



## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 06 OF 2024**

**DATE ISSUED 16 FEBRUARY 2024**

### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

### AMENDMENT

**PROVINCIAL ADMINISTRATION: LIMPOPO: OFFICE OF THE PREMIER:** Kindly note that the post of Assistant Director: Public Sector HRD Programmes under the Directorate: Public Sector HRD Programmes was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The requirements have been amended as follows: (1) Assistant Director: Public Sector HRD Programme with Ref No: OTP 01/24/10: An Undergraduate Qualification (NQF Level 6) in Human Resource Development or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Three (03) Years' experience in Human Resources Development and Training at a supervisory level. A Valid Driver's license except

for people with disability. The closing date is extended to 01 March 2024. And the post of Assistant Director: Performance Management Development System under the Directorate: Human Capital Investment and Research was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The Directorate has been amended to the Sub-Directorate: Performance Management Development System with Ref No: OTP 01/24/11. The closing date is extended to 01 March 2024. And the post of Assistant Director: Employee Health and Wellness Under the Directorate: HRD, PMS and Employee Health and Wellness was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The Requirements have been amended as follows: (1) Assistant Director: HRD, PMS and Employee Health and Wellness with Ref No: OTP 01/24/13: An Undergraduate Qualification (NQF Level 6) in Health Science or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Three (03) Years' Experience in Employee Health and Wellness Programme at A Supervisory Level. registration with statutory body. A Valid Driver's license except for people with disability. The closing date is extended to 01 March 2024. And the Post of Administrative Officer: OSC, Older People & Military Veterans was advertised in Public Service Vacancy Circular 04 dated 02 February 2024. The requirements have been amended as follows: (1) Administrative Officer: OSC, Older People & Military Veterans with Ref No: OTP 01/24/19: An Undergraduate Qualification (NQF Level 6) in Public Administration/ Social Sciences or equivalent qualification in the relevant field/ area as recognised by SAQA. A Minimum of Two (02) Years' experience in Administration. A valid driver's license except for people with disability. The closing date is extended to 01 March 2024 and kindly note that the post of Cleaner (X2 Posts) under the Directorate: Records and Facilities Management Services (Work Environment) was advertised in Public Service Vacancy Circular 04 dated 02 February 2024, The requirements have been amended as follows: (1) Cleaner: (X2 Posts) with Ref No: OTP 01/24/21; NQF level 1 or 2 (Grade 8/9) (AET/ ABET level 2 certificate).The closing date has been extended to 01 March 2024.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

**APPLICATIONS**

: Applicants must strictly apply using only the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za) (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za) and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

**FOR ATTENTION  
CLOSING DATE  
NOTE**

: Ms N. Mafu or Mr. N. Mhlawuli

: 01 March 2024

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. FOR SMS (Senior Management Service) POSTS: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

## MANAGEMENT ECHELON

**POST 06/37** : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: OTP 01/02/2024**

**SALARY CENTRE REQUIREMENTS** : R1 371 558 - R1 635 897 per annum (Level 14), (all-inclusive salary package)  
: Bhisho  
: Matric with an NQF Level 7 Degree in Public Administration /Management or Development Studies/or any relevant degree in Social Sciences/Humanities/Economics or relevant field. Minimum 5 years' experience at Director level in a relevant area. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Key Competencies: Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Oversee the implementation of provincial performance monitoring and reporting programmes: Ensuring coordination of M&E policies and practices in the province by developing generic M&E framework and implementation plan. Ensuring provision of technical guidance and support to provincial departments and government institutions in processes of building and implementing their M&E systems. Facilitate monitoring and report on government programmes and key service delivery interventions of the province. Ensure establishment of effective monitoring and reporting frameworks and systems for effective implementation and reporting on government programmes in alignment with national and provincial objectives. Ensure development and implementation of integrated provincial government performance monitoring programmes. Facilitate development/establishment of an effective Provincial Performance Monitoring, Reporting and Evaluation Machinery. Oversee implementation of the Provincial Government Programme of Action. Oversee development and implementation of performance improvement plans. Ensure resolution of service delivery blockage and complaints, further facilitating reporting on same as required. Oversee the development and implementation of Evaluation Plans aligned with the National Evaluation Policy Framework and Guidelines (Performance Evaluation): Ensure liaison with provincial departments and other government institutions to identify policies, programmes and projects that should be evaluated, further ensuring budget provision for these. Facilitate provision of advice and support to departments on the development and implementation of evaluation plans. Facilitate the implementation of evaluation studies in the province, in collaboration with relevant institutions. Oversee the facilitation of the development of programme improvement plans based on evaluation results; further seeing to monitoring and incorporation of planning and budget processes accordingly. Ensure coordination of all performance monitoring and evaluation governance systems implementation in the province in line with the DPME guidelines and frameworks. Oversee the implementation of provincial monitoring and verification programmes: Ensure verification of programme and project delivery in districts including reporting of same. Ensure monitoring and evaluation of frontline service delivery in identified institutions. Ensure strengthening of citizen participation in the monitoring of government service delivery and ensure feedback loops are closed. Monitor and evaluate Frontline Service Delivery in identified institutions. Oversee the verification of programme and project delivery in districts. Support the strengthening of citizen participation in the monitoring of government service delivery and provide regular feedback to citizens. Support Operation Masiphathisane by monitoring and evaluating the effective operation of ward, local and districts war rooms. Facilitate

the resolution of service delivery blockages and complaints. Oversee the implementation of integrated provincial performance monitoring & evaluation data management systems: Ensure the design, implementation and maintenance of architectural integration of systems to secure appropriate data management across the province for appropriate reporting and decision making. Oversee the management the presidential hotline. Ensure establishment and implementation of effective performance monitoring and evaluation data systems. Ensure establishment of effective performance information management systems. Facilitate collaboration with relevant stakeholders to ensure provision of integrated monitoring and evaluation data to inform decision making, planning and resourcing in the province. Ensure the coordination and resolution of petitions in the province. Establish the provincial hotline, manage public complaints, redirect and facilitate the resolutions thereof. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with Corporate Governance and planning imperatives.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/38** : **DIRECTOR: ENTREPRENEURSHIP AND EMPOWERMENT REF NO: OTP 02/02/2024**

