

Posted Date
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Circular 10 of 2020

EASTERN CAPE PROVINCIAL GOVERNMENT COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

FOR THE ATTENTION Ms V.Nyhwalasi

CLOSING DATE: 27/11/2020

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or <http://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 licence (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. Applications should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Attention

Mr M Cwele. Hand delivered applications will be received at Foyer and enquires can be directed to Ms V. Nyhwalasi at 040-940 7077/7078//7076/7080/7083. Alternatively, applications can be emailed to: recruitment@eccogta.gov.za.

DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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CLOSING DATE: 27 NOVEMBER 2020

DEPUTY DIRECTOR: LAND ADMINISTRATION
SALARY SCALE: R869 007.00 –1 023 645.00.
COMMENCING SALARY:869 007.00 PER ANNUM
(LEVEL 12)
REF. COGTA (01/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/7) as recognized by SAQA in the field. Three years' experience at an Assistant Director level/junior management level in related field (Land Administration). Computer Literacy, MS Excel, MS Word, MS Power Point. A valid code 08 driving licence.

KPA's: Facilitate promotion, of tenure for individuals and public investment. Facilitate identification, acquisition, assembly and release of public and private land for economic and settlement purpose. Manage the allocated resources of the Sub- directorate in the line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

COMPETENCIES: Special Planning Land Use Management Act (SPLUMA 16 of 2013). Ordinance 33 of 1934 (former Transkei). Land Use Regulation Act 15 of 1987 (former Ciskei). Land Use Planning Act 15 of 1985. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regularity Framework. Performance Management.

DEPUTY DIRECTOR: MUNICIPAL FINANCE ASSISTANCE
SALARY SCALE: R 869 007-R1 023 645.00.
COMMENCING SALARY: R869 007.00 PER ANNUM (LEVEL 12)
REF. COGTA (02/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/7) in Accounting/Financial Administration /Financial Management/ Auditing with three (3) years working experience in the financial management /Auditing field. Computer Literacy: Ms Word, Ms Excel, Ms Power Point and Ms Outlook. A valid Code 8 Driving License.

KPA's: Render support and Monitoring functions on financial management to all municipalities. Carry out audits on compliance with legislation by municipalities. Ensure assessment of functionality of financial oversight structure in municipalities. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitoring compilations of annual financial statements by the municipalities including after year and reconciliation and adjustments. Ensure support on risk management processes in municipalities. Facilitate financial reporting by municipalities. Ensure the assessment of regularity audit reports of municipalities. Analyse, evaluate and comment on financial recovery in respect of financial related discretionary interventions in municipalities. Manage financial related discretionary interventions in municipalities. Manage the projects aimed at providing financial management support in municipalities. Manage the budget of the division and compile monthly, quarterly, half yearly and annual reports. Facilitate personnel development of sub-ordinates.

DEPUTY DIRECTOR: EXECUTIVE SUPPORT TO DDG-DLG
SALARY SCALE: R733 257.00 – R863 748.00.
COMMENCING SALARY: R733 257.00 PER ANNUM
(LEVEL 11)
REF. COGTA (03/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/ 7) in Social Sciences / Public Administration. A minimum of three years relevant working experience at an Assistant Director Level/Junior Management Level. **Three** years' experience relevant experience in office management and providing support to SMS level. Three (3) years relevant work experience in the execution support environment of two (2) years must be the Coordinator in the Local Government Sector. Computer literacy and competency of MS Word, Excel, PowerPoint etc. Valid code 08 driving licence.

DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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KPA's: To manage and facilitate functional administrative support to the Office of the Deputy Director-General in relation to government business and parliamentary responsibilities of the Branch; including preparing Branch inputs to the Portfolio Committees and compile reports thereof when required to. The incumbent will also be expected to quality assure and process official correspondence, provide support in relation to Branch input to the Clusters, Cabinet, Committees and EXCO. Handling of enquiries in the Office of the Deputy Director-General. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for Branch Management Meeting and provide secretariat services thereof, draft correspondences, submission and memoranda. Manage the Deputy Director-General 's diary in relation to appointments, meetings and interviews. Establish, maintain and continuously improve relationships with internal and external stakeholders. Facilitate submission of In –Year Monitoring Repots in the Branch. Handling of travel and accommodation arrangements for meetings. Draft applicable replies, letters and comments. Analyse and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/over spending. Provision of leadership to the office: Manage plans and projects undertaken in the office by frequently monitoring adherence to timeframes and reporting on the finalisation thereof, Initiate systems and processes for Branch in order to ensure adherence to the implementation of set standards. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and effective way. Accompany the Deputy Director-General to official functions and official journeys. Compile, maintain and manage a database of all enquiries timeously.

COMPETENCIES: Good report –writing and minute –taking skills at a high executive level. Experience in people and financial management. Knowledge of the PFMA, Strategic and Operational Plan Management, Public Administration. Ability to develop and maintain a filing system for official documents and correspondence. Understanding of government policy and processes. Effective communication skills, conflict management skills, creativity and awareness, project management skill, flexibility and initiative.

DEPUTY DIRECTOR: SECURITY MANAGEMENT AND ANTI – CORRUPTION SERVICES

SALARY SCALE: R733 257.00 – R863 748.00.

