

## **DEPARTMENT OF ROADS AND PUBLIC WORKS.**

### **ASSISTANT DIRECTOR: - GOVERNANCE (1 YEAR CONTRACT)**

#### **DIRECTORATE INTERNAL CONTROL**

*Salary Range: R 311 784- R 376 626.00 (Level 9)*

*Ref No: DRPW 01/02/2017: Head Office (Bhisho)*

**Minimum Requirements:** An appropriate Bachelor's Degree/ National Diploma in Financial Management/Internal Audit • A minimum of 4 years of which 2 years must be at supervisory level within Risk Management/Internal Control/Accounting and Reporting • A valid driver's license.

**Skills:** Interviewing Techniques, Computer literacy • Effective communication (verbal and written) • Planning and organisation, Relationship management, • Good interpersonal and diplomacy skills • Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills • Energetic and self-driven; • Team orientated, Change orientated, Assertive and self-confident

**KPA's:** (i) **Provide Strategic Leadership and Management:** - Perform the operational analysis of the unit to identify its status regarding the control environment and internal control systems. (ii) **Perform Internal Control Operations:** - Ensure implementation of an effective, efficient, and transparent system of internal controls. (iii) **Project Management:** - Evaluate and communicate internal control weaknesses timely to those parties responsible. (iv) **Governance:** - Ensure implementation of the governance framework. (v) **Audit and Assurance of Internal Control:** - Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. (vi) **Oversight Support:** - Facilitate responses to oversight bodies (vii) **Governance:** - Ensure implementation of the governance framework.

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

*It is the Department's intention to give preference to women and disabled people in filling of the following positions. Therefore, applications from females and people with disabilities are encouraged.*

### **ASSISTANT MANAGER: INFRASTRUCTURE & COMMUNITY DEVELOPMENT**

#### **1 year contract**

*Salary Range: R 311 784- R 376 626.00 (Level 9)*

*Ref. DSRAC/1/02/17 Head Office (King William's Town)*

**Minimum Requirements:** A relevant B Degree (Built Environment/Engineering) or equivalent. Certificate in Project Management and Registration with SACPCMP or ECSA as candidate, at least 3 – 5 years' experience in Built Environment. Knowledge of Public Service Act; Legislation; Policies; Prescripts and Procedures. Knowledge of Infrastructure project management; Contracts Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid driver's license.

**KPA's:** Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agents, Consultants and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor, evaluate and report on construction progress. Provide administration support on construction projects. Ensure safe environment and maintain good relations with Consultants and Contractors. Ensure implementation of recommendations from Safety Audit Report. Ensure Infrastructure Projects are Labour Intensive and comply with the principles of the Extended Public Works Program. Provide administration support to the unit and staff.

### **CONTRACT WORKER: INFORMATION TECHNOLOGY**

***1 year contract***

***Salary Range: R211 194 – R248 781 per annum (Level 7)***

***Ref. DSRAC/2/02/17 Head Office (King William's Town)***

**Minimum Requirements:** B.Sc. Information Systems/Computer Science and 2 years of Network Administration working experience or National Diploma in Information System and 3 years of Network Administration working experience or 7 years of working experience in Network Administration with either CCNA or equivalent qualification. Extensive and Expert knowledge in Layer 2 & Layer 3 technologies. Experience in LAN, WAN, WLAN implementations. Ability to deploy wireless networks. Experience with encryption devices. Basic knowledge of Windows Operating Systems. Intermediate knowledge of Virtual Private Networking (VPN) and Firewall technologies.

**KPA's:** Assist in developing, implementing and maintaining IT Networking Policies and procedures. Assist in producing network configuration documentation and designs. Install, maintain and troubleshoot network equipment routers and switches. Perform Networks and Infrastructure administration on designated Technology Platforms in accordance with defined policies, standards and procedures. Assist in designing network topologies and site configuration. Assist in installations and configurations of Networking devices. Assist with plans, operations, engineering and installation of networks to new locations. Direct and prioritize network troubleshooting and maintenance. Perform Tier-2 support functions for remotes access issues. Monitor networks performance and provide periodic status reports to unit's management and work closely with systems personnel to ensure dependencies are maintained.