**SALARY** : R1 162 200 - R1 365 411 per annum (Leve 13), (all-inclusive salary package)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : NQF Level 7 as recognised by SAQA in Business Economics, Economics, Development Finance, Corporate Finance, Public Administration, Social Sciences or any other equivalent/relevant qualification. Minimum 5 years' experience as Deputy Director in Development Finance or Funding Coordination and Entrepreneurship support environment. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Advance the economic mainstreaming of youth by spearheading the coordination of funding opportunities for Youth-owned Small, Medium, and Micro Enterprises (SMMEs) and Cooperatives. Proactively explore and identify avenues for youth participation in the economy, overseeing the development and implementation of a comprehensive provincial Youth SMME Development Plan. Monitoring and ensuring government compliance with youth procurement, leveraging a specialized payment tracking platform for Youth SMMEs and Cooperatives. Tracking, reporting, and facilitating the creation of job opportunities through diverse funding programs and government interventions. Champion the support for existing youth enterprises by coordinating mentorship, incubation and assistance programmes to youth-owned businesses through national, provincial departments and municipalities. Creating awareness, encouraging small business and cooperative development, and ensuring access to essential resources such as finance, skills development, market linkages, and networking opportunities. Facilitation, coordination, and monitoring of youth programs within the Economic Cluster to align with the objectives of the Provincial Youth Development Strategy and the National Youth Policy. Lead the coordination of government spending to maximize its impact on youth economic empowerment. The successful candidate will be tasked with managing the allocated resources of the directorate in strict adherence to legislative and departmental policy directives, while ensuring compliance with

corporate governance and planning imperatives. Overall, the role requires a strategic and visionary leader committed to driving youth entrepreneurship, empowerment, and economic development.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/39** : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING (GOVERNANCE & ADMINISTRATION CLUSTER) REF NO: OTP 03/02/2024**  
Re-advertisement, (those who applied before may need to re-apply)

**SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), (all-inclusive salary)

**CENTRE** : Bhisho

**REQUIREMENTS** : NQF Level 7/ Degree as recognised by SAQA in Social Sciences/Public Administration/Public Management/Humanities/Development Studies / any other relevant qualification. Minimum 5 years' experience as Deputy Director within a performance monitoring environment. Experience in working within the Government Cluster system will be an added advantage. A valid driver's license, Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Co-ordinate M & E policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and provide support to government institutions. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the M & E Framework and policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the

**ENQUIRIES**

implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.  
: Ms Mafu at 0825622347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**OTHER POSTS**

**POST 06/40**

: **SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 04/02/2024**  
Re-advertisement, (those who applied before may need to re-apply)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 081 953 - R1 679 754 per annum, (all-inclusive salary package), (OSD – LP 9)  
: Bhisho  
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post admission legislative drafting and advisory experience. Applicants must understand the public service prescripts/laws and its application. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws.

**DUTIES**

: Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analysing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes.

**ENQUIRIES**

: Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/41**

: **SENIOR STATE LAW ADVISOR: LEGAL COMPLIANCE REF NO: OTP 05/02/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 081 953 - R1 679 754 per annum, (all-inclusive salary package), (OSD – LP 9)  
: Bhisho  
: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 8 years' appropriate post qualification advisory and contracts experience (a qualification in the drafting of contracts and agreements/constitutional law will be an added advantage). A valid driver's license. Applicants must understand the public service prescripts/laws and

its application. Key competencies: Sound knowledge of commercial, constitutional and administrative law as it applies to provincial government. Experience in the drafting and vetting of contracts and agreements. Knowledge of statutory and case law, regulations, prescripts and policies. Knowledge and experience in drafting and reviewing policies, manuals and Standard Operating Procedures. Knowledge and experience in the furnishing of legal advice and opinions and doing legal research. Analytical skills, communication skills. Ability to capacitate government officials on certain laws. Sound administrative skills and computer literacy are essential.

**DUTIES** : Drafting and vetting of contracts and agreements for the Office of the Premier and EC Provincial Government; Vetting of international instruments and agreements; Providing advice and legal opinions to the Office of the Premier, provincial government departments and other stakeholders; Co-ordination and support in legal compliance in the Province, especially in relation to the implementation of and compliance with PAIA, POPIA and PAJA; Liaising with internal and external stakeholders regarding compliance with PAIA, POPIA and PAJA; Reporting on constitutional court judgments; Draft and review policies, manuals and Standard Operating Procedures where applicable to legal compliance; Co-ordinate the effective and efficient running of the Legal Compliance directorate; Report on the Legal Compliance directorate's information as required by internal and external stakeholders; Develop the implementation of the Legal Compliance directorate's Annual Operational Plans; Monitor and report on the implementation thereof monthly, quarterly and annually.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/42** : **DEPUTY DIRECTOR: FACILITIES & SECURITY SERVICES REF NO: OTP 06/02/2023**

**SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive salary package)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate with an NQF level 6/7 qualification, National Diploma /Degree as recognized by SAQA in Public Administration/Business Administration/Public Management/Security/Facilities/Disaster Management and Built Environment. 3 years' experience at an Assistant Director within the similar environment. Valid driver's license. (with exception of persons with disabilities). Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act. Promotion of Access of Information Act. Ability to implement Government Immovable Asset Management Plan (GIAMA). Understanding of Occupational Health and Safety Act, no. 85 of 1993. Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES** : Maintain building infrastructure and allocation of office accommodation. Ensure the provision and maintenance of security services. Ensure the provision of Housekeeping / Auxiliary Services. To ensure the provision of screening and vetting services. Manage human resource within the sub-directorate. Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.



**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/43** : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 07/02/2024 (X3 POSTS)**  
Economic Development and Governance & Admin. Clusters  
Re-advertisement, (those who applied before may need to re-apply)

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, NQF Level 6/7- National Diploma or Degree as recognised by SAQA National or any relevant qualification in Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. 3 years' experience in the strategy and development planning within similar environment. Knowledge and skills: Knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). A valid driver's license.

