

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

CHIEF TOWN AND REGIONAL PLANNER GRADE A: SPATIAL PLANNING

(This is re-advertisement. Candidates who applied before need are encouraged to reapply)

Salary Range: R805 806.00-R921 354.00 (OSD POST)

Ref. Cogta 01/09/2017) BHISHO

Minimum Requirements: A Bachelor's degree in Urban/ Town and Regional Planning or relevant qualifications.. Six years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license

Competencies: The applicant must be conversant with the provisions of SPLUMA, the MSA and its Regulations, the provisions of IGR, PAJA, NEMA and other relevant provincial planning laws that affect the Eastern Cape Province, including the Provincial TL&GFA (2005) and PFMA. The applicant must be prepared to travel extensively across the Province.

KPA's: Monitoring and supporting municipal planning functions as stipulated in the Constitution of the Republic of South Africa, the MSA and SPLUMA. Performing provincial planning functions in accordance with the provisions of the Constitution of the Republic of South Africa, the MSA and SPLUMA. Advising relevant stakeholders on spatial planning matters in as much as these impact on this Province and the municipalities herein. Advising on matters pertaining to township establishment and layout planning. Assisting in the preparation and approval of the terms of reference of provincial planning projects. Managing provincial planning projects in conjunction with the Directorate, Chief Directorate and other stakeholders. Engaging in stakeholder participation and consultation processes. Assessing development applications and preparing reports for submission to various Boards and MEC for approval. Assisting the Director in the preparation of Directorate budgets. Assisting the Director to manage the affairs of Directorate as well as the professional and administrative staff of the Directorate and Promoting and upholding the dignity of the profession.

Preference will be given to Coloured females

ENGINEER PRODUCTION GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES

Salary Range: R637 875.00-R687 171.00 COMMENCING SALARY R637 875 (OSD POST)

REF. COGTA 02/09/2017 - BHISHO

(This is re-advertisement. Candidates who are applied before are encouraged to reapply)

Minimum Requirements: Engineering degree (B Eng. /BSC (Eng.) or relevant qualification with three (3) years working experience. Registration with ECSA as a candidate Engineer is compulsory upon appointment. Programme or project management course will be an added advantage. A valid driver's license. Computer literacy

Competencies: Experience in local government sector / municipalities would also be an added advantage. presentation, communication, liaison, coordination, planning and organizing skills are considered.

KPA's: Manage the departmental allocations transferred to municipalities or allocations in-kind to municipalities. Facilitate the evaluation of Projects Technical Reports and Business Plans for approval by the MIG Provincial Programme Manager. Facilitate appraise feasibility studies, preliminary and final Design Reports for monitoring during implementation by the District Appraisal Committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Consolidate municipal monthly financial and non-financial reports for submission to Provincial Programme Manager. Facilitate site visits to validate and verify the physical progress against reported expenditure. Facilitate technical support to technically challenged municipalities; monitor the implementation of capacitation programmes. Ensure that municipalities do comply as required with relevant pieces of legislation.

Preference will be given to African males

**DEPUTY DIRECTOR: MUNICIPAL BASIC AND DEVELOPMENT SERVICES:
(LOCAL ECONOMIC GOVERNANCE) responsible for**

Salary Scale: R779 295.00 – R917 970.00 .00. Commencing salary: R779 295. 00 (Level 12)

Ref. Cogta 03/09/2017 – BHISHO responsible for CLUSTER C: ALFRED NZO/OR TAMBO MUNICIPALITIES

Minimum Requirements: A B Com Degree in Economics/ Statistics or any equivalent relevant NQF level 6 qualification. A Master's Degree in Economics / Statistics will be an added advantage. Three (3) years' experience as an Assistant Director in the relevant field of Economics and Project Management, economic related research. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Competencies: Must have proven experience in report writing and presenting power-point presentations, concept letters and memoranda. Experience in Econometric and / Statistical packaging. Demonstrate ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven presentation skills, and ability to articulate government development programmes

KPA's: Render a fully functional and efficient support office. Support municipalities to enhance municipal LED capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for Local Municipalities. Support Local and District Municipalities to promote strategic regional collaboration and partnership. Responsible for the efficient management of the Sub-directorate, including the effective utilization and training of staff, maintaining of discipline and proper use of resources.

