation and EPWP in the districts.

REQUIREMENTS: National Senior Certificate, B. Degree NQF7 qualification in the built environment (Civil, Quantity Surveying, Architecture and Building) with minimum of 3 years' experience in the construction field. Experience in human settlements development will be an added advantage. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP) as a Professional Construction Project Manager (provide valid registration certificate). Must possess a valid drivers' licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

SKILLS AND COMPETENCIES: Quality management, decision making, urbanisation developments, project management, change management

DUTIES: Design and analyse project effectiveness. Perform final review and approvals or audits on project designs according to design principles or the theory. Co-ordinate design affects and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Financial Management. Facilitate the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the sub-directorate. Facilitate sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

CONSTRUCTION PROJECT MANAGER GRADE A

Salary Package: R728 829.00 (OSD) (Level 11) (all inclusive)

Ref: DHS 08/12/2021

CENTRE: SARAH BAARTMAN REGION

PURPOSE: To manage and oversee all aspects of the projects in support of management of capital and technical projects.

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five (5) years' work experience in the construction field. Experience in the human settlements' development will be an added advantage. Solid proven experience in Project Planning and Project Management. Compulsory registration with the South African Council for Project and Construction Management professionals (SACPMP) as a Professional Construction Project Manager (provide valid registration certificate). 3 years working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers' licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup.

DUTIES: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Provide inputs to other professionals with tender administration. Keep up with new technologies and procedures. Liaise with relevant bodies/councils on project management. Manage the allocated resources of the sub-directorate.

SKILLS AND COMPETENCIES: Quality management, decision making, urbanisation developments, project management, change management.

ENQUIRES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT

Salary Package: R744 255.00 (Level 11) (all-inclusive)

Ref: DHS 09/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To manage and promote stakeholder engagement relation, inter-governmental relations and coordinate all departmental stakeholders towards facilitating the integrated and sustainable human settlements.

REQUIREMENTS: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Social Science/Development Studies/Public Relations/Public Administration/Human Settlements/Business Administration or equivalent with (five) 5 years' experience. 3 years' experience as an Assistant Director in the field. Working knowledge of stakeholder engagement and intergovernmental relations. Understanding of government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES: Establish and maintain a comprehensive database on stakeholders at provincial and national level. Monitor the implementation and review the stakeholder engagement and IGR Strategy. Develop concepts and strategies to support stakeholder engagement and intergovernmental relations. Manage stakeholder engagement activities. Facilitate partnerships with external stakeholders towards the realisation of integrated sustainable human settlements. Facilitate departmental IGR related matters and participation provincial and municipal IGR programmes and structures. Develop and maintain a database of all formal IGR meetings. Follow up on decisions or actions emanating from IGR Forums. Manage the allocated resources of the unit. Manage employment relations and performance within the directorate. Coordinate training, development and mentorship of employees within the directorate. Establish implement and maintain efficient and effective communication arrangements in the unit. Prepare and submit all statutory reports of the Directorate and manage the submission of all.

SKILLS AND COMPETENCIES: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team skills.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT

Salary Package: R744 255.00 (Level 11) (all-inclusive)

Ref: DHS 10/12/2021 CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To provide Organisational Development and Service Excellence services

REQUIREMENTS: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Management Services/Production Management/Operations Management/Industrial Psychology/Public Administration or equivalent with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Job Evaluation Certificate will be an added advantage. Be able to work on Microsoft Visio. Good knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations and Operations Management Framework. Good understanding of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's licence.

DUTIES: Manage the development and review of the service delivery model: Conduct organisational functionality assessment (OFA) and monitor the implementation of the outcomes thereof. Conduct consultation session with employees, management and stakeholders. Collate information on the service delivery model from all chief directorates and directorates. Consolidate and analyse the information for the service delivery model. Draft the service delivery model document. Facilitate and monitor the implementation of the service delivery model. Report on the implementation of the service delivery model. Manage organisational design in the department: Conduct consultation sessions with the management and stakeholders. Collate information and analyse requests in respect of organisational structural changes or adaptations. Manage the work study investigations conducted and advise on the efficiency and effectiveness of work processes. Manage the process of organisational structural reviews and amendment. Draft a report on the proposed organogram for approval. Create organisational structure on Visio for approval. Facilitate the process of capturing of the organisation structure on PERSAL. Monitor and evaluate the effectiveness of the organisational structure. Develop and quality assure job descriptions (JD) for all employees in the department. Plan, conduct and implement job evaluation (JE) in the department as per JE prescripts. Render advisory services and technical expertise in relation to organisational design. Develop and implement policies, practices and procedures and ensure compliance thereof. Contribute during the development and reporting on the human resource plan in relation to the implications of organisational design thereof. Manage the business process improvement processes: Conduct consultative sessions with process



