

<u>POST 18/122</u>	:	<u>ADMIN CLERK REF NO: DCS/05/05/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate NQF level 4 with no experience Computer literacy. Good writing skills. will be an added advantage. Competencies: Computer literacy. Knowledge of PFMA, & Treasury Regulations. Sound knowledge of administrative processes. Knowledge of PERSAL system and Performance Management and development system. Good understanding of Human Resources Development prescripts and policies is required. Report writing skills are essential. Uphold good confidentiality standards. understanding of office administration. Planning and organising skills. Ensure proper management of documents. Analytical thinking & Report Writing.
<u>DUTIES</u>	:	Render administrative services in the office. Maintain a register with proper records relating to the office. Co-ordinate logistical requirements for sittings. Capture employee information on PERSAL system, relating to PMDS compliance. Render all administrative duties in the office.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preferenceS

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

<u>APPLICATIONS</u>	:	Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer and enquires can be directed to Ms N. Mditshwa at (040) 940 7073/7083/7071/7077/7078/7075/7081/7080.e-Recruitment Technical Enquiries: Amanda.Qumza@eccogta.gov.za
<u>CLOSING DATE</u>	:	09 June 2023. Applications received after closing date will not be considered.
<u>NOTE</u>	:	To All Applicants: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/ . For more information regarding the course please visit the NSG website:

www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered: For The Attention: Ms A. Qumza

MANAGEMENT ECHELON

<u>POST 18/123</u>	:	<u>DIRECTOR: TRADITIONAL LEADERSHIP POLICY & LEGISLATION REF NO: COGTA (01/05/2023)</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in law or public Administration (plus SMS Pre-entry certificate). Five years in middle management. MS Office: MS PowerPoint, MS Excel, MS Word. A valid code EB (Code 08) Driver's license. The following will be an added advantage: Legislation drafting certificate. Experience in the legislation drafting and policy drafting or traditional leadership-related litigation. Competencies: Ability to draft legislation. Knowledge of the process of law-making. Policy formulation and drafting. Advanced report writing and analytical skills. Strategic management and leadership, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, Change management, service delivery innovation, project and programme management, problem solving, planning and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.
<u>DUTIES</u>	:	Lead the process of formulation and drafting of legislation related to traditional leadership, facilitate stakeholder consultation in the development of provincial and national legislation related to traditional leadership, Lead the policy development and policy review related to traditional leadership, Develop standard operating procedures for policy and legislation development in the Directorate, Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

<u>POST 18/124</u>	:	<u>DEPUTY DIRECTOR: DISASTER INFORMATION MANAGEMENT & COMMUNICATION REF NO: COGTA 02/05/2023</u>
<u>SALARY</u>	:	R811 560 – R885 555 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate (NQF Level 6/7) in Disaster Management. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management. GIS Basic and MS Skills. Knowledge of additional disaster management information systems will be an added advantage. A valid driver's license. Competencies: Good understanding of the Disaster Management Legislations, Applied strategic thinking, Interpersonal skills and conflict resolution, Ability to work in a team Project management, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis, Meeting procedures, Report writing,

