

PROVINCIAL ADMINISTRATION: EASTERN CAPE

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Application quoting reference number must be addressed to Ms N. Mbusi but will be received at Foyer until 15H30 on the closing date. Applications must be posted to The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHISHO, 5605. NB: No late, emailed or faxed applications will be accepted.

CLOSING DATE: 09th September 2016: Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, bar coded identity document, academic records and comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates will be subjected to personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Communication will be limited to selected candidates only. If you do not hear from us within four (4) months of the closing date, please accept that your application is unsuccessful. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

MANAGEMENT ECHELON

POST 1 : DEPUTY DIRECTOR GENERAL (EXECUTIVE MANAGER): CORPORATE MANAGEMENT, (NB: THIS IS A RE-ADVERTISEMENT, ALL CANDIDATES ARE ENCOURAGED TO APPLY)

SALARY SCALE: R1 299 501.00-1 523 298.00. Commencing Salary: R1 299 501.00 per Annum

SALARY LEVE : 15

CENTRE : BHISHO

REQUIREMENTS: A Master's Degree or equivalent qualification and a post graduate qualification (NQF level 8) in Public Admin/Political Science/ Developmental Studies or B Com/ B Juris/ LLB as recognized by SAQA. Eight to ten years' experience at a Senior Management level. **COMPETENCIES** Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of them 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.

DUTIES: Formulate and drive strategic direction in the Branch responsible for efficient management of the branch. Advise the department on labour relations. Devise strategies on training interventions. Manage the implementation of policies and control measures for state property. Responsible for planning and budgeting within the Branch. Ensure strategic human resource planning, transformation and change management. Manage Information Communication Technology (ICT) related Business services delivery programmes. Provide overall financial management Support including supply chain management. Manage and provide leadership guidance to the department, corporate and finance branches. Ensure good corporate governance in the organisation. Foster intergovernmental relations between the provincial administration and other provincial administrations as well as national departments and for intra governmental co-operation within the provincial administration and its various provincial departments/institutions, including the co-operation of their actions and legislation. Ensure compliance with the PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal System Act and related legislation. Responsible for strategic planning, monitoring and evaluation and corporate communication. Discharge leadership and management responsibilities in relation to Corporate Governance, Strategy, Planning, Risk Management, Human Capital Management and Security Management and Anti- Corruption. Enquiries: Ms NG Mditshwa (040 609 5351/5258)

POST 2 : CHIEF DIRECTOR
COMPONENT : MUNICIPAL DEVELOPMENT AND PLANNING
CENTRE : BHISHO
SALARY SCALE: R1 068 564.00 – 1 277 610.00 COMMENCING SALARY: R1 068 564.00
SALARY LEVEL: 14

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent post degree certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level7) in Land development- related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A postgraduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience in a Senior Management position in relevant professional field. Professional registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. Drivers licence. Computer literacy. **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 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.

DUTIES: To promote, facilitate and coordinate integrated planning in municipalities. Provide for spatial planning and land management. Develop policy and standards, provide support and monitor implementation of SPLUM and other pieces of legislation and capacitate planning institutions. Provide spatial planning information and environmental planning services. Provide integrated spatial planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to spatial planning, Valuation and Survey Cadastral .Co- ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Co-ordinate the prioritisation and implementation of municipal projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation and training of staff, promotion of sound labour relation and the appropriate utilisation of resources. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 3 : CHIEF FINANCIAL OFFICER (CFO): FINANCIAL & SUPPLY CHAIN MANAGEMENT
CENTRE : BHISHO
SALARY SCALE: R1 068 564.00 – 1 277 610.00, Commencing Salary R1 068 564.00
SALARY LEVEL: 14

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification of with a value RVQ 13 (NQF 7 qualification) in Accounting or Financial Accounting. Chartered Accountancy and MBA with accounting will be an added advantage as recognized by SAQA. A minimum of 5 years working experience in a Senior Management position in financial environment. Proven performance measurement, business planning and design skills. Analytical, interpretative accounting, proven interpersonal and communication skills. Code 8 Drivers licence. Computer literacy. **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 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.

