

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

Note: Applications must be submitted on a duly completed New Z83 Form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. **Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview.** NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable, so applicants will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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 shortlisted candidates. If you have not been contacted by the 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. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. A copy of the certificate will be required on the day of the interviews. The name of the pre-entry course is “**Certificate for entry into the SMS**” and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

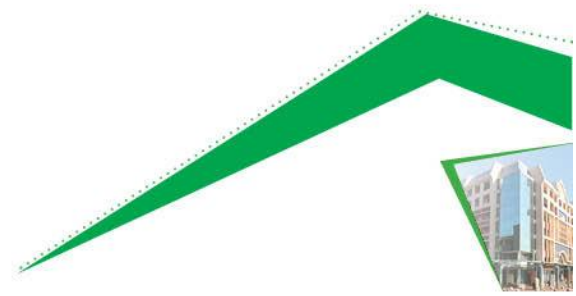
CLOSING DATE: 07 July 2023

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 or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through via the following option:

- **All applicants may utilise** the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>
 - **Enquiries for Head Office posts:** contact Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140
 - **Enquiries for Sarah Baartman posts:** contact Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032
 - **Enquiries for Joe Gqabi post:** contact Mr P. Makhele at 051 611 9800 / Mr M. Tshwaku at 051 611 9800
 - **Enquiries for Alfred Nzo posts:** Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942
 - **Enquiries for Amathole post:** contact Ms L. Magama/Mr Z. Tana at 043 711 5772
 - **Enquiries for OR Tambo post:** Mr T. Dlamini/ Mr V. Sokhahleleka at 047 505 2767 **e-recruitment**
- Technical Enquiries:** e-recruitment-bhisho@ecdpw.gov.za



To report technical glitches, for assistance regarding the system, and/or for activation of your profile, **send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVS). with your ID Number, your profile email address, details of the issue.** Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered.

Refer all applications related enquiries to the specified contact person

DIRECTOR: FACILITIES MANAGEMENT (X1 POST)

An all-inclusive remuneration package of R1 162 200.00 per annum (Level 13)

Ref No: DPWI 01/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment discipline/Property related discipline. 5 years' relevant experience at MMS Level in Facilities Management. Pre entry certificate for the Senior Management Service (SMS). A valid driver's licence.

KNOWLEDGE AND SKILLS: Public Service Act. Public Service Regulation of 2016. PFMA. Applicable legislation and prescripts. Policies and procedures. Citizen focus and responsiveness. Develop other. Applied technology. Strategic thinking. People management. Networking. Diversity management. Report writing. Computer literacy. Negotiation. Communication. Information management. Presentation. Budget and financial management. Project management. Problem solving and conflict management

COMPETENCIES: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication

KPA's: Manage facilities managements' minor and major maintenance projects. Manage and control reactive and preventative maintenance services in a timely and cost efficient manner. Manage the development and implementation of monitoring of quality standards of all projects. Manage and monitor implementation of planned and unplanned maintenance projects. Coordinate Provincial Maintenance projects. Manage maintenances projects and soft services for Provincial Departments. Manage Prestige Services. Manage the allocated resources

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

RE-ADVERT: Applicants that previously applied may re-apply

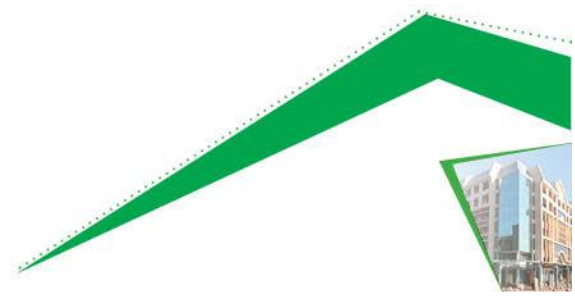
DISTRICT DIRECTOR (X 1 POST)

An all-inclusive remuneration package of R1 162 200.00 per annum (Level 13)

Ref No: DPWI 02/06/2023, Nelson Mandela Bay Metro (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Engineering (Civil/Structural)/ Architect/Quantity Surveyor/ Project Management/ any Built environment disciplines or equivalent qualification with 5 years' relevant experience at middle management level. Pre entry certificate for the Senior Management Service (SMS). A valid driver's licence.

KNOWLEDGE AND SKILLS: Building Regulations and Standards. Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act. Sound financial and people management skills. Proven strategic and leadership skills.



Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Good interpersonal skills and negotiation skills.

COMPETENCIES: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication

KPA's: Coordinate the management of government fixed assets. Coordinate the management of construction and maintenance of state owned buildings. Coordinate the implementation of Expanded Public Works Programme. Coordinate the Management of corporate Services. Coordinate the implementation of supply chain management system. Manage provision of stakeholder relations, communication and special programmes services. Manage allocated resources. Manage the risks of the District as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Manage allocated resources.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

DEPUTY DIRECTOR: ICT INFRASTRUCTURE (X 1POST)
An all-inclusive remuneration package of R811 560.00 per annum (Level 11)
Ref No: DPWI 03/06/2023, Head Office (Bisho)

MINIMUM REQUIREMENTS: National Senior Certificate/National Diploma NQF Level 6 with three (3) years' relevant experience in ICT at Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: - SACSA/090/1(4) "Communication Security in the RSA". Protection of Information Act (Act no 84 of 1982). Protected Disclosure Act (Act no 2 of 2000). Copyright Act (Act no 98 of 1978). Minimum Information Security Standards Microsoft operations framework Research/analysis. Procurement directives and procedures SITA Act/Regulations Computer systems analysis. Computer network administration. Ability to operate computer (hardware and software). Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Project management principles. Performance management principles

COMPETENCIES: Analytical skills. Computer systems analysis. Computer literate. Leadership skills

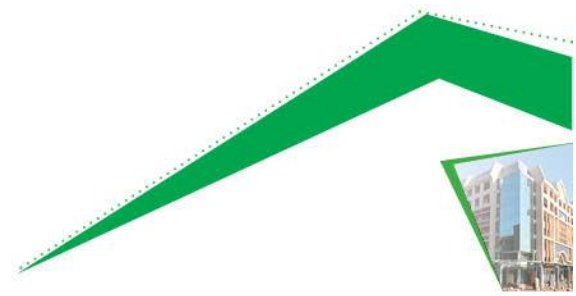
KPA's: Develop policies, systems and procedures for LAN and WAN Develop and review ICT policies and procedures in line with the ICT Governance. Manage cost-effective solution, reliable and secure ICT Infrastructure. Manage implementation of Disaster Recovery and Business Continuity Plan. Conduct research on improvement of current ICT Infrastructure and services. Manage the allocated resources. **Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za**

DEPUTY DIRECTOR: INFORMATION SECURITY, VETTING AND SECURITY INVESTIGATION (X 1POST)

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)
Ref No: DPWI 04/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Criminology/Law/Security Risk Management/Security Management/Policing as recognized by SAQA with three (3) years' relevant security related experience at Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: - All acts regulating Security Management, Public Service Act, Public Service Regulations, SSA/NIA



COMPETENCIES: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

KPA's: Managing and coordinate the implementation of security in the department. Facilitate the development of pre-screening strategies and procedures in the Department. Facilitate the development and identification of strategies to combat or reduce security breaches in the Department and implementation. Manage and coordinate the implementation of pre-screening in the department. Manage and Coordinate the implementation of vetting and screening in the department. Management and coordinate the investigation of security breaches in the department. Manage allocated resources.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment

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DEPUTY DIRECTOR: BUSINESS CONTINUITY AND ETHICS (X 1POST)

Risk Anti-Corruption and Integrity Management

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 05/06/2023, Head Office (Bhisho)

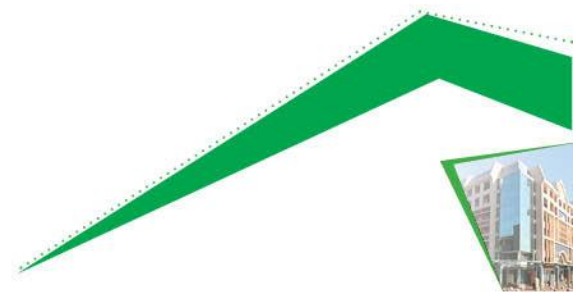
MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Business Continuity Management/ Disaster Management/Risk Management/Business Management/Administration or related field. A post graduate qualification in Business Management/Administration will serve as an added advantage. Must be certified in Business Continuity Management. Certified Risk Management Practitioner/Certified Ethics Officer shall be an added advantage. Driver's License is compulsory. Experience in Business Continuity Management, Risk Management (with demonstrable work on Business Continuity), Disaster Recovery, crisis and/ or incident management processes relevant experience with three years (3) at an Assistant Director Level.