		Stakeholder and customer relationship management principles, Communication skills and Presentation skills.
<u>DUTIES</u>	:	Maintain a provincial comprehensive information management system (IMS) and an integrated emergency communication network (ECN) which establishes communication links with all disaster risk management role players and complies with national requirements. Manage and maintain operational efficiency and functionality of the provincial disaster management centre's central communications and technical operations facilities. Establish, manage and maintain a provincial disaster management integrated emergency communication network (ECN). Manage sourcing, analysis and dissemination of disaster risk management early warnings. Facilitate and support the development and assessment of risk profiles and mapping of high-risk areas at the provincial and municipal levels with the use of relevant GIS applications. Facilitate and manage processes to collate feedback from various disaster management role-players on impact-based warnings issued and provide such feedback to agencies such as South African Weather Systems (SAWS) etc.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/125</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT SERVICES REF NO: COGTA 03/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Management/Developmental Studies or a relevant qualification within Humanities. Experience in local government environment will be an added advantage. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management Level at local government environment. A valid code EB (Code 08) Driver's license. Competencies: Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Strong Organizational skills and demonstrated ability to multi-task. Creative and innovative thinking. In depth knowledge and understanding of Local Government legislation. Good verbal, communication, and presentation skills. Understanding of the regulatory and policy environment. Excellent communication skills (written and verbal) report analysis of trends, evaluation and researching and presentation skills. Interpersonal relation skills: Ability to work under pressure. Strong organizational skills and demonstrated ability to multitask. Creative and innovative thinking.
<u>DUTIES</u>	:	Supporting municipalities with institutionalization of PMS (i.e. development of PMS Framework). Support and build capacity on Regulations on Municipal Staff especially on Performance Management & Development System (PMDS). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Conduct timely preliminary assessment of Section 46 reports from municipalities. Conduct assessment of Section 46 reports for the purposes of developing Section 47 report. Develop a high-quality consolidated performance report on local government (Section 47 report) for the province. Support and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Conduct evaluation of support programmes Provide hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Conduct analysis of PAs and give feedback to the municipalities. Compile timely responses of parliamentary questions by the Directorate Manage and monitoring of the directorate financial and non-financial resources.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/126</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION: PROVISIONING REF NO: COGTA (04/05/2023)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Human Resource Management/ Public Administration/Management or Human Resource related field. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). A valid driver's license. Competencies: Knowledge of PERSAL System, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<u>DUTIES</u>	:	Responsible for all activities relating to personal matters. Responsible for developing policies. Procedures, methods and manuals. Responsible for budget implementation plan, Signs together with subordinate's yearly work plan agreements. Advice the functions managers on personnel provisioning. Responsible for Recruitment and Selection process in the Department. Control personnel data base. Management of Remuneration. Transfers, Promotions, Secondments and Management of Competency Assessment. Management of vetting in terms of minimum suitability suitability check screening. Responsible for efficient management of the Directorate including the effective utilisation training of staff. Maintenance of discipline, promotion of sound labour relations and proper use of state properties solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/127</u>	:	<u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE: DGITO REF NO: COGTA 05/05/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field. Three (3) to five (5) years Assistant Director or Junior management in Information Technology managing teams responsible for architecture design and deployment, systems lifecycle management and infrastructure planning and operations. Ability to manage IT Infrastructure projects. Management of clients and other Departments. Ability to effectively prioritise and execute tasks in a high-pressure environment. Ability to write and analyse reports. Ability to manage finances. React to project adjustments and alterations promptly and efficiently. Good communication skills (written and verbal) and report writing skill. Experience in managing hybrid environment (On-Premise & Cloud). Experience in Office 365 and Microsoft Azure services. Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge of government financial processes and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Service ICT policies, norms, standards, frameworks, and guideline Office suites. The following will be an added advantage (Industry certifications required: ITIL, COBIT, Microsoft Certified: Azure Platform, Microsoft Certified IT Professional (Server Administrator), Server+ certified, Microsoft Cybersecurity Architect certification). Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have Project and Programme Management, and Team Leadership. Customer Care, analytical thinking, research, managing interpersonal conflict, and problem-solving skills.
<u>DUTIES</u>	:	Responsible for providing the strategic direction for the IT infrastructure function and architecture standards and procedures for the organisation. Manage cabling, physical and virtual servers, Storage, backups and Disaster recovery. Manage infrastructure teams, systems admins, and third-party service providers to ensure a reliable and highly available server and network infrastructure service to users. Managing overall IT infrastructure day to day operations to improve costs, performance, and resource availability to the

