

CIRCULAR 05 OF 2021.22 (DSD & COGTA)

POSTED ON: 11, 13, 14 & 17/06/2021

CLOSING DATE: 02 JULY

SOCIAL DEVELOPMENT

APPLICATIONS: HEAD OFFICE: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of **Ms Zukisa Moyeni** or **Post to:** The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605

Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 OR Ms A Njaba 043 605-5110.

CLOSING DATE: 02 July 2021.

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

DISTRICT DIRECTOR: JOE GQABI

CENTRE: (Ref. DSD 01/06/2021) Joe Gqabi

SALARY PACKAGE: R 1 057 326.00-1 245 495.00 per annum (Level 13)

REQUIREMENTS: Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development with at least 5 years proven managerial experience. Sound Knowledge of Public Management Framework will serve as a recommendation. Public Administration Degree will be an added advantage. A valid driver's license is a prerequisite.

COMPETENCIES: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

DUTIES: Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Coordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery

Enquiries can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni 043 605-5110



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

ADMIN ASSISTANT (CONDITIONAL GRANT): 12 MONTHS CONTRACT

CENTRE: Provincial Office (Ref no. DSD 02/06/2020)

SALARY NOTCH: R 208 584 – R 245 694 per annum (level 6)

REQUIREMENTS: Senior Certificate/ (NQF Level 4) with 1-2 years relevant experience. Knowledge in construction or project construction will be an added advantage. Computer literacy (Microsoft excel, word, power point). Driver's license is a prerequisite.

COMPETENCIES: Good understanding of public service rules, policies and regulations, policies and Construction contracts, Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public Service. Good understanding of procure to pay. Basic understanding of construction Bills Quantities and Drawings. Excellent communication skills and analytical ability. Must be willing to travel.

DUTIES: Provide administration support service within the ECD Project Management Team. Record, organize, store, capture and retrieve correspondence and Data. Update master lists and spreadsheets. Photocopying and Filing. Ensure that all project documentation is in place for audit purposes and compilation of final accounts. Book Accommodation and venue for meetings for the project management team. Prepare agendas, attendance registers and write minutes of meetings. Compile weekly and monthly reports. Procurement of goods and services using procure to pay (P2P).

Verification and measurement of work done on site. Checking of payment certificates and submission of invoices for payment. Updating of Infrastructure reporting model (IRM) Draw reports from IRM.

Enquiries can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni 043 605-5110

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

FOR THE ATTENTION Ms Z. Ndumela

CLOSING DATE: 02 July 2021

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or <http://ecprov.gov.za> or www.eccogta.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). An original signature must sign the Z83 form. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose his/her financial interest. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. No applications received after closing date will be considered. **Applications should be directed to:** The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, **Attention:** Ms. Z. Ndumela. **Hand delivered** applications will be received at Foyer and **enquires can be directed to Ms N. Gemby at 040-940 7074/7077/7078/7075/7071/7080/7079.**

CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT & PLANNING:

REF: (COGTA 01/06/2021)

SALARY: R1 251 183.00-R1 495 956.00 per annum (14)

CENTRE: Bhisho

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Land Development related field of study e.g. Town and Regional Planning or Land Survey. A Master's degree in Development Studies, Town and Regional Planning or Land Survey. A minimum of 5 years working experience at Senior Management level position in the relevant professional field. Registration in the field of study and practice. A valid driving licence (Code EB). Computer literacy. Experience in Community Development or Local Government will be an added advantage.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

DUTIES: To promote, facilitate and coordinate integrated planning in municipalities. Provide for Spatial Planning and Land Management. Provide support and monitoring implementation of SPLUMA and other pieces of legislation and capacitate planning and land management institution. Provide GEO –Spatial information and environment planning services. Provide integrated Spatial Planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination service across the three sphere of government. Coordinate the formulation and implementation of the strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Develop the framework and guidelines for the Community Based Planning Framework. Co-ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co-ordinate and prioritization and implementation of Municipal Projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilization of staff, promoting of sound labour relation and the appropriate utilization of resources.

COMPETENCIES: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act (MSA), Land Survey Act, Municipal Property Rates Act, Public Service Act and Regulations. The Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. Proven record of policy development. Programme and Project management skills. Sound understanding of the integrated planning across the three sphere of government and intergovernmental planning framework. Sound understanding and interpretation of the National Development Plan, the Provincial Development Plan, the Integrated Development Plans and the Provincial Spatial Planning Framework including the Community Based Planning Frameworks. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and coordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. PFMA, Finance and budgetary skills. Good facilitation and presentation skills

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080.

ASSISTANT DIRECTORS: INTERNAL CONTROL UNIT x2

REF: (COGTA 02/06/2021)

SALARY: R376 596.00-R443 601.00 per annum (Level 09)

CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) majoring in Accounting/Internal Audit/Risk Management or related qualification. Three (3) to five (5) years' experience in an audit or risk management related field. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook. A valid drivers' license.