COMMENCING SALARY: R733 257.00 PER ANNUM (LEVEL 11)

REF. COGTA (04/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/ 7) in the field. Three years 'experience at Assistant Director Level /Junior Management Level in the field of Forensic Investigation, Forensic Auditing, Legal, Policing, Police Science, Accounting and Risk Management and any other relevant qualification. The incumbent should be a certified Fraud Examiner. A post -graduate qualification in Forensic Auditing and or Investigation will serve as an advantage.

KPA'S: Identify policy gaps for the purpose of the policy Development process. Develop and draft concepts for implementing a consistent and compelling campaigns relating to Anti-Corruption services. Develop, Review and monitor implementation of ethics, policy and strategies. Investigate the whistleblowing cases reported and submit recommendations. Develop and monitor implementation of Anti –fraud and corruption mechanisms (Anti –Fraud and corruption Policy and fraud prevention plan). Conduct fraud and Corruption Investigations, Coordinate and conduct fraud risk assessment. Liase with SAPS and other law Enforcements agencies on cases referred for criminal conduct. Develop a case Register. Conduct investigation on unauthorized activities and reported cases in the Municipalities. Gather information produce and table reports for Municipalities. Maintain high standards by ensuring the team /section produces excellent work in terms of quality, quantity and adherence to timelines.

COMPETENCIES: Manage implementation and monitoring of Anti-Corruption Policies and Practices. Manage promotion of professional Ethics and Integrity in the Department. Manage provision of Anti –fraud and Corruption Services. Develop and maintain Anti –corruption Services. Manage fraud and Anti -Corruption inspections and services in Municipalities. Manage the allocated resources.

PERSONAL ATTRIBUTES: Dedicated, team player, detail orientated, figure orientated, a person with initiative, decisive person, a committed person.

SKILLS: Report writing, Negotiation, Interpersonal Relations, Communication, Computer Literacy, Analysing, Conflict Management, Presentations. Code 8 B Driving Licence will also be an added advantage.

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ASSISTANT DIRECTOR: LED: SARAH BAARTMAN DSC
SALARY SCALE: R470 040.00 – R553 677.00.
COMMENCING SALARY: R470 040.00 PER ANNUM (LEVEL 10)
REF. COGTA (05/11/2020)

REQUIREMENTS: National Senior Certificate, B. Degree in Economics /Statistics or NQF 6/7 in Business Management. Three years' experience at a supervisory level of salary level 7/8. Experience in Econometric/Statistical packaging. Computer Literacy Microsoft Word, MS Excel, Project and Power Point. A valid Code 8 driving license. A master's degree in Economics/Statistics an added advantage.

COMPETENCIES: The applicant must have proven experience in report writing and presenting power point presentation, concepts documents, letters and memorandums. Demonstrated 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 programs.

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 partnerships.

ASSISTANT DIRECTOR: PROVINCIAL HOUSE ADMINISTRATION
SALARY SCALE: R376 596.00 – R 443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 9)
REF. COGTA (06/11/2020)

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/ 7) in Public Administration or relevant, Three years' experience at a supervisory level of salary level 7/8 in the Local Government and Financial Management Environment. Computer literacy Microsoft Word, Power Point, Excel, Email and Internet.

KPA'S: Ensure on compilation, analysis and management of budget for programme five. 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 coordinating of House programs / events. Performing administrative related duties such as oversight role of Traditional Leaders participating in municipal councils and constituency outreach programmes. Processing of exgratia payments.

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 legislations or prescripts governing Traditional Leadership Institution. Knowledge of planning documents. Presentation skills, people management, teamwork and sound interpersonal skills.

ASSISTANT DIRECTOR: INTERNAL AUDIT
SALARY SCALE: R376 596.00 – R 443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 9)
REF. COGTA (07/11/2020)

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/ 7) in Internal Auditing. Three years' experience at a supervisory level of salary level 7/8. Professional Registration. Computer Literacy (with knowledge of Excel, Power Point, MS Word, Teammate Audit Software and Internet). A valid code 08 driving licence. Knowledge of CIA, IAT, PIA ,and CCSA is an added advantage.

KPA'S: Planning of audit projects and conduct preliminary survey for audits. Review audit working papers on reported points. Review audit reporting points and compile a report. Review audit files of each project. Attend to administration matter.

COMPETENCIES: Good communication skills, persuasive skills, and people management skills.

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**ASSISTANT DIRECTOR: WEB APPLICATION (DIGTO)
SALARY SCALE: R376 596.00 – R 443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 9
REF. COGTA (08/11/2020)**

REQUIREMENTS: National Senior Certificate, Degree/BTECH/ Diploma in Information Technology Information System. Three years working experience in Information Technology environment and knowledge of SharePoint. Computer Literacy, Communication and report writing skills is essential. A valid code 8 (EB) Driving license or higher is compulsory. Microsoft- based web development tools and technologies experience, which includes most of the following: Visio studio, VB, ASP, ASP.Net,ADO,SQL Server 2012,My SQL COM, and JavaScript ,Access, HTML,DHTML,Portal system, XML, web hosting, C#, SharePoint, Word press, Content Management System, MVC and network experience will be an added advantage..