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owners. Develop the current and future business process mapping on Visio. Conduct lean analysis on the current business processes to improve service delivery and provide the report to the process owner. Develop the standard operating procedures (SOP) for the process owner. Facilitate the implementation of the new improved business process by the process owner. Manage the change management programs: Co-ordinate, facilitate and monitor the implementation of the Batho Pele Principles in the department in line with the relevant prescripts and legislation. Co-ordinate, facilitate and monitor the implementation of the public service month programs. Co-ordinate, facilitate, plan and monitor the implementation of the change management programmes in the department. Manage the allocated resources of the sub-directorate: Maintain sound employment relations. Quality control of the work delivered by subordinates. Advising sub-ordinates regarding to all aspects of the work. Manage the performance and conduct of sub-ordinates. Facilitate training and development of sub-ordinates to be able to deliver work of the required standards efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to sub-ordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

SKILLS AND COMPETENCIES: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team skills.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774

DEPUTY DIRECTOR: CONTRACTS MANAGEMENT

Salary Package: R744 255.00 (Level 11) (all-inclusive)

Ref: DHS 11/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To manage and administer departmental contracts

REQUIREMENTS: National Senior Certificate, National Diploma/Degree as recognised by SAQA in LLB/BJURIS/BPROC/Bachelor of Laws or equivalent with 3 years' work experience in the field. 3 years' experience at an Assistant Director level in the field. Knowledge of Public Service Act (PSA), Public Finance Management Act (PFMA), Housing Act 1997, government programmes, information management and policies and procedures.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

DUTIES: Facilitate administration of contracts and service level agreements. Quality assure documentation for completeness and correctness. Collect information needed for the compilation and administration of the contract. Align contract with the specifications and terms of reference. Compile a draft agreement and ensure the signing of the contract after amendments. Compile follow-up amendments as and when needed. Facilitate administration of contracts, transversal contracts and service level agreements. Collect information on the status of the contract and stages of deliverance in terms of the provisions of the contract. Analyse information and checked for risks. Draft a plan to manage risk situations. Facilitate the fiscal obligations, the application of the prescribed policies and prescripts, quality and outcome. Facilitate handling of disputes around contracts and service level agreements. Gather all relevant information, analyse and form conclusions. Take notes in the dispute meetings. Amend existing contracts and service level agreements in the event of reaching an agreement. Submit all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Give evidence in court as and when required. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

SKILLS AND COMPETENCIES: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivations skills.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774

ASSISTANT DIRECTOR: INTERNAL CONTROL

Salary Range remuneration: R382 245.00 (Level 09)

Ref: DHS 12/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To render expenditure internal control services.

REQUIREMENTS: National Senior Certificate, National Diploma/Degree (NQF Level 6/B.Degree (NQF Level 7) as recognised by SAQA in Finance/Auditing/Accounting/Cost and



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

Management Accounting or equivalent with 3 years' experience. 3 years' experience at supervisory level in the financed/auditing/internal control field. Knowledge of Public Finance Management Act (PFMA), Public Service Act and Regulations. Good knowledge and understanding of accounting/auditing, applicable legislation and prescripts, government systems, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES: Coordinate implementation of policies, standard operating procedures, delegations of authority and internal controls. Coordinate reviewal of departmental policies and procedures to ensure compliance with relevant legislation, regulations, circulars and practice notes. Coordinate development/reviewal checklists of processes where applicable with recommendations. Report on internal control deficiencies with recommendations. Maintain an updated delegation of authority file. Co-ordinate and report on incidents of noncompliance and irregularities. Identify, register irregular, unauthorised and wasteful expenditure. Assist with the assessment of reported irregular expenditure and make recommendations to the committee. Assist with irregular, unauthorised and wasteful expenditure reports. Assess the controls within processes where risk has been identified as high and make recommendations. Manual verification of all requisitions before procurement orders are issued. Pre-Audit certificate. Manual verification of payment documents before payment are processed on BAS and PERSAL. Verify bid files on BCSA system and issue compliance reports. Maintain an updated register for errors and non-compliance cases detected during the Pre-Audit process. Maintain, safeguard and safekeep face value documents. Issue face value documents on request by users. Monitor close of face value documents during financial year end. Interact with end users and Auditor General during audit period. Assist with management of allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

SKILLS AND COMPETENCIES: Problem solving, research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation, working in a team and ability to work under pressure.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/

M. CIMELA: 043 711 9774



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ASSISTANT DIRECTOR: REBATES OFFICE

Salary Range remuneration: R382 245.00 (Level 09)

Ref: DHS 13/12/2021

CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To manage rebates office services.