Preference will be given to African females

DEPUTY DIRECTOR: FREE BASIC SERVICES

Salary Scale: R779 295.00 –R917 970.00. Commencing salary R779 295.00 (Level 12)

Ref. Cogta 04/09/2017- BHISHO responsible for Cluster A : Amathole & Cacadu Municipalities & 2 Metro's

Minimum Requirements: A recognized three-year degree/diploma in Public Administration/Public Management/Social Science or NQF level 6 relevant Qualification in the relevant field. Three years' experience as an Assistant Director in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

KPA's: Promote, facilitate and co-ordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the Province. Liaise with Municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive Authorities. Advise Municipalities on the optimal use of the FBS equitable share. Collection and analysis of data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilization and training of staff, maintaining of discipline and proper use of resources.

Preference will be given to Coloured males

DEPUTY DIRECTOR: RISK MANAGEMENT

Salary Scale: R657 558.00 –R774 576.00 Commencing salary: R657 558.00 per annum (Level 11)

Ref. Cogta 05/09/2017 – BHISHO

Minimum Requirements: A recognized three-year degree / diploma in Internal Auditing / Accounting / Financial Management or any relevant NQF level 6 relevant qualifications coupled with three (3) years' experience as an Assistant Director in Risk Management environment. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory

Competencies: Knowledge of Risk Management and Internal Control, Ethics and Integrity Framework. Knowledge of Public Service Regulations 2016.

KPA's: Coordinate and provide support on risk management and internal control. Ensure that Public Service Regulations are met. Ensure that Risk Management Implementation Plan is timely and adequately executed. Ensure that Internal Control reviews are conducted and that Internal Controls are developed and strengthened where there are gaps. Ensure that risk assessments are conducted and that internal controls are developed to mitigate identified risks. Ensure that the PFMA, Treasury and Auditor General reporting requirements are met. Provide Chief Risk Officer and Management with early warning reports in all types of risks in the Department and control environment maturity levels. Review and improve risk management plans and internal control framework of the department. Responsible for the efficient management of the sub-directorate, including the effective utilization, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property. Coordination of Ethics and Integrity Management processes.

Preference will be given to African males.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT–BID ADMINISTRATION

Salary range: R334 545.00 –R394 065.00 Commencing Salary: R334 545.00 per annum (Level: 9)

Ref. Cogta 06/09/2017 – BHISHO

(This is re-advertisement. Candidates who applied before are encouraged to reapply)

Minimum Requirements: A Bachelor's Degree or Three-year Diploma in Finance/Logistics/Supply Chain Management or NQF level 6 relevant qualifications with three (3) years working experience in the related field as a Senior Provisioning Admin Officer in the relevant field or a Senior Certificate with five (5) years working experience as a Senior Provisioning Admin Officer in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory

Competencies: Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, BBBEE, PPPFA and other relevant legislations, as well as the ability to implement these prescripts. Knowledge of the Supply Chain bidding process, good leadership and communication (verbal and written) skills, presentation skills, budgeting skills.