KPA'S: Web project management (intranet and internet portals). Website design specification, development and implementation. Intranet and extranet support and interaction management with e-Government portal. Design and develop content maintenance functions for the web applications. Integrate existing system /content in to the in to the web applications and system. Develop database, tools and web application for department use. Responsible for efficient management of the Sub Directorate, including the effective utilization and training of staff, change management, the maintenance of discipline, promotion of sound labour relations and proper use of state property.

COMPETENCIES: Gather and document software requirements specification (SRS) to outline the features and intended behavior of a software application. Design and develop user interfaces for website and or intranet applications by setting requirements and feature priorities throughout development life cycle, determining design methodologies and tool sets, completing programming using languages and software products, designing and conducting tests. Support users by envisioning and advising different system features and functionally to ensure the implementation business need for a paperless environment.

**ASSISTANT DIRECTOR: MUNICIPAL FREE BASIC SERVICES (OR. TAMBO AND CHRIS
HANI)**

**SALARY SCALE: R470 040.00 – R 553 677.00.
COMMENCING SALARY: R470 040.00 PER ANNUM (LEVEL 10)
REF. COGTA (09/11/2020)**

Minimum Requirements: National Senior Certificate, B. Degree (NQF Level 6/7) in Public Management/Public Administration/Social Science. Three years' experience at a supervisory level of salary level 7/8. Experience in Free Basic Services policies 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.

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. Conduct Free Basic Services workshops for the capacitation of all relevant stakeholders involved in the implementation of Free Basic Services. 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.

SENIOR NETWORK ADMINISTRATOR: MANAGEMENT INFORMATION SYSTEM: DIGTO

**SALARY SCALE: R376 596.00 – R 443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)
REF. COGTA (10/11/2020)**

REQUIREMENTS: National Senior Certificate, Degree/BTECH/ Diploma in Information Technology Information System. Three years general ICT experience. Experience in installation and administration of Window Server (2003 and later), SQL Server (2005 and later). Conversant with technologies such as DHCP, DNS, FTP, DFS, SSL, WSUS, Basic understanding of Disaster Recovery and DR plans: Experience in installation and configuration of server hardware; Basic understanding of ICT project management experience covering initiation,

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planning, execution and closure/ post –implementation stages. A valid code 8 (EB) Driver's license or higher is compulsory. IT support service experience will be an added advantage on at least 3 of following technologies: Windows Server Active Directory (2003 or later), Windows Sever Hyper –V, SQL Server (2005 or later), Exchange Server (2007 or later), System Centre Configuration Manager, System Centre Service Manager, System Centre Operation Manager.

COMPETENCIES: Can install, configure and maintain / administer a Microsoft Windows Server Active Directory (2003 or later) environment. Can install, configure and maintain / administer a Microsoft SQL Server (2005 or later) environment. A basic understanding of the Project Management Life cycle and the ability to implement a structured project methodology without constricting the delivery process. Efficiently manage the Sub –directorate, including the effective utilization and training of staff. Maintenance of discipline, promotion of sound relation and proper use of State property. Ability to take on client problems and issue and create a workable solution wherever possible. Ability to install, configure and maintain personal computers, networks, and related hardware and software. Knowledge of computer and / or network security systems, applications, procedures, and techniques. Ability to learn and support new system and applications.

KPA'S: Maintain server volume and hardware. Install and configure server, printers, applications and other peripherals that integrate with the LAN/ WAN. Responsibility of troubleshooting the office network, and as several types of computer system and configurations exist, they will be expected to install, configure and maintain all system used. Provide ICT staff / users with support regarding the use of applications and the network functionality. Effective management of software to deliver business applications. Managing appropriate user and device access to business applications. Monitor the backup processes to effectively restore system /date to minimize the impact to business. Implementing effective measures to protect system and applications. Deliver technical, end user, and advanced support. Incident/ problem resolution and troubleshooting from start to finish or escalates problems to appropriate external service providers.

OFFICE MANAGER: PROVINCIAL HOUSE ADMINISTRATION
SALARY SCALE: R376 596.00 – R443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)
REF. COGTA (11/11/2020) BHISHO

Minimum Requirement: National Senior Certificate (NQF Level 6/ 7) in Public Administration or any related field. Three years' experience as a Personal Assistant in administration/ finance related role. Valid driving license code 8 (EB). Computer literacy: MS Word, Spreadsheet, Power Point and Outlook. Office Management experience will be an added advantage.

KPA's: Organising meetings and programme sessions on behalf of the Chief Director. Provide secretariat support for the office of the Chief Director. Provide secretariat support for the sittings of the house. Coordinate Chief Directorate review sessions. Consolidate Chief Directorate Planning documents, reports and any other. Ensure effective document management and correspondence flow within the office of the Chairperson. Establish, implement and maintain effective records management system within the office of the Chief Director. Oversee administration of the office of the Chief Director. Manage and oversee logistics within the office of Chief Director. Manage the budget of the office of the Chairperson. Manage resources in the office of the Chief Director: Physical, Financial and Human. Manage all Chief Directors SPU with various stakeholders

2xSENIOR ADMIN OFFICER: STRATEGIC MANAGEMENT
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (12/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Public Administration /Management or Project /Programme Management. Two years' supervisory experience of which 1 year must have been in a strategic planning and /or M&E and /or Research environment. The following will serve as strong recommendations: Knowledge of Public Financial Management Act and Treasury Regulations, Framework for Strategic and Annual Performance Plans. Computer Literacy Microsoft Word, Outlook, Excel and PowerPoint. A valid code 08 driving Licence.

