

DEPARTMENT OF TRADITIONAL AFFAIRS AND COOPERATIVE GOVERNANCE

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. Further succession planning and retention and attraction policies of the Department will be enforced.

This is a re-advertisement (candidates that applied previously are requested to re-apply)

DEPUTY DIRECTOR: CONTRACT MANAGEMENT

Salary scale: R697 011.00 – R821 052.00 per annum. Commencing salary R697 011.00 (Level 11)

Ref. Cogta 01/09/2018: BHISHO

MINIMUM REQUIREMENTS: A recognized three-year degree in Law or LLB degree or NQF level 7 relevant qualification. Five (5) years working experience at a Junior Management level with contract management. Computer literacy. A valid Code 8 driver's license.

COMPETENCIES: Knowledge of Constitution, PFMA, Treasury Regulations and other legal prescripts applicable to the field. Strong communication and negotiation skills. Problem Solving. Thorough knowledge and experience in project management and monitoring. Ability to do presentations, interpretation of reports and policies. Ability to make high level of submission and excellent report writing skills.

DUTIES: Draft contracts and service level agreements. Evaluate the performance of contracts of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide whether to renew the contract or re-advertise the requirements. Invoke termination clauses to contracts on breach of contracts, understanding of dispute resolution mechanism, assist the Demand Management unit in crafting of tenders, specifications and terms of reference. Provide guidance in recommendation of variation orders / extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Manage budgets and personnel. Monitor budget spending. Maintain a contract management register, Develop and review performance work plans and the related and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate. Assist in gathering information and responding to audit queries. Responsible for efficient management of the Sub-Directorate including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property. **Preference will be given to African Female.**

Enquiries: Ms N. Mditshwa (040 609 5351/5258/5352)

DEPUTY DIRECTOR: ACQUISITION MANAGEMENT

Salary scale: R697 011.00 – R821 052.00 per annum. Commencing salary R697 011.00 (Level 11)

Ref. Cogta 02/09/2018: BHISHO

MINIMUM REQUIREMENTS: A recognized B. com degree majoring in Accounting plus Administration / Management or Business Law or NQF level 7 qualification in Financial Accounting. Five (5) years working experience at a junior management level in a Supply Chain/Financial environment. Knowledge of procurement, logistics, purchase and financial management. Computer skills in as far as MS Word, Excel and Power point. Code 8 Drivers license.

COMPETENCIES: Ability to work under pressure.

DUTIES: Assist in the implementation and monitoring of procurement policies and procedures. Ensure that the procurement of goods and services is transparent and fair to all the suppliers and that the quality standards are met at all times. Ensure the application of systems of internal controls for compliance with the Treasury Regulations and PFMA. Strategic planning for supply chain management. Conduct a commodity analysis and check for alternatives at least in the case of strategic purchases. Assist the Department on matters pertaining to the adjudication of tenders. Provide continued support to the procurement officials in order to maintain the quality and cost effectiveness in the supply of goods and services. Strengthen the communication channel on issues pertaining to supply chain management. Administer stock holding and wastage throughout the supply chain management process. Assist in effective stock management, achieve lowest purchase price and

service offerings for goods and services. Provide technical assistance with regards to requirements for goods and services. Responsible for efficient Management of the Sub-Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property. **Preference will be given to Coloured Female.**

Enquiries: Ms N. Mditshwa (040 609 5351/5258/5352).

ASSISTANT DIRECTOR: YOUTH DESK

**Salary scale: R356 289.00-R419 679.00. Commencing salary: R356 289.00 per annum
Ref. Cogta 03/09/2018: BHISHO**

Minimum Requirements: A recognised three year degree in Social Science/Diploma in Public Administration or relevant NQF level 6 qualification with minimum of five years in level 7 in Administration related field or 3 years in level 8 in Special Programmes Unit. In Depth knowledge of youth related policies, mainstreaming of issues of designated groups and monitoring equity. Computer Literacy and Drivers Licence.

KPA's: Mainstreaming youth-centered approach to departmental policy, planning, implementing and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all departmental levels. Provide a co-ordination framework for the effective implementation of youth programmes in the Department. Monitor and evaluate Departmental objectives on Youth Development. Develop Specific Youth Developmental Strategy as a guidance to line function. To compile the Department's reports on Youth Programme. Assess (at the beginning of the budget year) whether adequate funds have been allocated to implement youth friendly aspects of Departmental policies.

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

2x VALUERS: VALUATION

**Salary scale: R356 289.00 – R419 679.00 per annum. Commencing salary R356 289.00 (Level 09)
Ref. Cogta 04/09/2018: BHISHO**

MINIMUM REQUIREMENTS: An appropriate degree/diploma in Property Valuations supported by a minimum of one year experience in the valuation environment. Registration or eligibility to register as a Professional Valuer or Professional Associated Valuer without restriction with the South African Council for the Property Valuer's Profession. Computer literacy, Microsoft Office Application, MS excel, Project and Power- point. Valid code 8 drivers license. Eligible to register as a candidate value with the SACPVP and candidate value attended and pass practical work school programme.

DUTIES: Support and monitor the implementation of the Municipal Property Rates Act, 2004 as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.

Preference will be given to African Female and Coloured Female

Enquiries: Ms N. Mditshwa (040 609 5351/5258/5352).