KPA's: Provide secretariat support to Bid Committees. Ensure that bid evaluation, adjudication committees are timeously established. Assist in compilation of Acquisition management policies and procedure manuals. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Responsible for the efficient management of the sub-directorate, including the effective utilization, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property

Preference will be given to White females.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT–PROCUREMENT

Salary range: R334 545.00–R394 065.00 Commencing Salary: R334 545.00 per annum (Level: 9)

Ref. Cogta 7/09/2017 – BHISHO

(This is re-advertisement. Candidates who applied before are encouraged to reapply)

Minimum Requirements: A three-year Degree/Diploma in finance/Logistics/Supply Chain Management or NQF level 6 relevant Qualification with three (3) years working experience as a Senior Provisioning Admin Officer or Senior Certificate with five (5) years working experience in the relevant field as a Senior Provisioning Admin Officer. LOGIS experience. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Competencies: Thorough knowledge of the PFMA and other relevant Legislations, as well as the ability to implement these prescripts. Knowledge of transversal systems (e.g. LOGIS, BAS) will serve as an added advantage, good leadership and communication (verbal and written) skills. Presentation skills, budgeting skills.

KPA's: Manage the order creation process. Reconcile manual orders to LOGIS. Facilitate capturing of suppliers bank details. Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number. Prepare and submit monthly and quarterly commitment reports to authorities with regards to user accounts. Responsible for the efficient management of the sub-directorate, including the effective utilization, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property

Preference will be given to Coloured females.

ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (LED)

Salary Range: R417 552.00 –R491 847.00. Commencing salary R417 552.00 per annum (Level 10)

Ref. Cogta 08/09/2017 – Amathole & BCM District Office.

Minimum Requirements: A three year degree/diploma in Public Administration/ Development Studies / Policy Studies/ NQF level 6 relevant qualification in the relevant field with three years' experience as a Senior Admin Officer in Office Management & Coordination or Senior Certificate coupled with five (5) years appropriate experience as a Senior Admin Officer in Office Management & Coordination. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory

Competencies: Knowledge of the Local Government environment is a must. Experience in the coordination of Financial and Non -Financial reports will be an added advantage. Skills in Research, Facilitation, Presentation, Project Management.

KPA's: Facilitation and coordination of the support services in relation to Integrated Urban Development and Small Town Regeneration with respect to financial and Non-financial reports. Promotion, facilitation and coordination of knowledge management systems in relation to Integrated Urban Development and Small Town Regeneration services. Ensure proper management of sub-directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound relation and proper use of State Property.

Preference will be given to Coloured males

ASSISTANT DIRECTOR: FREE BASIC SERVICES

*Salary Range: R417 552.00–R491 847.00. Commencing salary R417 552.00 per annum (Level 10)
Ref. Cogta 9/09/2017 – Amathole & Bcm District Support Centre/ Office.*

Minimum Requirements: A recognised three year Degree/ Diploma in Public Management/Public Administration/Social Science or NQF level 6 relevant qualifications with 3 years' experience as a Senior Admin Officer in the relevant field or Senior Certificate coupled with (5) years' experience as a Senior Admin Officer in the relevant field. Experience in Free Basic Services policies, Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

KPA's: Promote, facilitate and coordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

Preference will be given to African females

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REPORTING

*Salary Range: R334 545.00–R394 065.00 Commencing Salary: R334 545.00 per annum (Level: 9) per annum. Commencing salary: R 334 545.00 (Level 09)
Ref. Cogta 10/09/2017 – BHISHO*

Minimum Requirements: A recognised three-year Degree/National Diploma in Commerce /Accounting /Financial Management or NQF level 6 relevant qualification coupled with three years' experience in the field of financial reporting as a Senior State Accountant or equivalent ranks or Senior Certificate with five (5) years' experience in the field of Financial Reporting as a Senior State Accountant. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Knowledge: A clear understanding of accounting reforms in government will be an advantage. Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/determinations, financial policies and procedures. Understanding of Generally Recognised Accounting Practice (GRAP) and Modified Cash Standard (MCS). Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

KPA's: Preparation of working paper files for different elements of financial statements, Prepare interim and Annual Financial Statements in accordance with National Treasury Guidelines, Modified Cash Standard and in terms of Generally Recognised Accounting Practice. Provide feedback to providers on information for the Interim and Annual Financial Statements to ensure compliance with requirements in terms of Financial Reporting Framework. Gather and provide information required by auditors. Address audit queries and attend to requests. Prepare and monitor audit improvement plan within the department for submission to Provincial Treasury. Supervise staff under your control and HR related matters. **Preference will be given to African females**