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DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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KPA'S: Assist on research on all strategic –related issues as well as to ensure proper linkages between National, Provincial and Departmental, strategies, priorities, annual performance plans, etc. Facilitate stakeholder involvement and participation in strategic planning process. Render support and logistical services to all strategic plan related issues /workshops. Provide strategic planning technical support to directors and during the department Strategic Planning Session. Consolidate the departmental strategic planning documents.

2x SENIOR ADMIN OFFICER: SERVICE EXCELLENCE
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (13/12/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Industrial Psychology/Certificate in Management Services. Two years' supervisory experience (salary level 7).

KPA'S: Render implementation of change management programs. Render implementation and monitoring of Batho Pele programme. Facilitate coordination of the implementation of service delivery improvement programme and interventions.

2X SENIOR ADMIN OFFICER: INTERNAL CONTROL UNIT
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (14/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Internal Auditing /B Com. Two years' supervisory experience (salary level 7) or four years' experience at salary level 6 . Computer Literacy MS Word, Excel, Power Point and Outlook. A valid code 08 driving license.

KPA'S: Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organize assessment to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Identify early warning mechanism possible risks imposed by the control deficiencies and / or audit infringements and link to the work of the Risk Management sub –unit and action plans for further assessment and monitoring with minimal assistance from Supervisors. Test and monitor the quarterly key controls. Consolidate the assessment report for translation into instrument panel reported to the audit committee, HOD and Treasury without assistance from Supervisors. Receive audit findings, review for points of clarity with auditors prior to disseminating to relevant managers for responses thereto within agreed upon timelines.

COMPETENCIES: In depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA circulars. Financial Management Systems (BAS & LOGIS).

SKILLS: Analytical thinking, mathematical, interpersonal, planning & organizing, statically report writing and time management skills. Honesty and integrity, objective and independence. Attention to detail and confidentiality. Conflict management, problem solving, decision making and communication (verbal & written).

SENIOR ADMIN OFFICER: MUNICIPAL PUBLIC PARTICIPALTION & RAPID RESPONSE
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (15/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Public Administration. Two years' supervisory experience (salary level 7). Computer Literacy Microsoft Word, MS Excel, Project and Power Point all mandatory. A valid code 08 driving licence. Understanding of Community Development work and other development processes will be an added advantage.

KPA'S: Supervise and monitor CDW Programme through monthly and quarter roundtables. Strength the CDW's and public services Campaigns (Batho Pele, right to Know etc) and resolve all CDW cases, monitor the

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functionality of war rooms. Monitor municipality for effectively use monitoring tools for reporting. Coordinate the proclamation of bi elections and local government elections. Coordinate the proclamation of bi election through gazetting.

COMPETENCIES: 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, good working relations with the community. Positive attitude towards public. Team building skill, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. This refers to the ability to communicate effectively and in an understanding way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs for the community, recognizing the important role, being able to teach experientially using participatory techniques. Programming and developmental 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.

SENIOR ADMIN OFFICER: HUMAN RESOURCE PLANNING
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (16/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Human Resource Management. Two years' supervisory experience (salary level 7).

KPA'S: Conduct development /review of the integrated Human Resource Plan and monitor implementation. Conduct development /review of integrated employment equity plan monitor its implementation. Conduct development /review of integrated Human Resource policies and monitor implementation. Supervise human resource staff.

COMPETENCIES: Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Employment Equity Act, 55 of 1998. HR management principles. Performance management and development. Public Finance Management Act, 1999. PSR (Public Service Regulations). Meeting procedures. Report writing. Stakeholder and customer relationship management principles.

2X SENIOR ADMIN OFFICER: MONITORING AND EVALUATION
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (17/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in related field. Two years' supervisory experience (salary level 7).

KPA'S: Coordinate and consolidate quarterly performance reports, mid-year performance report and annual performance report. Conduct evaluations in terms of the Evaluation guidelines of 2011. Consolidate and submit narrative reports to DPME, National COGTA, Provincial Treasury and OTP to provide more clarity on what was achieved and possible impacts.

DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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CHIEF PERSONNEL OFFICER: HR CONDITIONS OF SERVICES
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (18/11/2020)

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Human Resource Management. Two years' supervisory experience (salary level 7).

KPA'S: Ensure distribution and capturing of Service Termination on Persal. Checking processing of Leave Gratuity for allocated terminations. Ensure processing of Service Benefits, Housing Allowance (GEHS), Long Service Recognition. Check Leave Administration. Check proper completion of application for Short/ Long period of Incapacity and submit for signatures. Draw memorandum for approval of Health Risk Managers recommendations on PILIR cases. Check leave reconciliation report. Ensure management of performance of supervisees. Submit quarterly statistics of performance.

SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (19/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Commerce /Accounting /Financial Management or equivalent qualification. Two years' supervisory experience (salary level 7), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury regulations and applicable Circulars /instruction Notes Practice Notes, Determination, Financial Policies & Procedures. Computer Literacy MS Word Excel, Good communication skills, Strong analytical skills and proven interpersonal skills.