department. Ensure system performance and SLAs are met. Manage IT resource requirements to ensure appropriate balance between tactical and strategic demands. Implement IT approved disaster recovery plan through continuous improvement programs. Manage access to all switches, routers, VPN, Firewalls and provide monthly reports. Provide in depth technical expertise for both tactical and operational initiatives. Ensure the infrastructure team mitigates, monitor, and manage infrastructure related risks. Monitor compliance with public service information security policies and procedures. Develop and implement mechanisms to identify security breaches. Coordinate departmental information security infrastructure. Protect against malware. Manage network and connectivity security. Manage endpoint security. Manage user identity and logical access. Use intrusion detection tools to actively monitor the infrastructure for security-related events in real-time. Implement and Maintain ICT Cloud and Infrastructure Continuity: Develop and maintain an ICT Continuity policy, plan, and procedures. Test the continuity arrangements over consistent interval to exercise the recovery plans against predetermined outcomes.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/128 : **DEPUTY DIRECTOR: HUMAN RESOURCE ORGANISATIONAL TRANSFORMATION AND PLANNING REF NO: COGTA 06/05/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification of NQF Level 6/7 as recognized by SAQA in Work-study/Management Services/ Operations/Production Management/Industrial Psychology. 3 – 5 years' functional experience at an Assistant Director level/ junior management. Computer literacy with an excellent understanding level in the field of Organisational Design. Computer literacy with an excellent understanding. of windows. Ms Vision, MS Word, Excel, Outlook and PowerPoint. Valid Drivers Code 8. Post graduate Qualification in the field of Organisational Certificate in Job Evaluation. Development will be an added advantage. Competencies: Applied strategic, Research, Interpersonal conflict and resolving problems, Team leadership, Project management, Citizens focus and responsiveness, Budget and financial management, Planning and Organizing, Critical Thinking , Self-Management Problem Analysis.

DUTIES : Manage Organisational Design Processes, Manage Job Evaluation and Job Grading Processes. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/129 : **DEPUTY DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION REF NO: COGTA 07/05/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485.per annum (Level 11)
: Bhisho Head Office
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Economics / Developmental Studies/ Public Management or related field. Spatial Planning qualification and experience will be an added advantage. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook), a valid driver's license. Competencies: Experience in project conception, planning and management. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate managing cash flows. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.

DUTIES : Conceive, plan, implement, manage, coordinate and monitor the development and roll -out of public employment programmes. Provide guidance and

		oversight on the implementation of Community Works Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban areas. Coordinate the implementation of Integrated Urban Development Framework in Municipalities. Drive project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/130</u>	:	<u>OFFICE MANAGER: STRATEGIC MANAGEMENT, COMMUNICATION & INFORMATION SERVICES REF NO: COGTA: 08/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 –R496 467 per annum (Level 09) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6). Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in administration. Computer literacy and competency of MS Word, Excel, and PowerPoint. 3-5 years' service at Salary Level 08 in local government an added advantage. Competencies: Advanced ability to independently use MS Excel create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Reasonable knowledge of financial management in the public sector. Ability to analyse data or human resource information and develop graphs. Reasonable competence. Competence in report writing. Honesty and integrity.
<u>DUTIES</u>	:	To provide office management services to the Office of the Chief Director: Coordination and consolidate Chief Directorate reports/budget/Ec 5.1's. processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist with shifting and virement of funds within the directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of the meetings and make follow-up on decision taken. Liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/131</u>	:	<u>ASSISTANT DIRECTOR: LOCAL ECONOMIC GOVERNANCE SYSTEMS REF NO: COGTA: 09/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Alfred Nzo DSC National Senior Certificate plus An undergraduate qualification (NQF level 6) in Public Management, Developmental Studies . Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in the field of LED/Community Development and Project Management, economic related research. Competencies: The applicant must have proven experience in report writing and presenting power-point presentations, concepts letters and memoranda. Experience in Local Economic Development. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven presentation skills and ability to articulate government development programmes. Computer Skills (with emphasis on Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid code 8 driver's licence is compulsory.
<u>DUTIES</u>	:	Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