ASSISTANT DIRECTOR: COMMUNICATION

*Salary Range: R334 545.00–R394 065.00 Commencing Salary: R334 545.00 per annum (Level: 9)
Ref. Cogta 11/09/2017 – BHISHO*

Minimum Requirements: A recognized three-year degree/ Diploma in Public Relations/ Communication/Journalism or equivalent NQF level 6 relevant qualification with three years' working experience in Communication Services field as a Principal Communication Officer or equivalent ranks. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Competencies: Knowledge of Public Services frame works relevant to communication and Treasury Regulations/Media Liaison/Public Relations/Protocol and Events Management environment. Good communication Skills (verbal and written). Computer Literacy in Ms Word, Excel and PowerPoint presentation and Social media skills.

KPA'S: Implement the Communication, Public Relations, Plans and Strategies. Develop and assist in management of social media production services of the Department. Contribute towards the strengthening of the Government communication machinery by ensuring a synergistic approach to Government campaigns. Assist in the production and distribution of COGTA publications. Responsible for the efficient management of the unit, including the utilization and training of the staff, the maintenance and promotion of sound labour relations and the proper use of State property. Must be prepared to travel throughout the Province and to work on week-ends and public holidays. **Preference will be given to Coloured females**

2X ASSISTANT DIRECTORS: LEGISLATIVE COMPLIANCE

Salary Range: R417 552.00 –R491 847.00. Commencing salary R417 552.00 per annum (Level 10)

Ref. Cogta 12/09/2017 – Chris Hani & Cacadu District Office

Minimum Requirements: A three-year degree/National Diploma in Public Management/ Bachelor of Administration or NQF level 6 relevant qualification with three years working experience in the relevant field as a Senior Admin Officer or equivalent ranks or Senior Certificate with five (5) years' experience in the related field. Three years working experience in Municipal Administration will be an added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Competencies: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer Literacy (Microsoft Office Applications). Excellent communication, including producing quality reports.

KPA's: Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property. **Preference will be given to Coloured females (Chris Hani District office) Preference will be given to Coloured males (Cacadu District Office)**

ASSISTANT DIRECTOR: FINANCIAL CONTROL

Salary Range: R334 545.00–R394 065.00 Commencing Salary: R334 545.00 per annum (Level: 9)

Ref. Cogta 13/09/2017 – BHISHO

Minimum Requirements: A Bachelor's Degree/National Diploma in Commerce/Accounting/Financial Management or equivalent NQF level 6 qualification coupled with at least 3 years' experience in the field of Financial Control as Senior State Accountant or Senior Certificate with five (5) years' experience in the field of Financial Control office as a Senior State Accountant. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Knowledge: Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/Practice Notes, determination, financial policies and procedures. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

KPA's: Management, control and see to it that financial control services is fully functional in the Department. Bookkeeping and bank Reconciliation Sections are up and running. Ensure that Orderly Bookkeeping and its Principles is compiled with in all respects as per PFMA and Treasury Regulations (Perform Month and Year end Closures. Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a Monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit queries of the Section. Management of Ledger Accounts and PERSAL Exceptions and inform offices concerned for their clearance before the Month & Year End is performed.

Preference will be given to Coloured males

SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT

Salary Range: R281 418.00-R331 497.00. Commencing salary: R281 418.00 per annum (Level 08)

Ref. Cogta 14/09/2017 - Nyandeni Regional Office

Minimum Requirements: A three (3) year Degree or Diploma in Administration/ Management/Social Science/ NQF level 6 relevant qualifications with three years' working experience as an Admin Officer or Senior Certificate coupled with five (5) years' working experience as an Admin Officer or equivalent ranks in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

competencies: Broad understanding of Traditional Affairs matters. Knowledge of computer and understanding of finances for Traditional Council would be an added advantage.