**DUTIES** : Co-ordination of the integrated Provincial medium- and long-term Strategic Plans. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals (SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Collaborate with different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Support the implementation of POA through the Cluster system. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Coordinate the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof to drive the implementation of the Infrastructure Plan. Support the development of Provincial Short term Strategic goals. Support the departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) to ensure alignment to provincial priorities and conformance to planning frameworks. Assist in the analysis of the provincial plans and IDPs to ensure alignment with government priorities and sectoral plans. Support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 0604729836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/44** : **ASSISTANT DIRECTOR: ICT OPERATING SYSTEM SECURITY (OSS) DEPARTMENTAL ICT REF NO: OTP 08/02/2024**  
Re-advertisement, (those who applied before may need to re-apply)

**SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, NQF Level 6/ 7- National Diploma or Degree or any relevant qualification in IT-related field, Advanced Diploma qualification recognised by SAQA with more than five (5) years ICT industry experience, of which a minimum of 2 years should be maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). A valid driver's license. Advantageous Industry certification: Microsoft Certified: Security Operations Analyst Associate. certification(s). This Microsoft certifications is renewable

annually for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with this certification finalists will be issued the corresponding Microsoft exam voucher to take, and within one calendar week, submit proof of passing the respective exam before the preferred applicant can be considered suitable candidate for possible employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

**DUTIES** : Manage security and compliance operations: Implement & Maintain platform protection. Secure data and application. Manage security operations. Review and assess the security landscape. Identity and access management: Manage identity and access. Synchronize Azure AD and Active Directory Domain Services. Review and implement roles in Azure AD. Deploy Azure AD privileged identity management. Information protection: Know, protect and prevent loss of OTP data. Implement & Maintain Information Protection in Microsoft 365. Implement Data Loss Prevention. Implement & Maintain Data Lifecycle and Records Management. Threat mitigation: Implement and manage threat protection. Plan and implement Microsoft Defender for Endpoint. Plan and implement Microsoft Sentinel. Simulate and hunt threats. Administer on-premises systems: Deploy and manage virtual applications. Plan and implement software updates to on-premises infrastructure. Administer the System Centre management fabric. Upgrade all on-premises systems with latest versions. Provide regular capacity reports.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/45** : **ASSISTANT DIRECTOR: ICT INFORMATION ARCHITECT: DEPARTMENTAL ICT REF NO: OTP 09/01/2024**

Re-advertisement, (those who applied before may need to re-apply)

**SALARY** : R424 104 - R496 467 per annum (Level 09)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, - NQF Level 6/7, National Diploma or Degree qualification in Information Systems-related field, or Advanced Diploma with minimum of more than five (5) years ICT industry experience of which a minimum 1 year should be in NET programming. A valid driver's license. Advantageous Industry certification: Microsoft Certified: Power Platform Functional Consultant Associate. This Microsoft certifications is renewable annually for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with this certification finalists will be issued the corresponding Microsoft exam voucher to take, and within one calendar week, submit proof of passing the respective exam before the preferred applicant can be considered suitable candidate for possible employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

**DUTIES** : Plan, Configure, and Manage Data Lake (within the Microsoft Dataverse): Plan & Manage data model/architecture. Configure Data Lake (MS Data verse); and Configure security settings. Create Microsoft Power Apps: Create & Manage model-driven apps; Manage use cases for canvas apps; and Build & Manage Power Pages. Create and Manage Process Automation: Create & Manage cloud flows; Create & Manage business process flows; and Create & Manage classic workflows. Manage and Visualise Data using Dataflows & PowerBI: Build & Manage Power BI in Power Platform; and Create & Use dataflows. Manage Application Lifecycle, Interoperability, and Microsoft Power Virtual Agents: Define and manage use cases for App Checker and Solution Checker; and identify and manage unmanaged solutions. Add apps to Microsoft Teams; Create Teams Channels; and User Power Automate Gateway where necessary. Define and

- Manage use cases for Power Virtual Agents and Define & Manage components of Power Virtual Agents.
- ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 06/46** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 10/02/2024**  
Re-advertisement, (those who applied before may need to re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)  
: Bhisho  
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA or National Diploma in Social Sciences/Public Administration. 3 years' appropriate experience in Intergovernmental Relations, policy Development and Co-ordination of Programmes. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. A valid driver's license.
- DUTIES** : coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organisation of EXCO outreach Programme in the line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.
- ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 06/47** : **ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP 11/02/2024**  
Re-advertisement, (those who applied before may need to re-apply)
- SALARY** : R359 517 - R420 402 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho
	:	National Senior Certificate, NQF level 6/7- National Diploma or Degree qualification as recognised by SAQA in Operations Management / Work Study / Human Resource Management. Minimum of 2 years' experience in OD in the relevant field. A certificate in Management Sciences/ Job Evaluation/Organisation & Development Certificate may serve as an advantage. A valid driver's licence will be an added advantage. Knowledge and Skills: Knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCEA, EEA and related policies /regulations. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions.
<b><u>DUTIES</u></b>	:	Provide technical support in the development and maintenance of OTP's Organisational Structure and the documentation and development of business processes for the Department: Conduct OD investigations. Provide support in the development of Service Delivery Model. Facilitate the development of organisational structure. Liaise with the National Department on the development of organisational structure. Facilitate the development of business process architecture. Document business processes. Facilitate the development of Standard Operational Procedures. Conduct Job Design inclusive of Job Evaluation: Conduct work-study. Conduct work measurements exercise. Conduct JE research. Facilitate the development of Job Descriptions. Provide technical support in the development of departmental service delivery improvement plans and service charters: Provide support on the development of draft SDIP and Service Charter. Liaise with national department on the development of SDIP and Service Charter. Facilitate change management in the Department: Provide support in the development of communication plan. Provide support in the coordination of the provisioning of change management interventions. Facilitate the appointment of Change Agents in the Department.
<b><u>ENQUIRIES</u></b>	:	Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 06/48</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: INTEGRATED YOUTH DEVELOPMENT REF NO: OTP 12/02/2024</u></b> Re-advertisement, (those who applied before may need to re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 - R343 815 per annum (Level 07)
	:	Bhisho
	:	National Senior Certificate, NQF level 6 - National Diploma qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification as recognized by the SAQA at (360) credits. Knowledge of Microsoft Office suite literacy at intermediate level. Minimum of 1-2 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. A Driver's license will be an added advantage. Knowledge and Skills; Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.
<b><u>DUTIES</u></b>	:	Provides a secretarial/receptionist support service to the Chief Directors office. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the DDG. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding

engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to Chief Director regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the Chief Director with the administration of the office budget Collect and coordinate all the documents that relate to the DDG's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES**

: Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/49**

: **ICT NETWORK CONTROLLER REF NO: OTP 13/02/2024**  
 Component: Departmental ICT  
 Re-advertisement, (those who applied before may need to re-apply)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R294 321 - R343 815 per annum (Level 07)  
 : Bhisho  
 : National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, with 1 – 2 years experience maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring.