DUTIES: Develop, implement and maintain internal control monitoring and monitoring and evaluation mechanisms. Monitoring the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related systems (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance process (e.g. response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control, deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee.

COMPETENCIES: In-depth knowledge of legislative framework that governs the Public Service:

Understanding and application of the following prescripts, PFMA, Treasury regulations, Practice Notes, Treasury and DPSA Circulars, Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Principles (GRAP) and financial Management Systems (PERSAL, BAS & LOGIS). Proven working knowledge of ledger reconciliation and analysis, and report writing. Applied strategic thinking, applying technology, statistical and qualitative analysis, budgeting, risk management and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organising, decision-making, team leadership and communication (verbal and written).

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

SENIOR ADMIN OFFICER: MUNICIPAL FINANCE

REF: (COGTA 03/06/2020)

SALARY: R316 791.00-R373 167.00 per annum (Level 8)

CENTRE: OR TAMBO

REQUIREMENTS: National Senior Certificate plus National Diploma/B-Degree (NQF Level 6/7) in Public Management /Administration/Business Administration /Financial Management or equivalent qualification. Three (3) years' experience in the relevant field. MS Word, MS Excel, MS PowerPoint, MS Outlook

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

DUTIES: Sound knowledge of the relevant legislations and ability to implement. Ensure correct allocations and Render office work within the directorate. Provide administrative support to the directorate. Administer all internal and external procurement activities for the division. Process the Directorate staff member's claims. Ensure the development and approval of submissions for travel arrangements i.e. Accommodation, air flights, car hire etc. Ensure the implementation and maintenance of proper filling systems. Attend to incoming correspondence, distribute to the relevant officials. Monitor the directorate's budget and liaise with Financial Management on budget matters. Ensure the maintenance and control of the commitment register for the directorate. Compile reports where necessary. Supervise subordinates.

COMPETENCIES: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

ADMIN OFFICER: COMPLIANCE

REF. (COGTA 04/06/2021)

SALARY: R257 508.00-R303 339.00 per annum (Level 7)

CENTRE: Bhishe

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint).

DUTIES: Perform procurement order creation process. Reconcile manual orders to LOGIS. Provide technical assistance to cost centers, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number.

COMPETENCIES: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

ADMIN OFFICER: STORES AND WAREHOUSE

REF. (COGTA 05/06/2020)

SALARY: R257 508.00-R303 339.00 per annum (Level 7)

CENTRE: Bhishe

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint). Knowledge of BAS & LOGIS will be an added advantage.

DUTIES: Sound knowledge of the relevant legislations and ability to implement. Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management. Compile reports in areas of supervision. Liaise with internal and external in relation procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by supervisor. Provide support for safekeeping and maintenance of records, information and knowledge in the sub-directorate. Assist gathering information and respond to audit queries. Attend to end-users' queries. Filing and record keeping of all documents for audit purpose. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the Supervisor. Be willing to undergo continuous training and development programs. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

COMPETENCIES: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations.

Flexibility and teamwork.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

ADMIN OFFICER: DEMAND MANAGEMENT

REF. (COGTA 06/06/2021)

SALARY: R257 508.00- R303 339.00 per annum (Level 7)

CENTRE: Bhishe

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Supply Chain Management/Logistics/Purchasing/relevant equivalent (NQF Level 6). Finance related qualification coupled with two (2) years relevant experience in SCM environment or Senior certificate with five (5) years working experience in the relevant field. Computer literacy in Power Suit (Excel, Word and PowerPoint).



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

DUTIES: Sound knowledge of the relevant legislations and ability to implement. Track all movements of Specification and Terms of References Submission. Facilitate sittings of Bid Specification Committee. Provide secretariat support to the Bid Specification Committee. Prepare monthly and quarterly demand management reports. Assist in gathering information and respond to audit queries. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Categorizing of commodities. Market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specification/Terms of Reference. Ensure that requirements are linked to the strategic objective and budget. Attend to end-users' queries. Filing and record keeping of all documents for audit purpose. Ensure compliance with policies and procedures that regulate Supply Chain Management. Be willing to undergo continuous training and development programs. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

COMPETENCIES: Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080.

INTERNAL AUDITOR: INTERNAL AUDIT

REF. (COGTA 07/06/2021)

SALARY: R257 508.00- R303 339.00 per annum (Level 7)

CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in Internal Audit. Two (2) years relevant experience. Computer skills (Teamware Software, MS Word, Excel and PowerPoint). Code B drivers' licence. Registration with the Institute of Internal Auditors. Experience as an Internal Audit Technician will be an added advantage.

DUTIES: Executive audits as per approved audit programme. Prepare working papers and audit files. Input in the development of audit objectives. Draft audit procedures. Provide input for the development of projects execution plan and scheduling of assignments. Draft minutes for entry and exit meetings. Conduct follow-up audits. Perform any other tasks as may be assigned by the supervisor.