KPA'S: Management of Bank Reconciliations (PMGS's Account of the Department) and ensure compliance in terms of Provincial Treasury Instruction Note No 1 of 2012/13 and Instruction Note No1 of 2013/14 from the Office of the Accountant General of the National Treasury. Ensure that Orderly Bookkeeping and its principles is complied with in all respects as per PFMA & Treasury Regulations. (Perform Month & Year End Closures). Management of Revenue deposited into PMG account and see 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 and rely within the required time frame. (Whilst on a management report status). Supervision of staff and give advice, guidance and training where necessary for the fulfilment and achievement of our departmental strategic goals and objectives as planned. (APP & OPS)

**COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL
DEVELOPMENT FACILITATION: CHRIS HANI DSC**
SALARY SCALE: R316 791.00 – R373 167.00.
COMMENCING SALARY: R316 791.00 PER ANNUM (LEVEL 08)
REF. COGTA (20/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Development studies or relevant qualification. Three years' supervisory experience in Community Development or relative field. Computer Literacy Ms Word, PowerPoint and Excel. A valid code o8 driving licence.

KPA'S: Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting co-operative relations with development partner's municipalities and Government Departments. Facilitate and coordinate training for development programs in Traditional communities. Assist Traditional Councils in Formulation of Development Plans. Assist and Facilitate the involvement of donors in traditional community's development. Compile written reports.

COMPETENCIES: Communication Skills. Presentation skills. Facilitation skills. Excellent report writing.

DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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ADIMN OFFICER: ASSET MANAGEMENT
SALARY SCALE: R257 508.00 – R303 339.00.
COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)
REF. COGTA (21/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Finance /Logistic /Purchasing Management. Two years working experience. Computer Literacy MS Word or Excel. A valid code 08 driving licence. Knowledge of SCM prescripts i.e Treasury Regulations, Practise Notes, PFMA, etc.

COMPETENCIES: Ability to work well with people and under pressure.

KPA'S: Assist in maintenance of asset and loss register for the department. Conduct asset verification annually. Manage and maintain the departmental assets. Perform administration functions. Supervision of personnel.

PERSONAL ASSISTANT TO IGR & DISTRICT COORDINATION
SALARY SCALE: R257 508.00 – R303 339.00.
COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)
REF. COGTA (22/11/2020) BHISHO

Minimum Requirements: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Public Administration or related qualification plus secretarial course/ computer literacy (Ms Word, Excel & Power Point). A valid code 8 (B) driving licence.

KPA'S: Facilitate the smooth running of Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

PERSONAL ASSISTANT TO BUDGET PLANNING & MANAGEMENT SERVICES
SALARY SCALE: R257 508.00 – R303 339.00.
COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)
REF. COGTA (23/11/2020) BHISHO

Minimum Requirements: National Senior Certificate, An undergraduate qualification (NQF Level 6/7) in Public Administration or related qualification plus secretarial course/ computer literacy (Ms Word, Excel & Power Point).

KPA'S: Facilitate the smooth running of Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

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PERSONAL ASSISTANT TO TRADITIONAL FINANCIAL MANAGEMENT

SALARY SCALE: R257 508.00 – R303 339.00.

COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)

REF. COGTA (24/11/2020) BHISHO

Minimum Requirements: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Public Administration or related qualification plus secretarial course/ computer literacy (Ms Word, Excel & Power Point).

KPA'S: Facilitate the smooth running of Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

PERSONAL ASSISTANT: CHRIS HANI DISTRICT SUPPORT CENTRE

SALARY SCALE: R257 508.00 – R303 339.00.

COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)

REF. COGTA (25/11/2020) CHRIS HANI

Minimum Requirements: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Public Administration or related qualification plus secretarial course/ computer literacy (Ms Word, Excel & Power Point).

KPA'S: Facilitate the smooth running of Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

PERSONAL ASSISTANT TO RAPID RESPONSE

SALARY SCALE: R257 508.00 – R303 339.00.

COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)

REF. COGTA (26/11/2020) BHISHO

Minimum Requirements: National Senior Certificate, An undergraduate qualification (NQF Level 6/ 7) in Public Administration or related qualification plus secretarial course/ computer literacy (Ms Word, Excel & Power Point).

KPA'S: Facilitate the smooth running of Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

DEPTS: OTP, PT, DOT, DPW, COGTA, DHS; DSRAC & DSL VACANCY
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STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES
SALARY SCALE: R257 508.00 – R303 339.00.
COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)
REF. COGTA (27/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF level 6/7) in Commerce/Accounting /Financial Management or equivalent qualification. Two years working experience Knowledge of Basic Accounting System (BAS), logistical Information system (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circular /instruction Notes/ practice Notes, determinations, financial policies and procedures.

KPA'S: Compiling of supplier's /service provider's payment /sundry payments (logis &Bas). Capturing of payments on Bas and Logis. Resolution of queries raised by suppliers. Print, fax file all payment stubs for various suppliers after each run within a month. Prepare Payments Monitoring Tool after each run. Monthly compilation of Instruction note 34 and submission therefore to Provincial Treasury. Monthly performance of creditors/suppliers reconciliation.