DUTIES: Assist Accounting Officer in the Execution of his/her duties in terms of Public Finance Management Act of 1999 (PFMA) and Division of Revenue Act. Exercise sound budgeting and budgetary

control practices. Ensure the operation of internal control measures and timely production of financial reports. Ensuring compliance with PFMA, MFMA, National Treasury Regulations and Provincial Treasury Instruction and if necessary enforce compliance. Ensure that effective steps are followed to collect revenue. Introduce sound budgetary controls. Assessing developing and maintaining efficient and transparent financial management system such as financial risk management system, asset management and liability system, procurement and provisioning system, internal control etc. Advice managers in the financial oversight of public entities attached to the department and financial transfers. Manage and monitor (compiling and co-ordinating) in year, quarterly and annual financial reports for the departmental management, standing committee, Provincial Treasury, Auditor General and SCOPA. Administer departmental Supply Chain Management Services such as demand services, store warehouse, LOGIS function, departmental contracts compliance to Supply Chain Management legislation and reporting on performance and provisioning services and Management of acquisition services. Responsible for the efficient management of the Chief Directorate including the effective utilisation, training of staff, maintenance of discipline, promotion of sound labour relations and proper use of State properties. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 4 : CHIEF DIRECTOR
COMPONENT : MUNICIPAL PUBLIC PARTICIPATION AND RAPID RESPONSE
SALARY LEVEL : 14
SALARY SCALE : R1 068 564. 00 – 1 277 610.00 Commencing Salary: R1 068 564.00
CENTRE : BHISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) in Development studies/Policy Studies/Economic Sciences/Social Sciences. Master's degree will be an added advantage. A minimum of 5 years working experience in a Senior Management position. Code 8 Drivers licence. Computer literacy. **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 regulatory frameworks, including the Public. Finance Management Act, Treasury Regulations and the Public Service Act Regulations and Municipal Prescripts. 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 skill.

DUTIES: Conduct high level research on key areas of priority in municipalities that are not performing well and require urgent hands on support by the department. Provision of rapid response function to identified municipalities. Deliver high quality advisory assistance to municipalities and stakeholders. Advise the MEC on type of urgent hands on support on interventions where necessary and steps to be taken by the Department, to non-performing municipalities. Facilitate the strengthening of Municipal accountability; this includes refining and the strengthening of regulatory and fiscal environment for Local Government and giving greater attention to the enforcement measures. Development of high level strategies to deal with short, medium and long term intervention around affected municipalities and present these to DDG, HOD and MEC for adoption. The monitoring of the implementation of this strategy will also be the responsibility of this unit. Monitor the implementation business unusual strategy. Formulate and drive strategic direction in the Chief Directorate. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of state property. Responsible for planning and budgeting within the Chief Directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act and other related legislation. Provide efficient and effective co- ordination of community development Work programmes at district level. Provide strategic guidance to CDW operation. Develop, Co-ordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on CDW programme and systems. Develop mechanism for monitoring and evaluation of CDW. Facilitate CDW Provincial Task team for co-ordination amongst the role-players. Promote network and the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Facilitate, coordinate and

strengthen municipalities with Integrated Development. Processes. Promote, coordinate and align participation of Sector Depts. in IDP engagement and MEC commenting process. Promote and facilitate IDP support to research. Database management and best practices on IDP's. Promote, facilitate, coordinate and support development of knowledge management of initiatives. Align Back to Basics (B2B) approach with municipal activities. Responsible for ensuring maximum participation of local communities, Government departments and state owned enterprises. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 5 : CHIEF DIRECTOR: STRATEGIC MANAGEMENT/COMMUNICATION AND INFORMATION OFFICE COORDINATION (NB: THIS IS A READVERTISEMENT ALL CANDIDATES ARE ENCOURAGED TO APPLY)

SALARY LEVEL : 14

SALARY SCALE : R1 068 564.00 – 1 277 610.00 Commencing Salary: R1 068 564.00

CENTRE : BISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four year, An Honours Degree or an equivalent post degree certificate acquired subsequent to a qualification of RVQ 13 (NQF level 7 qualification) in Public relations/ Developmental Studies /Social Science. Five years' experience at Senior Management level. A Valid Driver's licence. Computer Literacy. **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 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 a 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 skill.