COMPETENCIES: Reliability and integrity, good interpersonal and communication skills, ability to work under pressure.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

STATE ACCOUNTANT: BOOKKEEPING REF. COGTA (08/06/2021)

SALARY: R257 508.00- R303 339.00 per annum (Level 7)

CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate plus National Diploma/Degree (NQF level 6/7) in commerce /Accounting/Financial Management or equivalent qualification. Two (2) years' experience serving as an Accounting Clerk or have served at least one (1) year as intern in the Bookkeeping section/office. Knowledge of Basic Accounting System, knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Applicable Circulars/ Instruction Notes, Practice Notes, Determination, Financial Policies & Procedures. Computer literacy in (Excel & MS Word). Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

DUTIES: Receive bank statements, perform daily reconciliations manually and on an online functionality, (BAS system). Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions/ misallocations and attach verifiable source documents. Arrange proper record keeping and filing source documents so that they are retrievable as when required by the authority or auditors. Attend to general office duties, provide the required financial information and prompt reply to queries raised by external/internal auditor. Perform month and year closures on the systems. (BAS).

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

PERSONAL ASSISTANT: DALINDYEBO REGION

REF. (COGTA 09/06/2021)

SALARY: R257 508.00- R303 339.00 per annum (Level 7)

CENTRE: Bhisho

REQUIREMENTS: National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Office Administration or related qualification or Senior Certificate plus secretarial course/ computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage.

DUTIES: Ensure the smooth functioning of the Regional Office. Ensure safekeeping of records at all times. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the region's vehicle and the management of the Logbook. Ensure that the offices in the region are clean at all times. Liaise and communicate with other staff responsible for supporting Traditional Councils.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

PERSONAL ASSISTANT: RISK MANAGEMENT

REF. (COGTA 10/06/2021)

SALARY: R257 508.00- R303 339.00 per annum (Level 7)

CENTRE: Bhisho

REQUIREMENTS: National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Office Management and Technology or any related qualification.

DUTIES: Arrange travel and accommodation bookings for the Director. Take minutes of the meetings and distribute them. Handling of telephone queries. Manage the Director's diary and remind him of important dates and events. Construct and maintain the Director's filing system. Control access to the Director to prevent unnecessary disruptions and disturbances. Ensure a safe working environment where confidential documentation is secure. Keep the Director informed of the incoming correspondence received. Typing correspondence as delegated by the Director.

COMPETENCIES: Interpersonal skills Chief Director: Corporate Communication Skills both verbal and written.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

COMMUNITY DEVELOPMENT WORKERS x4

2x OR TAMBO and 2x CHRIS HANI REF. COGTA (11/06/2021)

SALARY: R208 584.00 – R245 694.00 per annum (Level 6)

CENTRE: OR TAMBO and CHRIS HANI

REQUIREMENTS: Senior Certificate (NQF Level 4) plus 1-2 years relevant work experience.

COMPETENCIES: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.

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

Enquiries can be directed to Ms N. Gemby / Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

REGISTRY CLERK: PROVINCIAL HOUSE ADMINISTRATION

REF. (COGTA12/06/2021)

SALARY: R173 703.00-R204 612.00 per annum (Level 05)

CENTRE: Bhisho

REQUIREMENTS: National Senior Certificate plus two years relevant work experience /Diploma (NQF level 5). Computer literate in Microsoft Word and Excel.

DUTIES: Render an effective filing & record management services. Opening and closing of file according to approved filing systems by the Provincial Archivist. Filing/storage, tracing and retrieval of documents and files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the Supervisor. Keep records of archived documents.

COMPETENCIES: Good interpersonal Skills. Basic communication skills (verbal and written). Computer skills. Planning and organizing. Knowledge of prescripts and legislation governing records management.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 05 of 2021/22 (DSD & COGTA)

CLOSING DATE: 02 JULY 2021

DRIVER: FLEET MANAGEMENT

REF. (COGTA 13/06/2021)

SALARY: R122 595.00-R144 411.00 per annum (Level 3)

CENTRE: Bhisho

REQUIREMENTS: Grade 10 / Std 8. 2 years' experience in a driving/messenger environment. A. Valid Code 10 driver's license with PDP (an endorsed driver license). Grade 12 will be an added advantage.

DUTIES: Maintain accurate and up to date schedule trip sheets, i.e., log official trips, daily mileage, and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function; Collect, distribute and control movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Ensure that minor/major vehicle maintenance are carried out.

Enquiries can be directed to Ms N. Gemby/ Ms Z. Ndumela at 040-940 7074/7077/7078/7075/7071/7080

NOTE FOR ALL POSTS

Applications must be submitted on the New Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf.Z83> which must be signed (**an unsigned Z83 form will disqualify an application**) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past three months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. **Note:** Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the recruiting department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

ADDITIONAL NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the recruiting department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for these posts.

Closing Date: 02 JULY @16H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