COMPETENCIES: Computer skills (MS Word, Excel, Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

COMMUNITY DEVELOPMENT WORKER:MPP: NXUBA YETHEMBA
SALARY SCALE: R208 584.00 – R245 694.00.
COMMENCING SALARY: R208 584 PER ANNUM (LEVEL 06)
REF. COGTA (28/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6). Code 8 driver's license. Computer Literacy Microsoft Word, MS Excel, Project and Power Point, all mandatory. Understanding of the Community Development work and other development processes will be an added advantage.

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 programmers. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other sphere of government or donors. Coordinate inter – departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community –based organization and other cadres of community –based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problem 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 structure 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.

COMPETENCIES: 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, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, 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 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, a valid code 08 (EB) drivers license.

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2 XCOMMUNITY DEVELOPMENT WORKER:MPP: CHRIS HANI DISTRICT
SALARY SCALE: R208 584.00 – R245 694.00.
COMMENCING SALARY: R208 584 PER ANNUM (LEVEL 06)
REF. COGTA (29/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6). Code 8 driver's license. Computer Literacy Microsoft Word, MS Excel, Project and Power Point, all mandatory. Understanding of the Community Development work and other development processes will be an added advantage.

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 programmers. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other sphere of government or donors. Coordinate inter – departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community –based organization and other cadres of community –based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problem 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 structure 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.

COMPETENCIES: 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, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, 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 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 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, a valid code 08 (EB) drivers license.

COMMITTEE CLERK: PROVINCIAL HOUSE SECRETARIAT SUPPORT
SALARY SCALE: R173 703.00 – R204 612.00.
COMMENCING SALARY: R173 703.00 PER ANNUM (LEVEL 05)
REF. COGTA (30/11/2020) BHISHO

REQUIREMENTS: Grade12/ Senior Certificate or NQF Level 4. An undergraduate qualification (NQF level 6) in Bachelor of Public Administration will be an added advantage. Computer Literacy Microsoft Word, Power Point Excel, Email.

KPA'S: Arranging travelling and accommodation for the members of the committee and occasionally travel with the Chairperson of the committee to take notes in meetings or provide general assistant during presentation. Liaise with the Chairperson of the committee and committee members in relation to the programs of the committee. Ensure on submission of claims on behalf of committee members. Minute taking in committee meetings, develop reports and action plans of the committee. Ensure implementation of action plans in line with the budget. Responsible for the sub directorate commitment register and analyse expenditure patterns.

COMPETENCIES: Planning, organizing and time management skills. Administrative skills. Accuracy and attention to detail. Good verbal and written communication. Ability to work in a team. Customer service excellence. Report writing.

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2X SENIOR ADMIN CLERK: FIXED ASSETS
SALARY SCALE: R173 703.00 – R204 612.00.
COMMENCING SALARY: R173 703.00 PER ANNUM (LEVEL 05)
REF. COGTA (31/11/2020) BHISHO

REQUIREMENTS: Grade 12/ Senior Certificate or NQF Level 4. An undergraduate qualification (NQF Level 06) in Finance / Public Admin or any other related qualification with relevant experience in Asset Management environment will be an added advantage. A valid code 8 (B) driving licence. Computer Literacy.

KPA's: Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Councils. Write report after asset verification. Facilitate asset movement, updating of inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant assets during asset verification. Assist in facilitating disposal of redundant / unserviceable assets. Ensure assets in the department are monitored on a daily basis.

COMPETENCIES: Knowledge of PFMA, SCM prescripts, i.e Treasury Regulations and Practise Notes.

SENIOR ADMIN CLERK: ADMINISTRATION AND SERVICE DESK
SALARY SCALE: R173 703.00 – R204 612.00.
COMMENCING SALARY: R173 703.00 PER ANNUM (LEVEL 05)
REF. COGTA (32/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, An undergraduate qualification (NQF Level 06) Diploma in the field of Information Technology/ Information Systems. IT support services experience will be an added advantage. Good interpersonal skills with strong service orientation, ability to perform administrative duties and work under pressure. A valid code 8 (EB) Driver's license or higher is compulsory. Computer Literacy, Communication and report writing skills is essential.

KPA's: Management of ICT Service desk. Prepare documents, memorandums, for the procurement of ICT goods and services; ICT Asset administration (receipt, issue, and reallocation of assets) including periodic reporting. Capture ICT inventory on the asset register. Executive procurement processes, update commitment register by following up on invoices and clear outstanding commitments. Provide user support with active directory password resets. Rendering of all administrative and support services. Rendering of general office management to the DGITO office. Liaise with travel agencies to make travel and related arrangements for the unit. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

SENIOR PERSONNEL OFFICER: HR CONDITIONS OF SERVICES
SALARY SCALE: R173 703.00 – R204 612.00.
COMMENCING SALARY: R173 703.00 PER ANNUM (LEVEL 05)
REF. COGTA (33/11/2020) BHISHO

REQUIREMENTS: Grade 12/ Senior Certificate or NQF Level 4. An undergraduate qualification (NQF Level 06) in Human Resource Management or related qualification will be an added advantage. Computer Literacy. Knowledge of PERSAL system will be an added advantage.