**DUTIES**

Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

: Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, tftpdnld, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.

**ENQUIRIES**

: Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/50**

**ICT USER SUPPORT TECHNICIAN REF NO: OTP 14/02/2024 (X2 POSTS)**

Component: Departmental ICT

Re-advertisement, (those who applied before may need to re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 - R343 815 per annum (Level 07)

: Bhisho

: National Senior Certificate, NQF level 6/7 - National Diploma or Degree as recognised by SAQA in IT industry, with 1-2 years' experience in ICT End User computing support and Service Desk operations. Advantageous Industry certifications: Microsoft 365 Certified: Modern Desktop Administrator Associate certification or other relevant Microsoft Technical Certifications. Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with the relevant certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring, Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

**DUTIES**

: Install, configure, and support Windows client -Install Windows client, Manage and use Hyper-V on Windows client, Configure Windows settings, Install and configure optional features. Configure and manage connectivity and storage - Configure networking and access, Configure and manage storage, Configure OneDrive on Windows client, Troubleshoot client connectivity. Maintain and support Windows - Perform system and data recovery, Manage Windows updates, Configure remote management, Monitor and manage Windows. Protect devices and data - Manage users, groups, and computer objects, Configure and manage local and group policies, Support security settings on Windows client, Support Multi-factor Authentication (MFA) and password self-service. Install, configure and support Windows client applications - M365 Applications, Collaboration & communication, Social and intranet, Files and content, Work management.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/51** : **HR PRACTITIONER: CONDITIONS OF SERVICE REF NO: OTP 15/01/2024**

**SALARY** : R294 321 - R343 815 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, NQF 6 Level (National Diploma) qualification certificate as recognized by SAQA in Human Resources Management/Public Administration/ Public Management. Successful completion of PERSAL Introduction Certificate (proof of certificate submitted only when shortlisted). 1-2 years relevant experience in Human Resource Management environment. Knowledge and Skills: Knowledge, understanding, interpretation, and application of legislation that governs the Public Service. Knowledge and understanding of the Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Public Finance Management Act, 1999 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury, and Departmental prescripts, policies, and circulars applicable to Human Resources Management Knowledge of Human Resources Information Systems such as PERSAL (Personnel and Salary), E-Leave, and PMDS systems. Computer literacy, Interpersonal Relationships, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

**DUTIES** : Administer Conditions of Service including Leave Management, PILIR, Government Employees Housing Scheme (GEHS) and Housing Allowance. Administer Government Employees' Medical Scheme and Assistance, Long service recognitions and awards, and Injury on duty. Administer the Exit Management for employees of the department including pension benefits and leave gratuity payments; Administer garnishee orders, resettlements, subsistence, travel and overtime claims. Administer any other employee-related service benefits, privileges, and allowances. Assist in the development, review, and implementation of the departmental HR policies in the department.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mphulu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/52** : **HR PRACTITIONER: HRMIS REF NO: OTP 16/02/2024**

**SALARY** : R294 321 - R343 815 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, NQF 6 Level (National Diploma) qualification as recognized by SAQA in Human Resources Management/Public Administration/ Public Management. Successful completion of PERSAL Introduction and Establishment (proof of certificates is submitted only when shortlisted). 1-2 years relevant experience in Human Resource Management environment. Knowledge and Skills: Knowledge, understanding, interpretation, and application of legislation that govern the Public Service. Knowledge and understanding of the Public Finance Management Act, 1999 as amended, Public Service Act, 1994 as amended, Public Service Regulations 2016 as amended, Occupational Health and Safety Act, 1993, Basic Conditions of Employment Act, 1997. Understanding and interpretation of DPSA, National Treasury, Provincial Treasury and Departmental prescripts, policies and circulars applicable to PERSAL system. Knowledge of PERSAL (Personnel and Salary) System. Computer literacy, Interpersonal Relations, Report writing, Communication (Verbal and written communication), Planning, and Organizing skills.

**DUTIES** : Administer the creation, maintenance, and abolishment of the approved departmental structure on PERSAL. Administer the implementation of PERSAL Centralisation and ensure sound User Account Management. Administer HRIMS (PERSAL) and provide Management Information reports to line managers and render user support function. Compile monthly, quarterly, half-yearly, and annual PERSAL Management reports and other reports required by internal and external

clients, Finance Management, Internal Audit, Auditor General, and other departments. Administer the updating of Employee Personal Information in terms of NMIR and PERSAL Clean-up Strategy. Assist internal and external clients with PERSAL enquiries and requests regarding the PERSAL Establishment and Personnel related information.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 06/53** : **SURVEILLANCE (SECURITY) OPERATORS REF NO: OTP 17/02/2024 (X2 POSTS)**  
(Fixed term contract of 12 months)

**SALARY** : R202 233 – R235 611 per annum, (annual salary plus 37% in lieu of service benefits (Level 05)

**CENTRE** : Bhisho

**REQUIREMENTS** : Matric Certificate or National Senior Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade B security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license will be added advantage. Skills and Competencies: Good verbal communication skills. Good work ethic Interpersonal skills, Good communication (verbal and written); Problem solving and decision making skills; Interpersonal Relations; Teambuilding, People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.