<u>POST 18/132</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: COGTA: 10/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 09) Bhisho Head Office National Senior Certificate An undergraduate qualification (NQF level 6) in Security Management/Policing/Law. Three (3) years to five (5) relevant experience in security management/services at a supervisory (salary level 7/8 or equivalent). Ms Office and presentation skills. EB-code 8 Driver's licence. Experience in local government environment (Security Management/Services) an added advantage Competencies: Sound knowledge of security administration field. knowledge of POPIA, MISS and MPSS. Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communications skills at all levels. Computer literacy. Presentation skills.
<u>DUTIES</u>	:	Assist to manage, develop, implement, align and review information security policy and procedures. Ensure that information Security Audit/ Appraisal are conducted at regular intervals. Conduct after hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Facilitate the implementation of proper classification system applying category of information system. Facilitate implementation of classification system by the security committee. Assist to manage, develop, implement and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of sensitive materials. Implement audit improvement plan to address to audit finding. Liaising with Law Enforcement Agencies such as SSA & SAPS.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/133</u>	:	<u>ASSISTANT DIRECTOR: TRADITIONAL GOVERNANCE AND FINANCE REF NO: COGTA 11/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467.per annum (Level 09) Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development, Social Science, Management or relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Community Development or relevant field. Must demonstrate clear understanding of public administration, financial management, problem solving, presentation skills and facilitation skills are necessary. Competencies: In-depth knowledge of role /mandate of traditional leaders in community development. Knowledge of community development planning. Must have an understanding of stockholders/ partnership management. Understanding of donor mobilization an added advantage. Must demonstrate understanding of government planning, PFMA and budgeting. Excellent report writing skills.
<u>DUTIES</u>	:	Support and monitor Traditional Councils in formulation of Development Plans. Support and monitor Traditional Councils establish partnerships for development.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/134</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: COGTA 12/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467.per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/Public Administration qualification and other relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Human Resource environment. Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and Presentation. A valid drivers license. knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL Certificate). Exposure in HR environment will be an added advantage. (Conditions of Service) Competencies: Knowledge and understanding of

		Public Service Legislations and policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service related matters. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. Assist in the management of PILLIR cases. Facilitate all types of service terminations i.e. retirement, death, ill-Health retirement, early retirement, staff supervision and performance management thereof participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of services to all departmental personnel.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/135</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGTA 13/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Bhisho National Senior Certificate An undergraduate qualification (NQF level 6) Risk Management/Psychology/Social Science. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) within the local government environment. Professional Certificates with IRMSA or must have already applied for the certificate before the issue of the advert, will be an added advantage. Competencies: Knowledge of Risk Management and Internal Control Frameworks, ISO 31000. Ethics and Integrity Management Framework. Knowledge of Public Service Regulation 2016 Computer Literacy: Microsoft Office and Risk Management Software.
<u>DUTIES</u>	:	Assist in coordinating and support on Risk management and Ethics & Integrity Management. Assist in ensuring that public service regulations are met. Assist in ensuring that Risk Management implementation plan is timely and adequately executed. Assist in ensuring that internal control reviews are conducted, and internal controls are developed and strengthens where there are gaps. Ensures that risk assessments are conducted and that internal controls are developed to mitigate identified risk. Assist in ensuring that PFMA, Treasury regulations and Auditor General requirements are met. Assist the Chief Risk Officer and Management with early warnings report in all type of risk in the department and control environment maturity level. Review and improve risk management plans and Internal control framework of the department. Assist with Coordination of Ethics and Integrity Management processes.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/136</u>	:	<u>ASSISTANT DIRECTOR: ANTI CORRUPTION – SECURITY SERVICES REF NO: COGTA 14/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Forensic Investigation/Policing/Law/Paralegal/Audit Investigation. 3-5 years' experience in investigation/crime intelligence/fraud & corruption experience at a supervisory level (salary level 7/8 or equivalent). Driver's License Code 8. Officer certification/undercover operations course will be an added advantage. Computer Literacy: MS Office and presentation skills.
<u>DUTIES</u>	:	Assist in implementing the departmental and Municipal Fraud Prevention Plan. Assist in identifying departmental and Municipal fraud risks and mitigating plan thereof. Conduct preliminary investigations on reported allegations of fraud or corruption. Assist in legal proceedings, including testifying in courts regarding forensic report findings. Maintain a departmental anti-corruption case database