KNOWLEDGE AND SKILLS: The incumbent must have thorough understanding of risk, business continuity and ethics management methodologies, processes and practices. Excellent strategic and leadership capabilities, coordination, planning, and organising skills. Problem solving, analytical and interpersonal skills. Ability to think through hypothetical situations and concepts and to identify business continuity risks and weaknesses in various business processes. Ability to collaborate with others to develop business continuity and disaster recovery plans. Ability to work with multi-disciplinary teams. Excellent communication skills. Proficient with Microsoft office suite or related software. Extensive knowledge of Knowledge of PFMA, Public Service Act and Regulations, Public Service Act, National Treasury Regulations, King Code on Corporate Governance IV, Occupational Health Safety Act (OHS). Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Promotion of Personal Information Act (POPIA). Disaster Management. ISO 3100 on Risk Management; ISO 22301 Business Continuity, Public Sector Risk Management Framework, COSO Integrated Risk Management Framework.

KPA'S: Manage the development of Business Continuity Strategies, policies and plans. Manage & monitor implementation of entity- wide business continuity and response arrangements. Monitoring the implementation of Business Continuity plan and process. Manage the implementation of the Ethics and Integrity Management in the Department. Develops and maintains a business recovery plan and procedure; reviews, revises, and expands existing plans and protocols. Conducts Business Continuity risk assessments for various departments and functions, analyzing potential business impact of unpredictable business interruptions such as natural disasters, security breaches, legal claims, and IT disruptions. Works with health, safety, and security staff and other internal business units to align the organizations emergency management plan with established best practices and community standards. Manage the coordination of ethics and integrity management plan in the department. Manage the reporting of Business Continuity, Ethics & Integrity management activities to the Chief Risk Officer, Risk & Ethics Management Committee and Audit Committee. Manage human and financial resources under the custody of the function. Manage the performance of the staff in the sub-directorate. Performs other related duties as assigned.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



DEPUTY DIRECTOR: CORPORATE SERVICES (X 1POST)

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 06/06/2023, Joe Gqabi District (Aliwal North)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration as recognized by SAQA with three (3) years' relevant experience at Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: - All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act.

COMPETENCIES: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

KPA's: Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.

Enquiries: Can be directed to Mr P. Makhele at 051 611 9800 / Mr M. Tshwaku at 051 611 9800 **e-recruitment**

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

DEPUTY DIRECTOR: SPECIAL PROGRAMMES UNIT (X 1POST)

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 07/06/2023, Head Office (Bhisho)

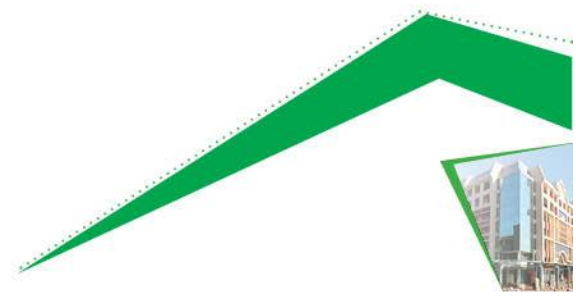
MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Social Science, Business Management, Public Management/Public Administration with three (3) years relevant experience at Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: Job Knowledge. Accountability and Responsibility. Leadership. Planning and Execution. Communication. Basic condition of Employment Act. Employment Equity Act. Treasury Regulations Public Finance Management Act (PFMA), Labour Relations, Act No. 75 of 1995. Skills Development, Act No.97 of 1999. Constitution of the Republic of South Africa, Act No. 108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended. Public Service Regulations, 2016. Public Finance Management Act (PFMA), Promotion of Access to Information Act, All youth development prescripts. All disability prescripts. All women and gender prescripts. Military veteran's policy. Labour Relations Act, 1995. Employment Equity Act, 1998. Basic Conditions of Employment Act, 1997