OFFICE MANAGER: DALINDYEBO KINGDOM

**Salary scale: R356 289.00 – R419 679.00 per annum. Commencing salary R356 289.00 (Level 09)
Ref. Cogta 05/09/2018: BHISHO**

MINIMUM REQUIREMENTS: A recognized three-year Degree /Diploma or NQF level 6 in Public Management/ Social Sciences/Development Studies. Three (3) years supervisory experience in the public sector/private sector, non-

governmental or community based organization. Computer Literacy and Code 08 Drivers licence

DUTIES: Coordinate functions and activities of the Kingdom and Traditional Councils within the Kingdom. Prepare memoranda, reports and presentations for the Kingdom. Manage the diary of the King. Provide secretariat to the meetings of the Kingdom and follow up on implementation of the resolutions thereof. Liaise with the relevant stakeholders regarding the development activities of the Kingdom. Prepare the budget for the Kingdom. Manage assets of the Kingdom in line with the departmental Asset Management policy of the Department. Manage logistic arrangements for the King as and when required. Manage staff in the Kingdom and ensure discipline. Coordinate support provided to the Kingdom by the Department. The incumbent will be responsible for the overall management of the Kingdom. **Preference will be given to African Female**

Enquiries: Ms. NG Mditshwa (040 609 5351/5258/5352).

SENIOR ADMIN OFFICER: RESEARCH

Salary scale: R299 709.00 – R353 043.00 per annum. Commencing salary R299 709.00 (Level 08)

Ref. Cogta 06/09/2018: BHISHO

MINIMUM REQUIREMENTS: A recognized three-year degree/Diploma in Social Science majoring in Anthropology/History. Three (3) years' supervisory experience in the research related field. Senior certificate coupled with seven (7) years' supervisory experience Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license.

COMPETENCIES: 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.

DUTIES: 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 to traditional leadership disputes. Write and submit reports on research findings. **Preference will be given to African Male**

Enquiries: Ms. NG Mditshwa (040 609 5351/5258/5352)

SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT COORDINATION

Salary scale: R299 709.00 – R353 043.00 per annum. Commencing salary R299 709.00 (Level 08)

Ref. Cogta 07/09/2018: BHISHO

MINIMUM REQUIREMENTS: A recognized three (3) year degree/diploma in Public Management/ Administration/ Financial Management or NQF level 6 qualification (NQF level 6) with (3) years relevant experience or Senior Certificate with seven (7) years' experience in the relevant field.

COMPETENCIES: Broad understanding of PFMA, creditors' management, procurement and administration

DUTIES: Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors' invoices and clearance of commitments, processing of claims for allowances. Staff Supervision and performance management thereof. Provide logistical arrangements and other administrative support to officials in the Regional Offices. Monitor Compliance with all relevant pieces of legislation, ensure good governance in the Directorate, and assist with audit queries as and when required. **Preference will be given to African Female**

Enquiries: Ms. NG Mditshwa (040 609 5351/5258/5352).

SENIOR ADMIN OFFICERS: FINGO REGIONAL OFFICE

Salary scale: R299 709.00 – R353 043.00 per annum. Commencing salary R299 709.00 (Level 08)

Ref. Cogta 08/09/2018: FINGO

MINIMUM REQUIREMENTS: A recognized three (3) year degree/diploma in Public Administration /Management /Social Science or NQF level 6 relevant qualification coupled with three years relevant experience or Senior Certificate with seven year's relevant experience in the relevant field. A Code 8 (B) Driver's Licence.

DUTIES: Check book of accounts in respect of Traditional Councils for submission to Head Office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property. **Preference will be given to African Female.**

Enquiries: Ms N. Mditshwa (040 609 5351/5258/5352)

MESSENGER/ DRIVER TO KING: QAMATA KINGDOM

Salary scale: R115 437.00 – R135 981.00 per annum. Commencing salary R115 437.00 (Level 03)

Ref. Cogta 09/09/2018: BHISHO

MINIMUM REQUIREMENTS: ABET/ Grade 10/equivalent qualification. Code 8 driver's license. PDP will be an added advantage. Good and safe driving record is compulsory. Knowledge of Transport Regulations.

DUTIES: Provide messenger driving services to King of Qamata. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the Department.

Submission of officials/ correspondences to Traditional councils, government and other stakeholders.

Preference will be given to African Male

Enquiries: Ms N. Mditshwa (0410 609 5351/5258/5352)

MESSENGER/ DRIVER: MALUTI REGION

Salary scale: R115 437.00 – R135 981.00 per annum. Commencing salary R115 437.00 (Level 03)

Ref. Cogta 10/09/2018: BHISHO

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

DUTIES: Knowledge of Transport Regulations. To transport officials when necessary.

To take care of driving for the Region. To collect stationery and cleaning material from Head Office.

Move assets from one place to another. See to it that the vehicle is taken to service when necessary. Serve as a Messenger to the Regional Office. Attend to all messenger duties, i.e. photocopying, handling of mail, delivery and collection

of goods and correspondences from Head Office to the Regional Office and Traditional Councils. Collection and delivery of parcels, packages and official documents as and when required by the Head of the Region.

Preference will be given to African Male.

Enquiries Ms N. Mditshwa (040 609 5351/5258/5352)

CLOSING DATE: 19 October 2018 @ 15:30

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

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

Applications can be forwarded through the following Address:

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Hand Delivery: Tyamzashe Building, at Foyer or **Post** to: The Head of Department to the attention of

Ms. T. Ngalo: Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.

Enquiries: Ms N. Mditshwa at (040) 609 5351/5352/5350/5258

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.**