KPA's: Check books of accounts in respect of Traditional Council. Assist in processing of claims and disputes related to Traditional Leadership and Commission on Traditional Leadership Claims & Disputes. Provide administrative support to district offices and Traditional Councils. Coordination of activities related to Traditional Leaders and Institutions. To facilitate the recognition and termination of services of Traditional Leaders.

Responsible for the management of service conditions of Traditional Leaders. To identify training needs of Traditional Leaders. **Preference will be given to African females**

SENIOR ADMIN OFFICER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS

Salary Range: R281 418.00-R331 497.00. Commencing salary: R281 418.00 per annum (Level 08)

Ref. Cogta 15/09/2017 - BHISHO

Minimum Requirements: A recognized three (3) year tertiary qualification coupled with three years relevant working experience as an Admin Officer or equivalent ranks or Senior Certificate with five years relevant experience as an Admin Officer. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory

competencies: Knowledge of budgeting process and must be able to compile, analyse and monitor budget. Knowledge of PFMA and other Finance related prescripts. Knowledge of planning documents. Presentation skills, people management and sound interpersonal skills.

KPA's: Assist in compilation, analysis and management of budget. Assist in alignment of strategic plan documents to APP and Operational Plan. Process approval of claims for members of the House. Compile IYM, and quarterly Performance Reports. Responsible for Asset Management. Assist in coordination of House programmes/ events. **Preference will be given to African males**

SENIOR ADMIN OFFICER: RESEARCH: HOUSE OF TRADITIONAL LEADERS

Salary Range: R281 418.00 – R331 497.00 Commencing Salary: R281 418.00 per annum (Level 08)

Ref. Cogta 16/09/2017 – BHISHO

(This is re-advertisement. Candidates who applied before are encouraged to reapply)

Minimum Requirements: A Recognized three year degree in Social Science majoring in Anthropology/National Diploma. Three (3) years' experience in the research related field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

Knowledge: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing. Knowledge of legislation governing traditional leadership institution. Project management and conflict management skills. Sound interpersonal and team work skills.

KPA's: Conduct research on relevant traditions and customs applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining traditional leadership disputes. Write and submit reports on research findings. **Preference will be given to African Males**

PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES

Salary Range: R226 611.00 – 266 943.00. Commencing salary: R226 611.00 per annum (Level 07)

Ref. Cogta 17/09/2017 – BHISHO

Minimum Requirements: A Bachelor's degree or equivalent qualification (NQF Level 6) in Office Management or Human Resource Management or Economic and Management Sciences. Three (3) years of practical experience in coordination work in high volume work environment. Formal training in project coordination will be an added advantage. Practical experience in organisational report writing, minute taking and record management. Adequate exposure to the public sector. Certificate in computer literacy (especially Ms Word, Ms Excel, Ms Outlook).

Competencies: Ability to work independently. Good communication (verbal and written) skills with reasonable proficiency in English. Competence in meeting preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

KPA's: To manage correspondence and information security in the Office of the Chief Director: Corporate Services. To coordinate correspondence with personal assistants in Corporate Services. To provide support in the coordination of submissions from directorates. To keep record of document flow in the office of the Chief Director. To provide support in budget monitoring. To provide support in the meetings of the Chief Director. To facilitate travelling for the Chief Director. To maintain the diary of the Chief Director. To maintain neatness in the Office of the Chief Director. **Preference will be given to Coloured males**

**PERSONAL ASSISTANT TO CHIEF DIRECTOR: TRADITIONAL LEADERSHIP
INSTITUTIONAL SUPPORT**

Salary Range: R226 611.00 – 266 943.00. Commencing salary: R226 611.00 per annum (Level 07)

Ref. Cogta 18/09/2017- BHISHO

Minimum Requirements: A recognised three year Degree / Diploma in Office Administration or relevant qualification with two (2) years' experience as a Senior Admin Clerk or equivalent ranks or Senior certificate

coupled with secretarial certificate or equivalent qualification with two (2) years' experience as a Senior Admin Clerk or equivalent ranks. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Relevant experience in this field will be an added advantage.