<u>ENQUIRIES</u>	:	/ register. Assist in compiling departmental anti-corruption reports for oversight bodies and assist in raising departmental anti-corruption and ethics awareness. Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/137</u>	:	<u>SENIOR ADMIN OFFICER: MONITORING & EVALUATION REF NO: COGTA (15/05/2023)</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Accounting /Internal Audit/Public Administration. One to Two (1-2) years relevant experience in government performance information auditing at supervisory level (salary level 7 or equivalent) or Four (4) years' experience at SL6 in government performance information auditing. Computer literacy in MS Excel, MS Word, MS Access & MS Office, and PowerPoint. Valid Driver's licence. SAMEA Membership (before the advert) will be an added advantage Competencies: Analytical skills, report writing, presentation, proficiency in Microsoft packages, time management, interpersonal skills and communication, proficiency in English, organisational and office planning skills, ability to operate other office equipment, customer service abilities.
<u>DUTIES</u>	:	Co-ordinate and consolidate quarterly performance reports, mid-year performance report and annual performance report, conduct performance validation, organise departmental performance reviews, consolidate and submit narrative reports to DPME, National COGTA, Provincial Treasury and OTP to provide more clarity on what was achieved and possible impacts. Conduct evaluations in terms of the evaluation guidelines of 2011, assist with Management of M & E related risks, Planning, Monitoring, Budgeting and Procurement Support.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/138</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: COGTA 16/05/2023</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management /Public administration and other relevant qualification. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in Human Resource environment. (Conditions of Service environment). Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and PowerPoint. Knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL. Leave Management Certificate) Exposure in HR environment will be an added advantage. Conditions of Services). Competencies: Knowledge and understanding of Public Service Legislations and Policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Facilitate implementation of the administration of leave of absence ie. Oversee checking and approving captured applications for leave of absence, assist in the Management of Pillar cases i.e. Oversee processing of application forms for incapacity leave, Drawing of memorandum for incapacity leave and checking consolidation of leave reconciliation report. Facilitate implementation of service benefits i.e Drawing of memorandum for long service award. Oversee processing of housing & homeowner's applications. Facilitate implementation of all types of service terminations i.e. retirement, death. ii-Health retirement, early retirement i.e. Drafting of memorandum for approval for notice all service terminations. Checking audited leave files, gratification approval on PERSAL. Facilitate processing of nomination of beneficiaries' application forms Staff Supervision and performance management thereof. Participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of

		services to all departmental personnel. Ensure conditions of services processes and standard operating procedures are effective and efficient.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7080/7081 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/139</u>	:	<u>SENIOR ADMIN OFFICER: FIRE SERVICES REF NO: COGTA 17/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Fire Technology. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at salary level 6. Valid Driver's Licence (08). Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.
<u>DUTIES</u>	:	Assist in the establishment and maintenance of functional Fire Services Intergovernmental Relations Structures. Support development, implementation and monitoring of fire safety and prevention programs. Support the development and implementation of fire risk assessment and prevention and mitigation programs for the province. Facilitate submission of the quarterly performance reports from municipalities and analysis. Assist with the administrative matters of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/140</u>	:	<u>SENIOR ADMIN OFFICER: RESPONSE AND RECOVERY REF NO: COGTA 17/05/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration/ Management/ Disaster Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at salary level 6. Experience in Disaster Management. Valid Driver's Licence (08). Knowledge of MS Skills. Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.
<u>DUTAILS</u>	:	Assist with the development and implementation of response mechanisms. Assist with the implementation of financial contributions by National, Provincial and Local spheres for response, recovery and rehabilitation. Assist with the development and implementation of disaster management provincial response policies. Assist with the development of Standard operating procedures for the province. Assist with the administrative matters of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/141</u>	:	<u>SENIOR ADMIN OFFICER: HOUSE ADMINISTRATION REF NO: COGTA 0000/2023</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Management/ Public Administration/ Office Management / Business Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in office administration, record keeping and financial management matters i.e. processing of Traditional Leadership Claims and compilation of In Year Monitoring Microsoft Word, power point, excel, email, internet, BAS system, PERSAL System. Competencies: Knowledge of budgeting process and must be able to compile, analyse and monitor budget. Knowledge of PFMA and other finance related prescripts. Knowledge of planning documents. Computer literacy. Presentation Skills, people management and sound interpersonal and skills.