### **LIBRARY ASSISTANTS x 4 (CONDITIONAL GRANT POSTS) 1 year contract**

***Salary Range: R142 461-R167 814 per annum (Level 5)***

***Alfred Nzo District (Ntabankulu Library Ref: DSRAC/3/02/17 and Maluti Modular Library DSRAC/4/02/17) Chris Hani District (Quthubeni DSRAC/5/02/17 and Manzana DSRAC/6/02/17).***

**Minimum Requirements:** Lower Diploma in Library & Information / Matric with a minimum of three years' experience at a Public Library. Knowledge of Library Operations. Ability to work with people. Good communication and reporting skills. Ability to work in a team. Computer literacy.

**KPA's:** Issue library materials to members of the public. Join/renew library membership. Shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintains good public relations with the neighborhood, community or target populations served by the library. Attend meetings where necessary. Assist in organizing and/or involved in library awareness programmes. Able to work independently. Assist in the formation of library structures. Assist in receiving and checking library materials from districts, head office and donations.

## OFFICE OF THE PREMIER

### GENERALIST DEVELOPMENTAL TECHNICAL REGIONAL TOWN PLANNER (Re-Advertisement)

*Salary Range: R1 068 564 – R1 277 610 per annum (Level 14)*

*(Ref. OTP 01/02/2017) Bhisho*

*(1 year performance based contract)*

*All applicants who applied for this post in the previous advert may re-apply if they are interested.*

**Minimum Requirement:** A recognized four (4) year Degree / Advanced diploma (NQF level 7 qualifications) in Land development – related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A post-graduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience in a Senior Management position in a relevant professional field. Professional Registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A Drivers Licence is compulsory.

**Skills & Knowledge:** Analytical thinking, Research, Professional Judgement, Planning and Technical consulting. Programme and Project Management. Client orientation and customer focus. Strategic Management and Performance Monitoring. Strategic Planning and Coordination. Creativity and Innovation. Policy, systems and methods for town and regional planning. Computer literacy. Facilitation and coordination skills. Strong negotiation and advanced interpersonal skills. Professional report writing and presentation skills. Strong organisational and conflict management skills.

**KPA`s:** To promote, facilitate and coordinate integrated planning in the Province and Municipalities. Provision of strategic management support regarding Town and Regional Planning and provide spatial planning and land management. Develop policy and standards in spatial planning working closely with critical departments COGTA, Provincial Treasury and municipalities. Review, support and monitor the implementation of SPLUM Legislation and capacitate departments, municipalities and other planning institutions in the Province. Manage projects at a Provincial level and provide Programme management support. Provide coordinated and collaborative services on key areas for the Province (infrastructure, service delivery planning and other special projects). Coordinate the formulation and implementation of strategic objectives to enable the Office of the Premier to successfully fulfil its core mandate. Lead and manage the application of town and regional planning principles in land development and manage site clearance standards as agreed with project managers.

Ensure adherence to legal issues and requirements involving community development and changes in expansion and renewal on housing infrastructure, industrialised community facilities, agricultural spaces, land use patterns and management. Formulate and interpret planning legislation, guidelines, policies and regulations. Schedule available resources to meet planning targets; Write reports and make recommendations for decision making for EXCO, Provincial meetings and Clusters. Coordination and provision of strategic support with respect to public engagement on land/ development issues. Coordinate public meetings with community leaders, interest groups, lawyers and general public regarding land development issues. Present development plan at planning boards, appeals and public inquiries. Represent the provincial administration in high level committees. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment / services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to provincial priorities. Manage the effective and efficient utilisation of resources allocated to the Chief Directorate. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organizational requirements. Provide technical consulting services for the operation on regional development related matters to minimize possible risks. Provision of management technical support services with regards to urban, rural development plan. Provide technical assistance to professional teams in all aspects regarding town and regional planning. Compilation of spatial development framework as part of IDP processes and be conversant with SPLUMA. Compile guidelines and evaluate land use management (LUM). Research and design planning policies to guide development; Research and analyze data to help inform strategic developments, such as increases in affordable housing provision. Planning

and design of sustainable human settlement. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standard guidelines.