KPA's: Facilitate the smooth running of the Chief Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Chief Director. Manage the diary of Chief Director. Manage the resources of the office of the Chief Director. To manage correspondence and information security in the Office of the Chief Director. To provide support in the coordination of submissions from directorates. To keep record of document flow in the office of the Chief Director. To provide support in budget monitoring. To provide support in the meetings of the Chief Director. To facilitate travelling for the Chief Director. To maintain the diary of the Chief Director. To maintain neatness in the Office of the Chief Director. **Preference will be given to African males**

PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER

Salary Range: R226 611.00 – 266 943.00. Commencing salary: R226 611.00 per annum (Level 07)

Ref. Cogta 19/09/2017 - BHISHO

Minimum Requirements: A recognized three year Degree/Diploma in Office Administration with two years' experience in secretariat duties or relevant qualifications or Senior Certificate coupled with Secretarial certificate with three (3) years' experience in secretariat duties or equivalent qualification. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory.

KPA's: To manage correspondence and information security in the Office of the Chief Financial Officer (CFO). To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the CFO. To provide support in the meetings of the CFO. To facilitate travelling for the CFO. To maintain the diary of the CFO. To maintain neatness in the Office of the CFO. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated by the CFO. **Preference will be given to Coloured male**

PERSONAL ASSISTANT TO DIRECTOR: BUDGET PLANNING

Salary Range: R226 611.00 – 266 943.00. Commencing salary: R226 611.00 per annum (Level 07)

Ref. Cogta 20/09/2017 - BHISHO

Minimum Requirements: A recognized three year Degree/Diploma in Office Administration or relevant qualifications or Senior Certificate coupled with secretarial certificate or equivalent qualification. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Relevant experience in this field will be an added advantage.

KPA's: Facilitate the smooth running of the Director' office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. To manage correspondence and information security in the office of the Director. To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the Director. To provide support in budget monitoring. To provide support in the meetings of the Director. To facilitate travelling for the Director. To maintain neatness in the Office of the Director **Preference will be given to African male**

10X COMMUNITY DEVELOPMENT WORKERS

Salary Range: R183 558.00 – R216 216.00. Commencing salary: R183 558.00 per annum (Level 06)

Nelson Mandela Bay Metro Municipalityx7 (ward 9, 10, 11, 20, 38, 55, 60), 2 African Females, 2 Coloured Males, 2 Coloured Females, 1 White Female, INgquza Hill Local Municipalityx2 (ward 2&8), – 2 Coloured Males. King Sabata Dalindyebo Local Municipality (ward 33) – 1 Coloured Female

Ref. Cogta 21/09/2017-

Minimum Requirements: Grade 12 or Matric coupled with the understanding of the Community Development work and other development processes.

Knowledge: Knowledge of the Community Development Facilitation and Community Participation processes at municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities and good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. *Creative thinking and innovative, communication and interpersonal skills:* This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. *Cultural Sensitivity:* Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. *Adult educational skills:* being able to teach experientially using participatory techniques. *Programming and development skills:* The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure

development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. *Personal Attributes:* self-motivation, flexibility and ability to work in a team on participatory projects. *Added advantages:* Computer literacy, research skills, drivers licence.

KPA's: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved In community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing, liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

CLOSING DATE: 22/09/2017

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

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.eccogta.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Hand Delivery: Tyamazshe Building, at Foyer **or Post to:** The Head of Department to the attention of Ms. N. Gemby: Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605. **Enquiries: Ms NG. Mditshwa at (040) 609 5351/ 5258/5239.**

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), academic record, [Matric certificate must also be attached] ID-document and Driver's license [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 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.**