<u>DUTIES</u>	:	Assist in compilation, analysis and management of budget. Assist in alignment of budget linked to strategic plan documents to APP and Operational Plan. Process approval of claims for members of the House. Compile IYM, and Quarterly Performance reports. Responsible for Asset Management Assist in coordination of House programs / events.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/142</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 18/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 – R420 402 per annum Alfred Nzo District National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development & Social Sciences. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at SL 6 in community/rural development, community planning & facilitation. Supervisory experience in Community Development or relevant field. Competencies: Communication skills, presentation skills, facilitation skills and excellent report writing.
<u>DUTIES</u>	:	Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, municipalities & government departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organisations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional communities' development. Compile written reports. Understanding of government planning & budgeting.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/143</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: 19/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/ Public Administration/ Public Management. 1-2 years' experience in the relevant field. PERSAL certificate must be attached. Computer Literacy Valid. Driver's license will be an added advantage. Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations, Knowledge of Human Resource Prescripts.
<u>DUTIES</u>	:	Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process. Capture appointment of new employees on PERSAL, Facilitate the implantation the implementation of transfer, secondments & acting Appointments. Facilitate confirmation of probationary appointments. Facilitate the process of suitability check during the selection process. Facilitate verification of qualification for new employee.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/144</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL PERFORMANCE MONITORING REPORTING & EVALUATION REF NO: COGTA: (21/05/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Office Management. An exposure to Local Government environment will be an added advantage. Computer literacy. One to Two years' experience in the relevant Environment. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code

		08. Competencies: Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.
<u>DUTIES</u>	:	Facilitate the smooth running of Director's office. Always facilitate the availability of all the office records. Assess incoming work and distribute where it is required. Provide secretarial services to directorate meeting and produce minutes thereof. Type correspondence delegated to you by the Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/145</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: COGTA: 2/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 –R343 815 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate smooth running of the Chief Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Chief Director. Manage diary of the Chief Director. Manage resources of the office of the Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Chief Director. To ensure overall administration in the office of the Chief Director.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/146</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: ALFRED NZO DISTRICT SUPPORT CENTRE REF NO: COGTA: 23/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R334194 per annum (Level 07) Alfred Nzo District National Senior Certificate plus an undergraduate (NQF level 6) in Administrative Management, Office Management and/or secretarial diploma or relevant qualification. One to two year experience in general administration environment .MS Office. Valid driver's license will be an added advantage. Competencies: Administrative skills Time Management, Planning, Good Verbal and writing communication, customer Service Excellence and ability to work office equipment.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director's office. Manage the diary and appointments of the Director. Arrange travel and accommodation for Director and District Support Centre staff. Type correspondences delegated by the Director. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Provide support in the coordination of submissions from directorates. Provide support in budget planning, monitoring, and reporting. Provide support/administration to the Directorate regarding meetings. Facilitate the filing and availability of all office records at all times. Assess incoming and outgoing work and distribute where required. Procurement of office supplies, stationary, cleaning material and refreshments, analyse expenditure patterns. Monitoring of weekly plans of all staff members.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080

