

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 08 of 2019

CLOSING DATE: 30 AUGUST 2019



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

Circular 08 of 2019

Posted Date
2019/08/04

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process. THE DEPARTMENT SEEKS TO UTILISE THE FILLING OF VACANCIES AS A MEASURE TO ADVANCE UPWARD MOBILITY OF INTERNAL CANDIDATES.

CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND SUPPORT

Salary Range: R1 251 183.00 – R1 495 956.00. Per Annum (Level 14)

REF. COGTA (01/08/2019) Bhisho

REQUIREMENTS: A Bachelor's degree (NQF7) in Development Studies/ Social Science. A Master's degree in Development Studies/ Social Science will be an added advantage. A minimum of 5 years working experience at Senior Management level position in Local Government, other advanced management programmes aimed at the capacitation of senior management in the Public Service. A valid driver's licence (Code EB). Computer literacy. Experience in a Local Government environment.

COMPETENCIES: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience and knowledge and understanding of the planning frameworks. Extensive understanding of the IGR environment and the purpose of IGR in the government context. Strong understanding of the regulatory and policy environment. Extensive understanding and interpretation of the legislation and strong implementation and management of legislative imperatives Monitoring and Evaluation environment. Has very strong research and analysis capacity and capability. Extensive understanding of the Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing and analytic skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation, report analysis of trends, evaluation and researching and presentation skills. A driven, agile, hardworking and motivated manager, who is prepared to work long hours and produce high quality of work.

KPA'S: Monitor and ensure the legislative compliance issues in municipalities. Support and monitor the establishment and functionality of Financial Oversight Structures in the municipalities. Monitor and support municipalities in filling of critical vacant posts and compliance with Municipal Systems Act of 2000 and Local Government Regulations of 2014. Monitor and report on implementation of 5 pillars of Back to Basics (B2B) Programme. Monitor the co-ordination of departmental support initiatives in municipalities including Operation Masiphathisane, shared services and integrated development across the three spheres of government. Responsible for the compliance and functionality of the municipalities. Develop systems, processes and programmes that seek to improve the performance of the municipalities. Ensure the capacitation of both the administrative and executive segments of the municipalities to enable to efficiently discharge their mandate.

Preference will be given to African Female and people with disabilities.



PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 30 AUGUST 2019

DIRECTOR: MUNICIPAL FREE BASIC SERVICES

Salary Range: R1 057 326.00 – R1 245 495.00 Per Annum (Level 13)

REF. COGTA (02/08/2019) Bhishe

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Development Studies or Social Sciences or related equivalent qualification as recognised by SAQA. Have a technical background in the Civil, Electrical and water management qualification. A Master's Degree in Development Studies, Built Environment, Statistics and Social Sciences or related field will be an added advantage. Five years' experience at Middle/ Senior Management level. Very strong in Monitoring and Evaluation background, exceptional Policy development and application capability, extensive understanding of the Basic Services and Free Basic Services policy imperatives, sound planning and implementation capability, sound knowledge of the Division of Revenue Act and its imperatives. Sound understanding of the Community Based Planning and Management. Exceptional Facilitation and Mobilizing skills. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License. Experience in Community Development or Local Government will be an added advantage.

KPA's: Develop Frameworks for municipalities for the provision of Free Basic Services, Interpretation and application of the Free Basic Services Polices, very strong skills in the development of guidelines for the identification and the management of the indigents, develop support frameworks for municipalities to promote, facilitate, coordinate and monitor the implementation of policies on Free Basic Services (electricity energy, water and sanitation) by municipalities. Develop norms and standards for free basic services implementation. Promote, coordinate, strengthen and monitor FBS institutions, stakeholder's forums in municipalities and FBS knowledge management. Support municipalities in the development, interpretation and management of the indigent registers.

COMPETENCIES: Exclusive knowledge, policies and practices that affect Municipal Free Basic Services and administration. Develop a reporting and the monitoring framework for the reporting and management of data for the Free Basic Services. Ensure the municipalities plan and budget adequately for FBS to cover the indigent households. Regularly present report to the clusters on the impact of FBS on the poor household in the province. Influence policy and budgetary processes in the province to promote FBS Influence policy changes and improvement. Promote Government policy of providing services to the poor and interpret and apply government policies, Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organizational and conflict management skills. Good management, communication, facilitation, social facilitation, stakeholder engagement, data analysis, monitoring and reporting, research and presentation skills. **Preference will be given to an African Female and people with disabilities.**

DIRECTOR: VALUATION SERVICES

Salary Range: R1 057 326.00 – R1 245 495.00. (Level 13)

REF. COGTA (03/08/2019) Bhishe

(This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

Requirements: An undergraduate qualification (NQF level 7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with South African Council for Property Valuers (SACPVP) without restrictions. 5 years' experience in a middle management level in property valuation. Valid Code 8 (EB) Drivers' license.

Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

KPA's: Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes



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of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities. **Preference will be given to African Females and people with disabilities**

DIRECTOR: SPATIAL PLANNING

Salary Range: R1 057 326.00 – R1 245 495.00. Per Annum (Level 13)

REF. COGTA (04/08/2019): Bhisho

(This is a re-advertisement. Candidates who previously applied are encouraged to re-apply).

Requirements: A Bachelor's Degree (NQF Level 7) in Town and Regional Planning or related equivalent qualification. Five (5) years' experience at a middle management level in Town and Regional Planning. Master's Degree in Town and Regional Planning will be an added advantage. Registration with the South African Council for Town and Regional Planners is a prerequisite. Extensive experience in the implementation of the various Planning Legislations in the Eastern Cape as well as Project Management will be an added advantage. Experience in Local Government environment. Registered with South African Council for Town and Regional Planner. valid Code 8 (EB) drivers license.

Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

KPA's: Facilitate, manage and monitor Town and Regional Planning Services. Manage and Monitor the compilation and implementation of budget and operational plans in terms of the PFMA. Manage the development and implementation of policies and guidelines relating to the Spatial Planning in the Municipalities. Manage the assessment of spatial development applications. Provide and drive strategic direction for the Division and determine Key Performance Areas to ensure the formulation and implementation of appropriate strategic policies which will enable the Division to successfully fulfil its role in the delivery of special planning services to communities. Efficiently manage the Division to ensure effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilisation of resources. **Preference will be given to African Females and people with disabilities**

DIRECTOR: LAND USE MANAGEMENT & ADMINISTRATION

Salary Range: R1 057 326.00 – R1 245 495.00. Per Annum (Level 13)

REF COGTA (05/08/2019): Bhisho

((This is a re-advertisement. Candidates who previously applied are encouraged to re-apply))

Minimum Requirements: A Land Use related Degree (NQF level7) e.g. in Town / Regional/Planning, Development Studies, Land Survey or Property Valuations or Land Use Planning. Certificates in Conveyancing and Administration of Deeds, Property Management or Land Policy and Legislation will be an added advantage. Five (5) years working experience at a middle management level and experience in Local Government environment will be an added advantage. Valid Code 8 (EB) Drivers license. Computer literacy.

Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

KPA's: Manage the facilitation promote, co-ordination and monitoring of Land Use Management and Land Administration Services. Facilitate and monitor the establishment of administrative systems required for the implementation of the Spatial Planning and Land Use Management. Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate. Efficiently manage a division, including the effective utilisation and training of staff, The maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people. **Preference will be given to Females and people with disabilities.**



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DIRECTOR: INTEGRATED DEVELOPMENT PLANNING

Salary Range: R1 057 326.00 – R1 245 495.00. Per Annum (Level 13)

REF. COGTA (06/08/2019) BHISHO

(This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

Minimum Requirements: A Bachelor's degree (NQF7) in Urban and Regional Planning/Developmental Planning or Development Studies. Masters in Developmental Studies, Masters in Planning and Sustainable Development (MPlan) will be an added advantage. Good understanding of Planning Framework e.g. ward based plan. Alignment of IDP with Provincial Development planning and National Development Planning. Computer Literacy. Five (5) years of experience at a middle/senior managerial level. A valid Driver's licence. Computer literacy. Experience in community development or local government will be an added advantage.

Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Municipal System Act, Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Area. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

KPA's: Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people. **Preference will be given to Male and people with disabilities**

DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION

Salary Range: R1 057 326.00 – R1 245 495.00. Per Annum (Level 13)

REF. COGTA (07/08/2019): Bhishe

(This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

Minimum Requirements: A Bachelor's degree (NQF 7) in Public Management or Management/ Development Studies. A Master's degree in Management or Public Administration or Social science or Developmental studies/Policy studies will be an added advantage. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver's licence. Experience in community development or local government will be an added advantage.

Competences: Strong and dynamic strategic leadership, Social facilitation and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

KPA's: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen's engagement. Coordination of Community



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Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane, ward based planning (ward profiles), report analysis skills and able to assist Local Government in community participation e.g. IDP community engagement sessions. **Preference will be given to African Female and people with disabilities**

DIRECTOR: FINANCIAL ACCOUNTING SERVICES

Salary Range: R1 057 326.00 – R1 245 495.00. Per Annum (Level 13)

REF. COGTA (08/08/2019) Bhisho

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Financial Accounting/ Financial Management/ Public Finance/ Management Accounting. A Master's Degree in Development Studies or Social Sciences or related field will be an added advantage. Five years' experience at Middle/ Senior Management level financial management role. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License.

COMPETENCIES: Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written). Ability to interpret and apply government policies. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational & conflict management skills. Good management, communication, facilitation & presentation skills.

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

CLOSING DATE: 30 August 2019 @ 15h00

COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Post to: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605. **Hand Delivery:** at Foyer: Tyamzashe Building, Bhisho.

Enquiries: Mr S. Meligana @ 040-6095351/5446/5352.



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NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or <http://www.eccogta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose financial interests. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. No faxed/email applications will be accepted. Applications should be directed to: Attention Ms N. Mditshwa.