DUTIES: Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the services Chief Directorate /administration to successfully fulfil its role in delivering to the Communities /clients. Efficiently manage the Chief Directorate including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State Property. Be responsible for planning and budgeting within the Chief Directorate. Co-ordinate and manage the strategic planning process within the department and ensure proper alignment with national/provincial priorities, budget and operation/business plans. Manage and co-ordinate the monitoring and evaluation departmental performance. Manage corporate communication services within the department. Manage the provision of corporate secretariat and cluster liaison services for the department. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulation, Municipal Structures Act, Municipal Systems Act Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing Cooperative Governance and Traditional institutions. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

**POST 6 : CHIEF DIRECTOR
COMPONENT : CORPORATE SERVICES**

SALARY LEVE : 14

SALARY SCALE : R1 068 564. 00 – 1 277 610.00 .Commencing Salary: R1 068 564.00

CENTRE : BHISHO

REQUIREMENTS :A Bachelor's Degree requiring a minimum period of study of four years, An Honour Degree or an equivalent postgraduate certificate acquired subsequent to a qualification of with a value RVQ 13 (NQF level 7 qualification) in Human Resource/Public Administration or related areas. Five years' experience at Senior Management level. A Valid Driver's licence. Computer Literacy. **COMPETENCIES:** Knowledge of the following fields is critical: In depth understanding of dynamics of the Public Service, Government Systems and operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional project/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision- making, Demonstrate strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

DUTIES: As a Head of Corporate Services Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management, Employee Relations, Information Communication Technology, Organisational Transformation and Human Resource Utilisation & Capacity development functions in the Department of Cooperative Governance and Traditional Affairs. Specific key focus areas including the following: To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a human capital that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity in line with human resource plan, to promote employee health and objectives of the department, to ensure a conducive and safe work environment including occupational health and safety and other key auxiliary services (i.e. central registry services, building maintenance and office cleaning services) , to ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy, to manage the entire Human Resource, Manage labour relations matters and integrated employee health and wellness programme, Development and management of Information System, manage, co-ordinate and support capacitation and training of employees, manage and monitor the implementation of performance management and development system building HR planning, Organisational Development Services and Auxiliary Services functions in the Department. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 7 : CHIEF DIRECTOR: DISTRICT CO-ORDINATION & IGR (NB: THIS IS A RE-ADVERTISEMENT, ALL CANDIDATES ARE ENCOURAGED TO APPLY)

SALARY SCALE : R1 068 564. 00 – 1 277 610.00 Commencing Salary R1 068 564.00

SALARY LEVEL : 14

CENTRE : BHISHO

REQUIREMENTS : A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 in Public Admin/Management or Social Science or equivalent NQF 7 level relevant qualification. Five years' experience at a senior managerial level and three to five years' experience in local government environment or gen field will be an added advantage. Valid/ unendorsed Code 8(EB) Drivers licence. Computer literacy. **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 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.

DUTIES:Overall management and co-ordination of six (6) District Support Offices including overall facilitation of strategic direction for the District support offices and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/clients. Ensure that policies of the government of the day relevant the department are translated and implemented properly to achieve the desired goals within District office Centres/offices, this includes co-ordinate all activities of the district related to Municipalities and Traditional Leadership Institutions. Ensure smooth integration of services between departmental fine functions and District Support Centres/offices and other relevant stakeholders. Ensure compliance with all relevant mandates, legislations, guidelines etc. are implemented in the best way to maximize efficiency. Overall management and co-ordination of the promotion of inter-Governmental Relations. Overall management of the promotion and facilitation of the inter-Governmental Relations as well as municipal international relations (twining arrangements). Overall facilitation, monitoring and co-ordination of the implementation of intergovernmental activities. Overall facilitation of bi-lateral agreements/memoranda of understanding between municipalities and sector departments. Overall management and co-ordination of district/regional intergovernmental structures with the Province.

Promotion of the single window of co-ordination within District and local areas. Overall facilitation of effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Ensure compliance with PFMA, Public Services Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional Institutions. Managing and exercise overall control over all functions and personnel under his/her supervision in order to determine if directorate's goals are achieved and taking corrective actions. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 8 : DIRECTOR: DISASTER MANAGEMENT AND EMERGENCY SERVICES
SALARY LEVEL : 13
SALARY SCALE : R898 743.00 – R1 058 691.00 Commencing Salary R864 177.00 per annum
SALARY LEVEL : 13
CENTRE : BHISHO

REQUIREMENTS : A Bachelor's Degree requiring a minimum period of study of four year, An Honours Degree or an equivalent post degree certificate acquired subsequent to a qualification of RVQ 13 (NQF level 7 qualification) in Public Admin/ Management or Social Science or equivalent NQF level 7 relevant qualification. Five (5) years at middle management Experience in Local Government field will be an added advantage. Valid/ unendorsed Code 8(EB) Drivers licence. Computer literacy. **COMPETENCIES** The applicant must have proven experience in writing and power-point presentations, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Extensive knowledge of disaster management act 57 of 2002, disaster management amendment act No 16 of 2015, fire brigade services act of 1987 and other municipal pieces of legislations. Proven project management experience and rollout plans.