<u>POST 18/147</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: COGTA: 24/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<u>DUTIES</u>	:	Facilitate smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Director. Manage diary of the Director. Manage resources of the office of the Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Director. To ensure overall administration in the office of the Director.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/148</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS (CDWS): MUNICIPAL PUBLIC PARTICIPATION (X22 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 - R281 559 per annum (Level 06) Mbashe Local Municipality (Ward 3 & 14) (X2 Posts) Ngqushwa Local Municipality (Ward 2) Raymond Mhlaba Local Municipality (Ward 2) Greit Kei Local Municipality (Ward 7) Amahlathi Local Municipality (Ward 15) Ingquza Hill Local Municipality (Ward 16) Nyandeni Local Municipality (Ward 10) Mhlontlo Local Municipality (Ward 3) Ksd Local Municipality (Ward 19) Mbizana Local Municipality (Ward 16) Matatiele Local Municipality (Ward 15) (X2 Posts) Nxuba Yethemba Local Municipality (Ward 7 & 6) Enoch Mgijima (Ward 2) (X2 Posts) Elundini Local Municipality (Ward 5 & 9) Makana Local Municipality (Ward 6) (2 Posts) Koukama Local Municipality (Ward 2 & 3) Ndlambe Local Municipality (Ward 3) DR Beyers Naudeur Local Municipality (Ward 11)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy. Competencies: Knowledge of the Community Development Facilitation and Community participation process 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. 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, environment protection, forestry, transport, housing, sport 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 improve 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 services 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 : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/149 : **SENIOR ADMIN CLERKS: TRADITIONAL LEADSHIP INSTITUTIONAL SUPPORT & COORDINATION (X2 POSTS)**

SALARY CENTRE : R202 233 – R235 611 per annum (Level 05)
: Ref. No. COGTA (26A/05/2023) Dalindyebo Region
: Ref. No. COGTA (26B/05/2023) Maluti Region (X2 Posts)
: Ref. No. COGTA (26C/05/2023) Gcaleka Region
: Ref. No. COGTA (26D/05/2023) Western Tembuland Region

REQUIREMENTS : National Higher Certificate/Diploma (NQF Level 5) with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.

DUTIES : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 18/150 : **SENIOR ADMIN CLERKS: TRADITIONAL LEADSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA 27/05/2023 (X3 POSTS)**

SALARY CENTRE : R202 233 – R235 611 per annum
: Bhisho Head Office
REQUIREMENTS : National Higher Certificate/Diploma (NQF Level 5) with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.

DUTIES : Administer recognition and withdrawal of traditional communities and traditional councils. Administer recognition and termination of services of traditional leaders. Implement salaries, allowances and benefits of traditional

	leaders. Maintain a database of all traditional leaders who hold traditional leadership positions.
<u>ENQUIRIES</u>	: Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 18/151</u>	: <u>AUDIT COMMITTEE MEMBER</u>
<u>SALARY</u>	: Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.
<u>CENTRE REQUIREMENTS</u>	: Bhisho : A recognized qualification in internal Auditing, information and Communications Technology (ICT), legal, Governance & Administration. Be independent and be knowledgeable of the status of the position with relevant experience in Auditing, Corporate Governance and/ or Financial Management, Risk Management, Information Technology and Law. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the local and provincial government operates in the public sector. Prior experience serving on Audit Committees.
<u>DUTIES</u>	: The Audit Committee is an advisory committee that assist the Department in fulfilling its oversight responsibilities with regards to internal Controls, Risk Management and Governance. The oversight statutory roles of the Audit Committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Audit Committee must ensure that the Internal Audit functions perform its responsibilities effectively and efficiently. Audit Committee must monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitoring the development and implementation of action plans and resolutions. The audit Committee must review the Audit Strategy and audit plan of the external auditors. The audit committee must review the IT Systems are aligned with the performance and sustainability objectives of the department. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.
<u>ENQUIRIES</u>	: Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080

DEPARTMENT OF HEALTH

<u>CLOSING DATE</u>	: 09 June 2023
<u>NOTE</u>	: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. 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 include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health 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. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants must utilize the e-Recruitment system to apply for Chief Executive Officer(CEO) posts. The system is available on: https://erecruitment.ecotp.gov.za/ The system is available 24/7 and closes at 23:59 on the closing date. To report technical