**DUTIES** : Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately.

**ENQUIRIES** : Ms Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za), or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)/ OR [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)/ or [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

**FOR ATTENTION** : Ms T. Nkonyile or Ms. O. Mjali



**CLOSING DATE**  
**NOTE**

: 01 March 2024  
:  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

**MANAGEMENT ECHELON**

**POST 06/54**

: **DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENTS OF HEALTH REF NO: PT 01/02/2024 (X2 POSTS)**  
(12 Months Contract)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 162 200 per annum (Level 13), (all-inclusive)  
:  
: Bhisho  
:  
: National Senior Certificate, Three-year Degree (NQF level 7) Finance or Public Management coupled with Minimum 7 years' work experience in Financial Management or Public Administration environment, of which 5 years should be middle management (Deputy Director) level. A certification in Project Management and experience in managing financial management related projects will be an added advantage. Skills And Competencies: Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, understanding of legislative

		framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc.
<b><u>DUTIES</u></b>	:	Manage Projects and Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desires impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:Theliswa.nkonyile@ectreasury.gov.za">Theliswa.nkonyile@ectreasury.gov.za</a> / Or <a href="mailto:Olwethu.mjali@ectreasury.gov.za">Olwethu.mjali@ectreasury.gov.za</a> (NB: For Technical Glitches Only – No CVs). EE Target: African Females
<b><u>NOTE</u></b>	:	
<b><u>POST 06/55</u></b>	:	<b><u>CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT 02/02/2024</u></b> (12 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive) Bhisho National Senior Certificate, A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management / Industrial Psychology / Public Management (NQF 7) coupled with minimum of 7 years' relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management or related field environment.
<b><u>DUTIES</u></b>	:	Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the department, in a manner that enhances and ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods, and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change. strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural, and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. Systematically Analyse Departmental Activities or processes with a view to improving the department's alignment with the strategic goals and or its effectiveness and efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change. Monitor and Implement Records and Facilities Management; Ensure development, monitor and implementation of departmental policies, procedures, and processes with regards to the planning and provisioning of office support registry requirements. Ensure that workplace complies to legislation requirements, especially the Occupational Health & Safety Act. Ensure development and implementation of electronic document management system. Ensure development and implementation of departmental file plan. Ensure movement of office equipment and furniture is done with prior approval and within the standards of the department. Ensure provisioning of departmental document management complies with National and Provincial Archives Act.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi 060 573 5574. For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / or [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) (NB: For technical glitches only – No CVs).

**NOTE** : EE Target: African Female

#### **OTHER POSTS**

**POST 06/56** : **DEPUTY DIRECTOR: FORENSIC: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 03/02/2024**  
(Fixed Term of 12 Months Contract)  
Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

**SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, A Three-Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation. Minimum 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FPSA) will be used as an added advantage. Registered with a Professional accounting/ law or investigation Association or Professional Body will also be an added advantage. Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

**DUTIES** : Render support to the Forensic Audit Strategy of Departments: Give input into the development, planning, implementing, and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support and Capacity Building to Provincial Government Institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render support in Ensuring compliance to regulatory frameworks within the province: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor Departments Forensic Capacity If Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained, and safeguarded.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE** : EE Target: White Male

**POST 06/57** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT EXPERT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 04/02/2024**

(Fixed Term of 12 Months Contract)

Purpose: To support turnaround interventions towards efficient management of Supply Chain Management and Asset Management for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11)  
: Bhisho  
: National Senior Certificate, A Three-Year Degree, or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Supply Chain Management /Financial Management coupled with minimum 5 years' experience in Supply Chain Management of which 3 years should be at Middle Management Level (Assistant Director Level). Skills and Competencies: Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.

**DUTIES**

: Review policies and provide support for effective controls in the Supply Chain Management and Asset Management operational and strategic environment, explore opportunities for use of latest technologies to enhance performance in Supply Chain Management and Asset Management, ensure accurate management information to support decision making, preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE**

: EE Target: Coloured Male

**POST 06/58** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT 05/02/2024**

(Fixed Term 12 Months Contracts)

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11)  
: Bhisho  
: National Senior Certificate, A Three-year Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 5 years' work experience of which 3 years should be middle management (Assistant Director) level. A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and/or quality improvement programme will be an added advantage. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

**DUTIES**

: Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management.

Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE** : EE Target: African Male

**POST 06/59** : **DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/02/2024**  
(01 Year Contract)

**SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management, and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and Mscoa.

**DUTIES** : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation, and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support, and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholder.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE** : EE Target: White Female

**POST 06/60** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: PT 07/02/2024**  
(Fixed Term 12 Months Contract)

Purpose: To manage the planning, monitoring of the infrastructure delivery and performance by Municipal Infrastructure