DUTIES: Responsible for efficient management of the Division, including the effective utilization and training of staff, the maintenance of discipline, the promotion sound labour relations and the proper use of state property. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfil its role in delivering services to the communities/clients. Manage monitoring and facilitation of disaster management services. Manage the promotion of effective management of fire and emergency services. Manage the monitoring and evaluation of the implementation of disaster management, fire and emergency services as well as ensuring that funds transferred are used for the intended purpose. Ensuring the establishment of disaster centres within the province and availability of assets and facilities for the function. Ensure that good relations are maintained between the departments SALGA and municipalities (i.e. MEC, Mayors, Councillor's and employees etc.) Determine key performance standards for the division and implement monitoring mechanisms. Manages and monitor division budget and action plans .Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved a taking corrective actions. Managing of risk management indicators, quality assurance measures and transformation audits. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management within the division. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 9 : DIRECTOR: URBAN DEVELOPMENT AND SMALL TOWN REGENERATION
SALARYLEVEL : 13
SALARY SCALE : R898 743.00 – R1 0 58691.00 Commencing Salary: R898 743 .00
CENTRE : BHISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification of with a value of RVQ 13 (NQF level 7 qualification) in Development Studies, financial /Economic Development Studies. Five (5) years `experience at middle management level in a related field i.e. in the Development of policies or strategies. Valid/unendorsed Code 8 (EB) Drivers licence. Computer literacy or ability. **COMPETENCIES** The applicant must have proven experience in writing and power-point presentations, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven project management experience and rollout plans. Code 8 Drivers licence. Computer literacy or ability.

DUTIES: Manage, co-ordinate, monitor and evaluate the implementation of the Community Works Programme, strategies, policies, plans and programmes in municipalities. Manage, implement and co-ordinate the support to municipalities on the Revitalization of Small Towns. Develop programmes and support municipalities to resource and implement Clean Cities and Towns and effectively grow their economy. Responsible for efficient management of human resources, assets and financial resources of the directorate with a staff complete of minimum of ten people. Enquiries: Ms NG Mditshwa (040 609 5351/5258)

POST 10 : DIRECTOR: BUDGET PLANNING AND MANAGEMENT SERVICES
SALARY LEVEL : 13
SALARY SCALE : R898 743.00 – R1 058 691.00 Commencing Salary: R898 743.00
CENTRE : BHISHO

REQUIREMENTS : A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) in Economics, Accounting or Financial Accounting. Five (5) years' experience at middle management in finance related field. Valid/unendorsed Code 8 (EB) Drivers licence. Computer literacy or ability **COMPETENCIES** Extensive strategic management and leadership skills. Proven performance measurement, business planning and design skills. Understanding of government policies and budget processes. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations, and Municipal Finance Management Act. Code 8 Drivers licence. Computer Literacy or ability.

DUTIES: Rendering of financial (budget) planning. The performance of systems control functions. The rendering of budget management and monitoring services. Assess cost implementations and limit liabilities associated with the introduction of new policies, projects etc. Ensure that the spending is in line with priorities. Monitor the implementation of provincial and Municipal Budgets. Provide sectorial and departmental policy advice. Asses' expenditure trends, compile and submit expenditure reports. Monitoring the infrastructure spending of departments and the municipalities. Responsible for efficient management of Sub Directorate, including effective utilization and training of staff, the relations maintenance of promotion of sound labour and proper use of state property. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 11 : DIRECTOR: HOD'S OFFICE CO-ORDINATION AND SUPPORT SERVICES
SALARY SCALE : R898 743.00 – R1 058 691.00 per annum. Commencing Salary: R898 743.00
SALARY LEVEL : 13
CENTRE : BHISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) .Minimum of 5 years working experience at middle Management position. Valid/unendorsed Code 8 (EB) Drivers licence. Computer literacy or ability. **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 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.

DUTIES: Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD • Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs.

Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support. Enquiries: Ms NG Mditshwa (040 609 5351/5258)

POST 12 : 3 X DIRECTORS: DISTRICT SUPPORT CENTRE (NB: THIS IS A RE-ADVERTISEMENT, ALL CANDIDATES ARE ENCOURAGED TO APPLY)

SALARY LEVEL : 13

SALARY SCALE: R 898 743.00 – R1 058 691.00. Commencing Salary R898 743.00 per annum CENTRES : AMATHOLE, OR.TAMBO AND ALFRED NDZO DISTRICTS

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) in Public Administration/Management, Development Studies. Experience in Local Government will be an added advantage. Have a Valid/unendorsed Code 8 (EB) Driver's License, Computer Literacy, Communications, Presentation and Report Writing as well as People Management Skills. Minimum of five years working experience as a Deputy Director in the related field.

DUTIES: Responsible for efficient management of the District including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/clients. Ensure that policies of the government of the day relevant to the department are translated and implemented properly to achieve the desired goals. Co-ordinate all activities of the district related to Municipalities and Traditional Leadership Institutions. Perform accounting officer's responsibilities in the district as per delegations from the accounting officer, this includes management of the office. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within the District. Serve as a contact person between the department and municipalities that fall within the District. Ensure compliance with all relevant mandates, legislations, regulations, guidelines and other applicable directives are implemented in the best way to maximize efficiency. Manage and monitor Directorate's budget and action plans. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if directorate's goals are achieved and taking corrective actions. Ensure that, the managing of risk management indications, quality assurance measures, transformation audits, employment equity practice and performance management system are up to required standards. Ensure compliance with PFMA, MFMA, Public Service Act of 1994 and Public Service Regulations, municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislation and mandates that are relevant to the department and also governing Local Government and Traditional Institutions. Enquiries: Ms NG Mditshwa (040 609 5351/5258)

POST 13 : DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE (NB: THIS IS A RE-ADVERTISEMENT, ALL CANDIDATES ARE ENCOURAGED TO APPLY)

SALARY LEVEL : 13

SALARY SCALE : R 898 743.00 – R1 058 691.00, Commencing Salary: R 898 743.00

CENTRE : BHISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, an Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with the value of RVQ 13 (NQF level 7 qualification) in Accounting/ Financial Management and Auditing in the relevant field. A minimum of five years' experience as a Deputy Director with specific focus in Financial and /Auditing / Internal Auditing environment. Understanding Municipal Finance Management Act and other Local Government of Legislations, Policies and Procedures. Management and internal control skills.

DUTIES: Facilitate and promote financial viability and management in municipalities. Seek solutions to resolve financial problems in municipalities. Ensuring the development and implementation of policies and procedures pertaining to financial management in municipalities. Develop mechanism and procedures to monitor and support municipalities on financial management. Develop strategies to improve financial viability in municipalities. Develop and implement a strategy to ensure the success of departmental interventions on financial matters in municipalities. Promote accountability in municipalities by ensuring proper and timely reporting including submission of oversight reports of municipalities to Legislature. Support all programmes that are designed to improve governance and

fight corruption in municipalities. Evaluate the systems of internal control in municipalities and design support measure. Create a conducive environment for municipalities to address matters raised on audit reports. Responsible for the efficient management of the sub directorate, including the effective utilization and training of staff, maintenance of discipline and proper use of resources. Enquiries: Ms NG Mditshwa (040 609 5351/5258).

POST 14 : DIRECTOR: SECURITY SERVICES & ANT- CORRUPTION (NB: THIS IS RE-ADVERTISEMENT, ALL CANDIDATES ARE ENCOURAGED TO APPLY)
SALARY SCALE : R 898 743.00 – R1 058 691.00. Commencing Salary: R898 743.00
SALARY LEVEL : 13
CENTRE : BHISHO

REQUIREMENTS: A Bachelor's Degree requiring a minimum period of study of four years, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) with security related training. 5 years' experience in middle management. Experience in any security environment will be an added an advantage. Risk management and communication course (Cryptograph) will be an added advantage.

DUTIES: Coordinate and manage the total security function of the Department (document security, personnel security, IT security communication and physical security). Manage information and communication security systems. Co-ordinate and manage the vetting process of the Department. Develop and implement the security policy of the department in line with the Minimum Information Standard (MISS) and the provincial security management security. Ensure Management of classified documents. Establish function relations with the law enforcement agencies. Render fraud and anti-corruption services in the Department Enquiries: Ms NG Mditshwa (040 609 5351/5258).