## **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS.**

### **CHIEF DIRECTOR (RE-ADVERTISEMENT) CORPORATE SERVICES**

*Salary Range: R1 068 564 – R1 277 610 per annum (Level 14)*

*(Ref. COGTA 01/02/2017) Bhisho*

*All applicants who applied for this post in the previous advert may re-apply if they are interested.*

**Minimum Requirements :** A Bachelor's Degree requiring a minimum period of study of four years, An Honour Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 (NQF level 7 qualification) in Human Resource/Public Administration or related areas. Five years' experience at Senior Management level. A Valid Driver's licence. Computer Literacy.

**Competencies:** Knowledge of the following fields is critical: In depth understanding of dynamics of the Public Service, Government Systems and operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross/functional project/teams, excellent co-ordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision- making, Demonstrate strategic and operational management ability and experience, experience in leading and managing transformation, change and diversity.

**KPA's:** As a Head of Corporate Services Chief Directorate, the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management, Employee Relations, Information Communication Technology, Organisational Transformation and Human Resource Utilisation & Capacity development functions in the Department of Cooperative Governance and Traditional Affairs. Specific key focus areas including the following: To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department, to build capacity through Human Resource Development and Performance Management, to maintain an appropriate labour relations environment and maintain and develop relationships with organised labour and other key role-players. To ensure a human capital that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity in line with human resource plan, to promote employee health and objectives of the department, to ensure a conducive and safe work environment including occupational health and safety and other key auxiliary services ( i.e. central registry services, building maintenance and office cleaning services) , to ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy, to manage the entire Human Resource, Manage labour relations matters and integrated employee health and wellness programme, Development and management of Information System, manage, co-ordinate and support capacitation and training of employees, manage and monitor the implementation of performance management and development system building HR planning, Organisational Development Services and Auxiliary Services functions in the Department. Enquiries: Ms N. Mabusela (040 609 5258/5350).

**POST 2: SENIOR ADMIN CLERK (RE-ADVERTISEMENT).**

### **SENIOR ADMIN CLERK: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES**

*Salary Range: R171 069.00 – R201 507.00 (Level 06)*

*(Ref. COGTA 02/02/2017) Manguzela TC: Maluti*

**Minimum Requirements:** A recognized three year degree/diploma or NQF level 6 equivalent qualification OR Senior Certificate/ equivalent qualification. Computer Literacy

**KPA's:** Receiving of funds on behalf of Traditional Council Compilation of financial statements. Recording of minutes in the meeting. Compilation of vouchers for payment Control of Safes as prescribed by the

Treasury instructions Control over expenditure and guard against over spending Compilation of monthly returns through cashbook, receipt book and record books. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other Structures. Understanding of Traditional Affairs and finances will be an added advantage.

**Enquiries:** Ms N. Mabusela (040 609 5258/5350).

## **CLOSING DATE: 03 MARCH 2017**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.**

**TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit**

**[www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.drpw.gov.za](http://www.drpw.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.eclgta.gov.za](http://www.eclgta.gov.za)**

**Applications can be forwarded through one of the following options:**

### **FOR THE OFFICE OF THE PREMIER & DEPT. OF ROADS AND PUBLIC WORKS**

**Post to:** The Recruitment Centre, Office of The Premier Building, Private Bag X0047, Bhisho, 5605.

**Hand Delivery:** Room 1039, First Floor, Office of The Premier Building, Independence Avenue, Bhisho.

**Enquiries: Mr M. M. Mbangi** 040 609 6424 / 6290 / 6248.

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### **DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE**

**Post to:** The Senior Manager: HRM; Department of Sport, Recreation, Arts and Culture; Private Bag X0020, Bhisho, 5605.

**Hand Delivery:** The Department of Sport, Recreation, Arts & Culture, Wilton Zimasile Mkwazi Building, Office No. 10, HR Section, King William's Town.

**Enquiries can be directed to Ms. N P Nomvete 043 604 4110**

### **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**Hand Delivery:** Tyamzashe Building, at Foyer **or Post to:** Mr S. Meligana: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605. **Enquiries: Ms NG. Mditshwa at (040) 609 5351/5258/5239.** Ms N. Mabusela (040 609 5258/5350).

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an

evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable 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). SMS applicants will be subjected to a technical exercise and undergo competency assessments. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.