**SALARY** : R811 560 per annum (Level 11)

<b><u>CENTRE REQUIREMENTS</u></b>	: Bhisho : National Senior Certificate, Degree/B-TECH/BSC Built Environment in (Civil Engineering, Quantity Surveying, Project Management) (NQF level 7 as recognised by SAQA). Coupled with a minimum of 5 years' experience in Built Environment in public sector or local government infrastructure of which 3 years must be at an Assistant Director level or higher. A valid driver's License. Professional registration with Engineering Council of South Africa (ECSA)/South African Council for the Quantity Surveying Profession (SACQSP)/South African Council for the Project and Construction Management Professions (SACPCMP) will add an advantage. Skills and Competencies: Knowledge of Microsoft Office especially for Power Point, Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation and Computer Literacy.
<b><u>DUTIES</u></b>	: Preparing presentations on a monthly and quarterly basis for a number of Technical and Political IGR Forums in the Province with respect to Municipal Infrastructure. Preparation of quarterly reports as per Operational Plan for the unit. Attending technical one on one sessions with struggling Municipalities. Participate on Section 17, 18 and 19 of the Division of Revenue Act (withholding, stopping and re-allocation of funds). Conducting Division of Revenue Act (DoRA) workshops on annual basis. Conducting technical site visits on municipal funded projects. Analyse the municipal infrastructure funding frameworks and long-term infrastructure planning, Integrated Portfolio Management Plans. Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Provide inputs into the municipal infrastructure strategy as well as support and monitor the implementation of strategies. Analyse the Procurement Plans of the municipal infrastructure grants funded projects for municipalities. Infrastructure Expenditure Performance Report. Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Undertake technical infrastructure site visits to verify of value for money (e.g. Payments are compared against physical progress made). Conducting Gateway Review sessions in line Framework for Infrastructure Delivery and Procurement Management (FIDPM), informed MFMA Circular 109.
<b><u>ENQUIRIES</u></b>	: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:Theliswa.nkonyile@ectreasury.gov.za">Theliswa.nkonyile@ectreasury.gov.za</a> / OR <a href="mailto:Olwethu.mjali@ectreasury.gov.za">Olwethu.mjali@ectreasury.gov.za</a> (NB: For technical glitches only – No CVs).
<b><u>NOTE</u></b>	: EE Target: African Male
<b><u>POST 06/61</u></b>	: <b><u>DEPUTY DIRECTOR: LOGIS IMPLEMENTATION REF NO: PT 08/02/2024</u></b> Purpose: To Manage, Plan, Coordinate LOGIS support and Implementation in Provincial Departments.
<b><u>SALARY</u></b>	: R811 560 per annum (Level 11)
<b><u>CENTRE REQUIREMENTS</u></b>	: Bhisho : National Senior Certificate, A Three-Year Degree or Bachelor of Technology (NQF level 7 as recognised by SAQA) in Commerce, coupled with minimum 5 years' experience in LOGIS environment of which 3 years should be at Middle Management Level (Assistant Director Level). Successful completion of LOGIS System Controller Course is compulsory (System Controller Certificate must be submitted on the interview date). Skills and Competencies: Public Finance Management Act, Financial Accounting, Performance Management, LOGIS System Controller, Asset Management Policies / Guidelines, SCM Policies / Guidelines, Computer literate in Microsoft Office applications such as Word, Excel, PowerPoint, Notepad., LOGIS Asset Management, LOGIS Asset Miscellaneous, LOGIS Asset Verification, and BAS. LOGIS management reporting Communication Skills, Report Writing Skills, Presentation Skills.
<b><u>DUTIES</u></b>	: manage implementation of LOGIS system to all provincial departments: Manage the Implementation Coordinators to ensure the Implementation of the Logistical Information System (LOGIS) in all Eastern Cape Provincial Departments. Review onsite assessments at client premises to ensure readiness for LOGIS

implementation and finalise relevant report. Assist client departments to craft their individual project plans and establish project teams. Review and finalise data Preparation Plans. Approve the Implementation Cost Centre Infrastructure Set-up. Review information regarding Assets and Inventory of the Department in collaboration with Transversal Asset Management Unit. Manage and review the organisational alignment of the Department process flows and Supply Chain process flows with the LOGIS system. Monitor warehouse/store optimisation and ensure that balances are captured, review item numbering. Review Technical Environment Set-up to ensure infrastructure is ready for implementation of the system. Execute relevant Batch programs and print quality check reports. Manage the close-out of the implementation of LOGIS System and approve "Go-live". Coordinate the Capturing of all transactions that are ready for procurement. Render LOGIS system support and training to provincial departments; Render technical support to end-users and ensure an effective running process flow of the Supply Chain system. Ensure proper maintenance of the LOGIS System across all modules. Coordinate system training services in partnership with FIS Training team to all end-users and ensure a better understanding and use of the system is achieved. Monitoring Performance of Provincial Department's Supply Chain Processes Post Implementation; Review outcomes of Monitoring of the system to ensure available facilities are utilised to their maximum and ensure the system complies with the minimum requirements. Review outcomes of monthly reports for security controls, exceptions, and balance score card implementation. Analyse progress reports and other reforms from National Treasury to advise client departments accordingly. Collaborate with LOGIS Monitoring and Support officials to solve problems. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Director. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Manage Performance of all subordinates through the formal PMDS system.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE** : EE Target: African Male

**POST 06/62** : **DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT REF NO: PT 09/02/2024**

Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

**SALARY** : R811 560 per annum (Level 11)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, A Degree (NQF level 7 as recognized by SAQA) in Internal Auditing with a Minimum 5 years relevant work experience in Internal Auditing of which 3 years' experience must have been at a Middle Management Level (Assistant Director level) in Internal Auditing environment. Valid Driver's licence is essential. Any of the following Certification's CIA, PIA/GIA, IAT, QAR, CISA will be added advantage. Skills And Competencies: Sound Knowledge of the current Standards governing the Internal Audit profession. Sound knowledge of current Internal Audit founding documents including Internal Audit & Audit Committee Charters, Internal Audit Plans, Combined Assurance and Methodologies. Planning, Performing & Monitoring of Performance for the unit. Knowledge of Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. End user computing: MS Office. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity

**DUTIES**

Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organising. Problem Solving and Decision Making. Project. Management. Team Leadership.

: Monitor Compliance with the International Standards for Professional Practice of Internal Auditing: Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e., Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1-year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the Image of Internal Audit both Internally and Externally: Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform Specialised Audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house where applicable Manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor implementation of recommendations: Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. work plans and Personal Development Plans (PDPs) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely performance assessments of all subordinates. Ensure that assets are managed, maintained and kept safely.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

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**NOTE**

: EE Target: African Female



**POST 06/63** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: PT 10/02/2024**  
Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

**SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, A Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management / Public Finance / Economics, coupled with a minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in budget. Skills and Competencies: MS Word, MS PowerPoint, MS Excel, knowledge of BAS, PERSAL, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

**DUTIES** : Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Provide inputs into the National Budget Benchmark exercise. Manage sectoral policy implementation and provide advice and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Undertake and monitor expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's budget submission inputs. Analyse and report on expenditure trends through statistical and economic analysis in preparation for MTECs. Plan and conduct MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Assess departments' requests for funding. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) or Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting System) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the Overview of Provincial Revenue and Expenditure OPRE, budget flyer, policy speech and MEC budget speech. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) with the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with the SP, APPs and Operational Plans. Analyse monthly IYM on revenue and expenditure and ensure quarterly feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review Section 40 cash flow

projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM as well as evaluate the submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, Cabinet Budget Committee (CBC), Top management and department on the IYM analysis. Provide inputs for the CFO's forum when required. Prepare monthly Provincial Expenditure and Revenue (PEAR) document for National Treasury. Analyse Quarterly Performance Reports (QPR) and provide feedback to department. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on nonfinancial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: Ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / or [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) (NB: For technical glitches only – No CVs).