KPA'S: Implement conditions of services and service benefits inclusive of **Service Termination:** termination of service on Persal, processing of withdrawal of pension benefits for exited employees, processing of funeral benefit claims in cases of death. **Service Benefits :** processing of resettlement benefits, processing of relocation benefits for appointed officials , incidental expenses, private accommodation school going children claims , request quotations for interim accommodation and transportation of personal effects and need arises , processing of application for housing guarantees , increase and decrease request for home owner deduction on Persal, processing of applications for housing allowances (rental/ home owners /paid –up withdrawals) from GEHS and submit to Financial Accounting Services for processing of payments on Persal .**Leave of Absence :** receive and capture approved applications for leave of absence on Persal, auditing of attendance register and leave

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reconciliation monthly, processing of payment of the Health Risk Manager invoices for services rendered on temporary incapacity leave.

SENIOR REGISTRY CLERK: MAIN REGISTRY
SALARY SCALE: R173 703.00 – R204 612.00.
Commencing salary: R173 703.00 per annum (Level 05)
Ref. Cogta (34/11/2020) Bhisho

Minimum Requirements: National Senior Certificate or NQF Level 4. National Diploma (NQF Level 6) in Records Management. Post graduate diploma in Archives and Records Management will be an added advantage. Computer Literacy.

KPA'S: Provide registry counter services: Attend to clients, handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management services: Opening and close files according to record classifications system. Filing / storage, tracing (electronic / manual) and retrieval of documents and files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver in post office. Open and maintain remittance register. Record all valuables articles as prescribed in the remittance register. Keep daily record of amount of letters franked. Process of documents for archiving and disposal. Electronic scanning of files. Sort and package files for archived and submit to the supervisor. Keep record for archived documents.

COMPETENCIES: National Archives Act 43 of 1996. Eastern Cape Provincial Records and Service Act 7 of 2003. Promotion of Administrative Justice Act 3 of 2000 (PAJA). Promotion of Access to Information Act 3 of 2000 (PAIA). Electronic Communications Transactions Act 25 of 2002 (ECTA). Protection of Personal Information Act 4 of 2013 (PoPI). Public Finance Management Act.

MESSENGER DRIVER: ASSET MANAGEMENT
SALARY SCALE: R 122 595.00 – 144 411.00
COMMENCING SALARY R122 595.00 (LEVEL 03)
REF COGTA (35/11/2020)

REQUIREMENTS: ABET Level 4 or NQF level 1-3. Grade 10/standard 8 certificate will be an added advantage. A valid Code 10 driver's license with PDP (an endorsed driver license). Good verbal and written communication skills. Must be able to work night duty weekends and public holidays.

KPA'S: Fill in log sheets before and after trips. Transporting goods and employees. Collecting and distributing goods and working materials. Transport employees to various working points. Pre-checking of vehicle before operating. Roads safety Management.

COMPETENCIES: Good and safe driving record is compulsory. Knowledge of Transport Regulations.

MESSENGER DRIVER: PROVINCIAL HOUSE ADMINISTRATION
SALARY SCALE: R 122 595.00 – 144 411.00
COMMENCING SALARY R122 595.00 (LEVEL 03)
REF COGTA (36/11/2020)

REQUIREMENTS: ABET Level 4 or NQF level 1-3. Grade 10/standard 8 certificate will be an added advantage. A valid Code 10 driver's license with PDP (an endorsed driver license). Good verbal and written communication skills. Must be able to work night duty weekends and public holidays.

KPA'S: Fill in log sheets before and after trips. Transporting goods and employees. Collecting and distributing goods and working materials. Transport employees to various working points. Pre-checking of vehicle before operating. Roads safety Management.

COMPETENCIES: Good and safe driving record is compulsory. Knowledge of Transport Regulations.

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GENERAL WORKER: ASSET MANAGEMENT
SALARY SCALE: R102 534 .00 – R 120 780.00
COMMENCING SALARY R102 534.00 (LEVEL 02)
REF COGTA (37/11/2020)

REQUIREMENTS: ABET Level 4 or NQF level 1-3. ABET/Grade 10. Grade 12 will be an added advantage. Good communication skills and good customer care. Acceptance of responsibility. Be able to work under pressure. Driving will be an added advantage.

KPA'S: Load and unload of furniture and other material when requested to do so. Keep store rooms /strong room clean and tidy. Sorting and packing of material in the store /strong room. Assist to move all redundant furniture, material from the department to the store rooms /strong room. Assist to shift furniture during furniture verification. Barcoding and disposal /auction.

COMPETENCIES: Good and safe driving record is compulsory. Knowledge

RE-ADVERTISEMENT POSTS

ASSISTANT DIRECTOR: MUNICIPAL FREE BASIC SERVICES (ALFRED NZO)
SALARY SCALE: R470 040.00 – R 553 677.00.
COMMENCING SALARY: R470 040.00 PER ANNUM (LEVEL 10)
REF. COGTA (38/11/2020)

Minimum Requirements: National Senior Certificate, B. Degree (NQF Level 6/7) in Public Management/Public Administration/Social Science. Three years' experience at a supervisory level of salary level 7/8. Experience in Free Basic Services policies 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

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. Conduct Free Basic Services workshops for the capacitation of all relevant stakeholders involved in the implementation of Free Basic Services. 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.

