

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2019/20

CLOSING DATE: 14 FEBRUARY 2020



Province of the  
**EASTERN CAPE**  
REPUBLIC OF SOUTH AFRICA

**Posted Date**

2020/01/26,27 &  
30.

**Circular 25 of  
2019/20.**

## **EASTERN CAPE PROVINCIAL GOVERNMENT COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

### **CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT AND PLANNING**

*Salary Notch: 1 251 183 per Annum (Level 14) Ref. No. Cogta (01/01/2020) Bhisho*

**MINIMUM REQUIREMENTS:** Senior Certificate, (NQF level 7) in Regional and Town Planning. Studied in areas of Land development, urban and rural development, Spatial Planning, Land Survey, Property development and management.

A Master's degree in Town and Regional Planning will be an added advantage. Additional qualification in P A minimum of 5 years working experience at Senior Management level position in Local Government, especially in the planning environment. Professional registration as a Planner with the Council for the Town and Regional Planners. Knowledge and experience in Programme and Project Management. A valid driver's licence (Code EB). Computer literacy. Experience in Community Development or Local Government will be an added advantage.

**COMPETENCIES:** Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act (MSA), Land Survey Act, Municipal Property Rates Act, Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. Proven record of monitoring and Evaluation. People Management and empowerment skills. Extensive understanding of strategic planning especially in the government environment, excellent understanding of the intergovernmental planning framework. Sound understanding and interpretation of the National Development Plan, The Provincial Development Plan, the Integrated Development Plans and the Provincial Spatial Development Plan including the Community Based Planning Frameworks, sound understanding of the integrated planning across the three spheres of government

Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.



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**KPA'S:** To promote, facilitate and coordinate integrated planning in municipalities aligned with Local, Provincial and National Planning. Provide for Spatial Planning and Land Management. Develop policy and standards, provide support and monitor implementation of SPLUM 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 across the three spheres of government. Develop the framework and guidelines for the Community Based Planning Framework. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Co – ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. 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 of staff, promoting of sound labour relation and the appropriate utilisation of resources.

## **DIRECTOR: DISASTER MANAGEMENT**

**Salary Notch: R1 057 326.00 Per Annum (Level 13) Ref.**

**No. Cogta (02/01/2020) Bhisho**

**MINIMUM REQUIREMENTS:** Senior Certificate, NQF 7 qualifications in Disaster Management/Environmental Management/ Urban & Regional Planning or related field. A minimum of 5 years working experience at a middle Management level in Local Government field.

**KPA'S:** Responsible for efficient management of the Division, 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 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 the 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 department 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 and 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.

## **DIRECTOR: BUDGET PLANNING**

**Salary Notch: R1 057 326.00 Per Annum (Level 13) Ref.**

**No. Cogta (03/01/2020) Bhisho**

**MINIMUM REQUIREMENTS:** Senior Certificate, B. Comm in Accounting (NQF 7) or related field. A minimum of 5 years working experience at a middle Management level in a budget planning and management role. Microsoft Word, Excel, PowerPoint, Outlook. Valid Driver's License.

**COMPETENCIES:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, GAAP, GRAP, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

**SKILLS:** Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**KPA'S:** Implement, monitor and review Departmental policies, procedures and processes related to Budget Planning and



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Management. Coordinate, review, analyse and quality assure financial supporting information for planning purposes. Manage, review and quality assure the budget preparation process. Manage roll-over, adjustment estimates, shifting of funds and virement processes. Provide advice and guidance to relevant role players on the use of forecasting methods and tools. Ensure compliance with GAAP and GRAP requirements. Analyse and interpret the requirement for monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action when required. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate the preparation and consultation for the MTEF budget process. Ensure appropriate regulatory reporting. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the Department. Provide strategic direction for budget planning and management within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

## DIRECTOR: MUNICIPAL SUPPORT AND PERFORMANCE MANAGEMENT

*Salary Notch: R1 057 326.00 Per Annum (LEVEL 13) Ref. No. COGTA (04/01/2020) Bhisho*

**MINIMUM REQUIREMENTS:** Senior Certificate, NQF level 7 BSc / B-Tech in Civil Engineering / Build Environment Studies qualification is required. Professional registration with both ECSA (Engineering Council of South Africa) and SAPCMP (South African Council for the Project & Construction Management Profession) is required. Five (5) years' experience in a middle management position and 5 years in the Senior Management will be added advantage. A valid code 08 driver's license is compulsory.

**COMPETENCIES:** Proven experience in project conception, planning, implementation and management. Proven stakeholder management experience including fundraising for project implementation. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the Key Performance Areas of the Programme Management Unit. Proven presentation skills and ability to articulate government development programmes. Computer skills (with emphasis on Microsoft Word, Excel, Project and Power - point) are all mandatory.

**KPA's:** Provide overall strategic direction to the Eastern Cape Programme Management Unit (PMU) office. Administer and programme manage the PMU's PMSP (Provincial Municipal Support Programme) for implementation in municipalities. Coordinate and oversight the district based Programme Management Offices (PMOs) established in the 6 District Support Centres (DSC).

Provide technical support on the development of district initiatives in support of the District Development Model. Provide infrastructure project planning, preparation and implementation support to municipalities. Provide access to infrastructure financing options by developing business cases in consultation with CoGTA, DBSA, other sector departments and PMU - PSC for submission to both public and private sector funders including National Treasury for funding. Ensure projects are executed on time, within budget and quality deliverables are achieved. Facilitate the process of conducting municipal capacity assessments in terms of Section 78 of the Municipal Systems Act of 2000. Facilitate the development and implementation of municipal integrated revenue management, enhancement and protection programmes. Develop, implement and maintain asset care programme within municipalities. Support the development and implementation of municipal plans targeting the development of local economies, small towns and townships. Facilitate access to mini grid for qualifying municipalities. Provide reports on the implementation of the programme to Municipal, Provincial and National Stakeholders in particular COGTA and DBSA.

## DIRECTOR: FINANCIAL ACCOUNTING SERVICES

*Salary scale: R1 057 326.00 per annum. Level 13 Ref. No. Cogta (05/01/2020) Bhisho*  
**(Re-Advertisement all candidates who previously applied are encouraged to apply)**

**MINIMUM REQUIREMENTS:** Senior Certificate, NQF level 7 in Financial Accounting/ Financial Management/ Public Finance/Management Accounting. Management. A minimum of five (5) years' experience in middle management level in a financial management role. Valid Driver's license. Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook)



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**KNOWLEDGE:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, DORA, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Proven knowledge of financial statements. **SKILLS:** Applied strategic thinking, applying technology, budgeting and financial management. Communication And information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

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

## **Closing Date: 14 FEBRUARY 2020 @15H00**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://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, Bhisho.

**Post to:** The Head of Department to the attention of Ms T. Ngalo: Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Tyamzashe Building, Phalo Avenue, Bhisho, 5605.

**Enquiries:** Mr S. Meligana at (040) 940 7080/7079/7076/7077/7083.

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



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Cooperative Governance & Traditional Affairs, Private Bag X0035, **Bhisho**, 5605, Attention Ms Nyembezi. Hand delivered applications will be received at Foyer and enquires can be directed to Ms N. Mabusela at 040-940 7079/ 7080/7077.