**NOTE** : EE Target: African Male

**POST 06/64** : **ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT REF NO: PT 11/02/2024**

Purpose: To account for the funding and revenue generated in respect of departments, financial investment and reporting thereon

**SALARY** : R424 104 per annum (Level 09)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, Degree (NQF level 7 as recognized by SAQA) in Commerce / Financial Accounting/ Financial Management / Management Accounting, Coupled with a minimum of 3 years' relevant experience at an officer level (level 7 or higher). Skills and Competencies: Time Management, Ability to meet deadlines, Cash-Flow Management, Financial Risk Management, Investment Management, application of PFMA, PERSAL, BAS, Financial Accounting. Policy Analysis Computer Literate, Analytical Thinking, Communication Skills.

**DUTIES** : To account for own revenue generated by Departments, Collection of own revenue from the departments. Utilization of BAS reports to analyse Revenue payables to the Revenue Fund. Send correspondence to departments requesting them to pay over own revenue collected as per BAS report. Raise own revenue debtors on BAS to acknowledge the debt that the department has with the Provincial Revenue Fund. Prepare and review own revenue reconciliation report on departmental collections versus paid over to the PRF. To review and authorise all transactions of the PRF on BAS, To be able to produce a general ledger and trial balance; Provincial Revenue Fund transactions are recorded timeously on BAS with no misallocations. Review and analyse PRF journals and authorize them on BAS. To assist in the preparation of the PRF AFS in accordance with the modified cash

		Standards (MCS) PFMA and Treasury Regulations; To assist in the preparation of the AFS. AFS produced per prescribed National Treasury's template. Audit findings by the Auditor General are followed up and implemented. To prepare monthly bank reconciliations of the IGCC, Exchequer Account and any other commercial bank that the PRF has invested in; Bank reconciliations are prepared for the Exchequer account, IGCC and other investments. Prepare Bank Reconciliations between PRF cashbook, payment schedule, BAS, and bank statements.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:Theliswa.nkonyile@ectreasury.gov.za">Theliswa.nkonyile@ectreasury.gov.za</a> / OR <a href="mailto:Olwethu.mjali@ectreasury.gov.za">Olwethu.mjali@ectreasury.gov.za</a> (NB: For technical glitches only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: Coloured Female
<b><u>POST 06/65</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: PT 12/02/2024</u></b> Purpose: To render Internal Audit Services for the Department.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) Bhisho National Senior Certificate, A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Internal Auditing coupled with a minimum of two years' experience in an internal audit environment. Driver's licence will be an added advantage, prior experience in Provincial and National Government Departments and Entities. Skills and Competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.
<b><u>DUTIES</u></b>	:	Facilitate the execution of comprehensive audit plan. Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: <a href="mailto:Theliswa.nkonyile@ectreasury.gov.za">Theliswa.nkonyile@ectreasury.gov.za</a> / OR <a href="mailto:Olwethu.mjali@ectreasury.gov.za">Olwethu.mjali@ectreasury.gov.za</a> (NB: For technical glitches only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male. NB: This post is earmarked for a person with disability.
<b><u>POST 06/66</u></b>	:	<b><u>ADMIN OFFICER: DEPARTMENTAL SCM &amp; ASSET MANAGEMENT REF NO: PT 13/02/2024</u></b> Purpose: To render administrative and office support services to the Departmental Supply Chain Management Directorate.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) Bhisho A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Office Administration or Public Management coupled with a minimum of two years' experience in administration in Supply Chain environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service. Knowledge and application of departmental polices. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette. Report Writing. Planning & organising. Good People Skills, Problem Solving, Communication (written and verbal).
<b><u>DUTIES</u></b>	:	Render Demand and Acquisition Management Services; Update and maintain supplier (including contractors) database. Capture and register suppliers on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration

and contracts conclusions. Render logistical support services and implementation of risk management interventions within the directorate. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liaise with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain attendance and leave registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. Render logistical support services and implementation of risk management interventions within the directorate. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers and databases. Liaise with end users to obtain requests for goods from end users and issue goods to end users. Keep and maintain goods registers. Assist in the identification and evaluation of risks within SCM unit. Investigate complaints and report back to complainant. Assist with the monitoring and evaluation of bid processes in the department. Provide secretariat support services to the directorate; Collect and compile necessary documents for the directorate meetings. Record minutes and circulate to all relevant role players and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangement for the Directorate meetings. Consolidate monthly and quarterly performance reports. Provide Financial Administration Support Services for the directorate; Collects and coordinate all documents related to the directorates budget. Assist the directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Prepare monthly in year monitoring reports. Check and collates BAS reports and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Director and compile draft memo for this purpose.

**ENQUIRIES**

Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) (NB: For technical glitches only – No CVs).

**NOTE**

EE Target: Coloured Male. NB: This Post Is earmarked for a person with disability.

**POST 06/67**

**PROVISIONING ADMIN CLERK; ACQUISITION MANAGEMENT REF NO: PT 14/02/2024**

Purpose: To provide clerical and administrative support in Acquisition Management processes in the department.

**SALARY CENTRE REQUIREMENTS**

R202 233 per annum (Level 05)

Bhisho

National Senior certificate (Matric/Grade 12) coupled with 1 year experience in SCM environment. Skills And Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting.

**DUTIES**

Render Acquisition Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.

**ENQUIRIES**

Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574

For technical glitches send an email to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za) / OR [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za) (NB: For technical glitches only – No CVs).  
EE Target: African Female. NB: This post is earmarked for a person with disability.

**NOTE**

**DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

**APPLICATIONS**

: Applicants must apply using one of the following options: via the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za), or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za) (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za) and not as specified, your application will be regarded as lost and not be considered. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605. Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, Qonce, 5605.