ASSISTANT DIRECTOR: GENDER FOCAL PERSON: SPECIAL PROGRAMMES UNIT
SALARY SCALE: R376 596.00 – R443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL09)
REF. COGTA (39/11/2020)

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 6/ 7) in Social Science/ Development Studies. Three years' experience at level 7/8 in administration related field. Computer literacy and valid driver's Licence.

KPA'S: Mainstreaming gender – cantered approach to departmental policy, planning, implementing and programming processes. Advise and support Department and Municipalities on all the matters pertaining to women and gender empowerment in gender development and responsive gender budgeting. Liaise with provincial, national, international gender machineries and other relevant stakeholders. Provide coordination of gender activities and programmes and develop framework for effective implementation of gender and women programmes in the Department. Monitor, analyse and evaluate departmental programs & plans on gender budgeting and development. Compile the gender reports on gender programme. Assess (at

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the beginning of budget year) whether adequate funds have been allocated to implement gender – centred aspects of Departmental policies.

COMPETENCIES: In- Depth knowledge of gender related policies, mainstreaming of issues of designated groups and monitoring equity. Communication skills (verbal and written) are essential. Ability to analyse programme reports with a gender lense. Organisational management, team work /interpersonal skills, result orientation /service focus. Incumbent must have worked in Special Programmes Field with thorough of gender, provincial, national and international instruments. In –depth of knowledge gender related policies mainstreaming of issues of designated groups and monitoring equity. Communication (verbal and written) skills are essential. Ability to analyse programme reports with a gender lense. Advanced computer skills in MS Office. Presentation and report writing skills will be an added advantage.

OFFICE MANAGER: CHIEF FINANCIAL OFFICER
SALARY SCALE: R376 596.00 – R443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)
REF. COGTA (40/11/2020) BHISHO

Minimum Requirement: National Senior Certificate (NQF Level 6/ 7) in Public Administration or any related field. Three years' experience as a Personal Assistant in administration/ finance related role. Valid driving license code 8 (EB). Computer literacy: MS Word, Spreadsheet, Power Point and Outlook. Office Management experience will be an added advantage.

KPA's: Provide support and coordination to all the activities of the Office of the Chief Financial Officer. Render administrative support of the Chief Financial Officer. Prepare Delegations of Financial Powers in terms of the PFMA for SMS Members. Support the consolidation of and management of budgeting processes in the Chief Directorate. Assist in the preparation of the In -Year Monitoring report submission to the departmental Budget Planning and Management Directorate, Manage and organise Chief Directorate monthly meetings. Provide secretariat support for Finance and Supply Chain Management meetings. Coordinate the Chief Directorate's Quarterly Review Session. Consolidate financial and non-financial reports for the Chief Directorate. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

COMPETENCIES: In –depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts, PFMA, Treasury Regulations, Treasury/ Practice Notice. Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS).

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT
SALARY SCALE: R376 596.00 – R443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)
REF. COGTA (41/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/ 7) in Law/ LLB or relevant qualification. Three years' experience at a supervisory level in Contract Management Environment of salary level 7/8. Computer literacy. A valid driving licence.

KPA's: Draft contracts and service level agreements. Evaluate the performance of contract 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. Provide guidance in recommendation of variation orders or extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Assist in management of budget and personnel. Assist in compiling and maintaining a contract management register. Assist in assessment of performance risks in the sub directorate in order to provide correct mechanisms. Provide support for safe keeping and maintenance of records, information and knowledge in the directorate. Assist in gathering information and responding to audit queries.

COMPETENCIES: Knowledge of constitution, PFMA and other relevant legislations and ability to implement these prescripts. Strong communication (Verbal and written) 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 work effectively with officials across all levels within the Department. Attention to detail. Self-starter with good negotiation skills. Ability to manage multiple tasks. Ability to make high level of submission.

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ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT AND CM PERFORMANCE REPORTING

SALARY SCALE: R376 596.00 – R443 601.00.
COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)
REF. COGTA (42/11/2020) BHISHO

REQUIREMENTS: National Senior Certificate, B. Degree (NQF Level 6/7) in Supply Chain Management/Auditing/Finance or relevant qualification. Three years' experience at a supervisory level of salary level 7/8. Computer literacy (MS Office and Excel). A valid driving Licence.

KPA'S: Assist, monitor, receiving and recording of all procurement transactions. Review compliance reports on analysed reports. Prepare and present mandated monthly, quarterly, half yearly and compile annual reports. Present compliance report findings to the evaluating body. Assist and maintain the irregular expenditure and deviation registers. Perform Supply Chain Management risk functions. Provide technical assistance to cost centres, to promote sound financial management. Draw reports and interpret financial data and present to immediate supervisor in preparation for management meetings. Assist in management of monitoring of budget and personnel. Assistant in gathering information and responding to audit queries.

COMPETENCIES: Communication Skills (Verbal and written). Planning and Organising Skills. Project Management skills. Client orientation and customer focus skills. Financial Management skills. Presentation and facilitation skills. Good interpersonal relations. Information analysis skills. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislations as well as applying the in the work environment. Report writing and listening skills. Good English proficiency (read write & speak). Good document scanning skills and document safekeeping skills. Ability to work effectively with officials across all levels within the Department. Good Team Work and Management skills. Ability to work under pressure. Good telephone and e-mail etiquette. Willing to work irregular hours.