REQUIREMENTS: National Senior Certificate, National Diploma/Degree (NQF Level 6/B. Degree (NQF Level 7) as recognised by SAQA in B.Com Finance/Financial Management/Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent with 3 years' work experience. 3 years' experience at supervisory level in the field. Good understanding of the Public Service Act, Public Finance Management Act, Public Service Regulations, Income Tax Act, Treasury Regulations. Must possess a valid driver's licence.

DUTIES: Conduct tax reconciliations. Monitor and manage tax administration, interpret, and monitor implementation of policies with regards to rebates office. Execute BAS/PERSAL reconciliation. Clearing of all salary related suspense accounts and execute reconciliations and reports. Scrutinise all documents to ensure compliance with prescripts. Scrutinise all documents for accuracy, completeness, and authorisation. Implement salary inputs and deductions on the system. Ensure that third party pay-overs are effective in the prescribed timeframes. Manage and control payroll and distribution functions. Maintain proper record keeping. Supervise subordinates. Manage queries. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

SKILLS AND COMPETENCIES: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 15 of 2021/22 (OTP; DPW&I; DSD; DoT + GFMS; DSRAC & DHS)

CLOSING DATE: 28 DECEMBER 2021 @ 10:00

ADMINISTRATIVE OFFICER: BENEFICIARY MANAGEMENT AND CORPORATE SECRETARIAT

Salary Range remuneration: R261 372.00 (Level 7)

Ref: DHS14/12/2021 CENTRE: HEAD OFFICE: EAST LONDON

PURPOSE: To provide administrative support services

REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Public Administration, Office Management and Technology/Public Management/Human Settlements or equivalent with 1 to 2 years' experience in the field. Knowledge of housing subsidy system policies and procedures, government policies and planning systems, public service regularity framework and performance management.

DUTIES: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send document. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Processing project linked subsidy claims. Receive, capture, verify subsidy application forms. Edit application forms. File approved application and send for initial searches. Record management. Receive approved application form from the district. Reconcile HSS report with submitted forms. Submit application forms to grant management for filing purposes. Engagement with relevant stakeholders on matters pertaining beneficiary management. Number of municipalities supported on beneficiary administration. Establishment of beneficiary allocation committee (BAC). Conducting beneficiary correct occupation (BCO). Participation in human settlements forum meetings (IGR). Number of beneficiaries on HSS audited for re-prioritisation. Desktop analysis of approved beneficiaries on HSS. Assist in gathering from the region for compilation of reports on Socio economic survey conducted. Assist district in conducting socio economic surveys.

SKILLS AND COMPETENCIES: Computer literacy, interpersonal relations skills, communication skills, ability to work as a team, personal effectiveness.

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CLOSING DATE: 28 DECEMBER 2021 @ 10:00

3 x CLEANERS: ADMINISTRATIVE SUPPORT SERVICES

1 X Nelson Mandela Bay Metro (Level 2)

Salary Range remuneration: R104 073.00

Ref: DHS15/11/2021

1 x Buffalo City Metro (Level 2)

Ref: DHS16/11/2021

Salary Range remuneration: R104 073.00

1 x OR Tambo Region

Ref: DHS17/11/2021

Salary Range remuneration: R104 073.00

PURPOSE: To render cleaning services in and out of the offices.

REQUIREMENTS: Grade 7. Good communication skills and working in a team.

DUTIES: Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins.

SKILLS AND COMPETENCIES: Interpersonal relations, Communication, Working in a team

ENQUIRIES: W. HARTZENBERG: 043 711 9685/ M. KANA: 043 711 9743/M. CIMELA: 043 711 9774

APPLICANTS: Applications must be submitted on a Z83 (as of 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). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be



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attached] ID-document and Driver's licence [where applicable]. 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. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process.

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.

FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

APPLICATIONS BE FORWARDED TO:

Post to: The Director: Human Resources Services, Eastern Cape Human Settlements, Private Bag X13008, Cambridge, 5206.

Hand Delivery/Courier: Steve Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London.

ENQUIRIES can be directed to W. HARTZENBERG: 043 711 9685/M. KANA: 043 711 9743/M. CIMELA: 043 711 9774. **CLOSING DATE: 28 December 2021 @ 10:00**

Applications received after closing date will not be considered.