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Mr. M. Cezula  
: 01 March 2024. Applications received after closing date will not be considered.  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial

competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

#### **MANAGEMENT ECHELON**

<b><u>POST 06/68</u></b>	:	<b><u>CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSRAC 01/02/2024</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 - R1 635 897 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Qonce A relevant undergraduate qualification (NQF 7 or an equivalent qualification), recognized by SAQA. Major subjects in the field of sport administration/ science/ human movement will serve as added advantage. Five (5) years appropriate experience at a senior management level in any of the three spheres of government with experience in the field of sport administration/ science serving as an added advantage. A pre-entry certificate for SMS must be completed before an appointment can be considered. Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; good communication, managerial, organizational, and writing skills; strong negotiation and interpersonal skills; ability to interact at a high level. Must have knowledge of government policies and planning systems, project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. Must be able to work under pressure and difficult deadlines. Must have a valid South African driver's license (Code 08). Key Competencies: Strategic capability and leadership. people management and empowerment, capability and leadership, programme and project management, financial management, change management. service delivery innovation, problem solving and analysis, communication, honesty, and integrity and understanding of the Batho Pele principles. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Must have a valid driving license, must have excellent analytical skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management and diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning, and motivation skills.
<b><u>DUTIES</u></b>	:	Review and conduct planning on strategic matters of the branch. Ensure provision of sport development in the province. Support excellence in sport in collaboration with sport structures and the national academy system. Enhance development of federations and high performance. Support development of sport performance. Monitor funding/budget allocation of sport structures. Ensure provision of school sport and recreation programmes. Provide sustainable recreation programmes. Monitor mass participation programme within the framework of conditional grant. Monitor participation of learners in school sports. Support development of recreation programmes in communities. Provide strategic leadership of sport development. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Consolidate and report on sport performance. Produce annual evaluation reports. Coordinate federation affairs, participation, and development programmes. Establish and maintain sport structures. Support excellence in sport collaboration with sport structures. Facilitate support, monitor, and evaluate programs of sub directorates. Facilitate and manage relations with other relevant institutions to enhance the development of sport. Manage the club development programme as

guided by the conditional grant framework. Ensure development academy and scientific support. Manage capacity building programmes. Manage enabling environment for talent identification. Monitor different sporting codes. Monitor and evaluate progress and training activities. Promote sports and skills management. Provide oversight role in the implementation of sport academy. Management of administration support. Manage and submit monthly, quarterly, and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Ensure staff discipline.

**ENQUIRIES** : Y. Dlamkile Tel No: (043) 492 1386 (Head Office (Qonce))  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)  
**NOTE** : People with disabilities who meet the requirements will be given preference.

#### OTHER POSTS

**POST 06/69** : **DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: DSRAC 02/02/2024**

**SALARY** : R811 560 – R952 485 per annum (Level 11), (an all-inclusive remuneration)  
**CENTRE** : Qonce  
**REQUIREMENTS** : National Senior Certificate plus NQF Level 7 as recognised by SAQA in Security Management or Records Management or Facilities Management with a minimum of 3 years' experience at Assistant Director / Junior Management Level in Security / Records Management environment. In-depth knowledge of legislative framework that governs the public service. Sound knowledge of PFMA, governance planning frameworks, government planning cycle (MTEF and strategic planning), reporting, monitoring, and evaluation. Knowledge of public service legislation / policies / prescripts and procedures. Basic knowledge on financial administration, public service regulatory framework, information and performance management, and security procedures. Computer literacy. Sound organisational, high level of reliability. Communication, ability to do research and analyse documents and give solutions. Report writing, presentation skills, communication, and information management. Citizen focus and responsiveness, developing others, diversity management, impact, and influence. Managing interpersonal conflict and resolving problems. Networking and building bonds. Have a valid driving licence.

**DUTIES** : Develop/review the security policies and plans. Manage departmental security strategy. Provide security management services in terms of physical security and control systems. Monitor the adherence to implementation of security function. Administer and monitor the implementation of security operating measures. Conduct investigations on security breaches. Facilitate staff vetting in terms of security clearance. Provide conducive work environment services in terms of Occupational Health and Safety Act. Management of the departmental facilities, and work environment. Coordinate office space allocation. Provide infrastructure maintenance services. Facilitate the provision of refectory services. Management of information / records. Coordinate management of all records. Ensure provision of document management system. Ensure provision of registry management services. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Compile and submit monthly and quarterly reports. Manage human and financial resources. Manage attendance register and leave records. Manage EPMS and staff development training needs. Maintain staff discipline.

**ENQUIRIES** : R. Swartbooi Tel No: (043) 492 0940 (Head Office (Qonce))  
e-Recruitment enquiries: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)  
**NOTE** : People with disabilities who meet the requirements will be given preference.

**POST 06/70** : **ASSISTANT DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES REF NO: DSRAC 03/02/2024**

**SALARY** : R424 104 – R508 692 per annum (Level 09), (an all-inclusive remuneration)  
**CENTRE** : Qonce  
**REQUIREMENTS** : A National Senior Certificate plus a Diploma / Degree NQF level 7/ Preferable B degree level 7 qualification in Financial Accounting or any relevant qualifications with at least Accounting 3 coupled with at least 3 years at a Supervisory Level / SL

7/8 in the field of Financial Management. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of BAS and PERSAL. Knowledge of Annual Financial Statements. Consolidation of Annual Financial Statements. Computer Literacy. Operational Management and Planning Analytical and an innovative thinker. Project Management. Extensive knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.

**DUTIES**

: Facilitate the Financial Revenue, Expenditure Management and Accounting Services for the Department. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting services. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting, and reporting (interim and annual financial statements). Facilitate the revenue, expenditure management and accounting services. Maintenance of discipline. Facilitate performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Facilitate administration support services. Give input in the development of strategic, business, procurement, and annual plans. Compile, consolidate and submit monthly and quarterly reports. Manage human and financial resources. Manage discipline and provide technical advice and guidance. Ensure EPMDs and staff development training needs. Manage attendance and leave records.

**ENQUIRIES**

: R. Swartbooi Tel No: (043) 492 0940 (Head Office (Qonce)  
e-Recruitment enquiries: [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: People with disabilities who meet the requirements will be given preference.