KPA's: Integrated Strategy and Plan: Establish consultative forum with all departmental programmes and Regions. Establish focus groups to develop strategies for each group. Report on progress made with regard to issues of Special Programmes and empowerment of designated group. Coordinate, promote and ensure participation of all departmental programmes in ensuring mainstreaming and integration of SPU in the mainstream of the department. **Mainstreaming:** Co-ordinate participation of all departmental Programmes in relevant activities Monitor implementation of Employment Equity Plan. Co-ordinate integration of universal access **Advocacy:** Conduct awareness programmes on the rights and opportunities for vulnerable groups. **Promote equal opportunities for Women, Women with disabilities, Elderly, Children and Military Veterans:** Initiate partnership with both internal and external stakeholders. **Empowerment:** Leadership Development initiatives. Assess youth and women representivity in management of contractors doing business with the department

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



DEPUTY DIRECTOR: EXECUTIVE SUPPORT SERVICES (X 1POST)

An all-inclusive remuneration package of R811 560.00 per annum (Level 11)

Ref No: DPWI 08/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Communication, with three (3) years relevant experience at Assistant Director Level. A valid driver's licence.

KNOWLEDGE AND SKILLS: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational

COMPETENCIES: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management Programme and Project Management. Results / Quality Management. Decision Making. Knowledge Management Change Management

KPA's: Stakeholder and IGR Strategy implementation: Support the unit with the development and implementation of a Stakeholder and IGR strategy that is specific to the mandate of the department and is based on the needs of the department's clients and partners, including local government. Develop and continuously update a Stakeholder Register for the department. Ensure attendance and representation of the department in the relevant IGR Forums. Ensuring ongoing and enhanced stakeholder relations are established and maintained. **Track the implementation of meeting resolutions:** Extract and distribute resolutions to relevant programmes and districts. Follow-up on progress made in the implementation of the resolutions. Identify mechanisms to improve implementation of resolutions. **Facilitate the flow of information between the Office of the Head of Department and the Office of the Member of the Executive:** Facilitate linkage between the Office of the HOD and the office of the Executive Authority. Ensure timeous response and follow-ups to communication from the Executive Council and Legislature. **Provide guidance and direction on the departmental participation in Provincial Events:** Participate in the Provincial Steering Committee for Provincial Events. Coordinate the department's participation and contribution in the hosting of provincial events. Provide support in the organising and hosting of departmental events. **Render administrative services:** Assist in the development of operational plan to guide the operations of the unit. Compile and develop job profiles for personnel as a way of allocating and distributing the work of the Unit. Compile administrative reports such as monthly and quarterly reports. **Manage the allocated resources:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**

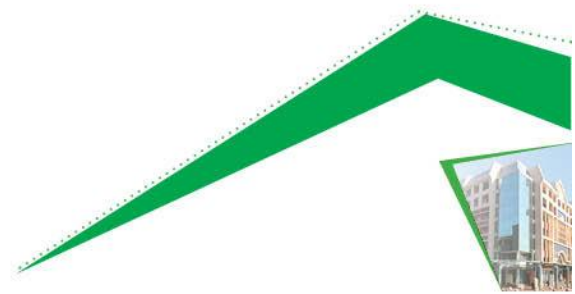
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

ARCHITECT: GRADE A (X1 POST)

An all-inclusive remuneration package of R687 879.00 per annum (OSD)

Ref No: DPWI 09/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP.



KPA's: Perform architectural activities on state-owned or leased buildings, structures or facilities:- (i) Coordinate professional teams on all aspects regarding architecture; (ii) Ensure adherence and compliance to legal, safety and health requirements; (iii) Provide architectural advice and technical support in the evaluation of solutions; (iv) Ensure the adoption of technical and quality strategies; (v) Develop architectural related policies, methods and practices; (vi) Provide solution on non-compliance and failure of designs; (vii) Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and (viii) Ensure adherence to the requirements of professional registration. **Human capital development:** - (i) Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; (ii) Supervise architectural work and processes; (iii) Administer Performance management and development. **Office administration and budget planning:** - (i) Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; (ii) Ensure adherence to regulations and procedures for procurement SCM and human resource administration; (iii) Monitor and control expenditure; (iv) Report on expenditure and service delivery. **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on architecture to improve expertise; (iii) Liaise with relevant bodies/councils on architectural-related matters.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 e-recruitment

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (X 2 POSTS)

Salary Notch of R527 298.00 per annum (Level 10)

Ref No: DPWI 10/06/2023 (Electrical) Sarah Baartman (Gqeberha)

Ref No: DPWI 11/06/2023 (Mechanical) Sarah Baartman (Gqeberha)

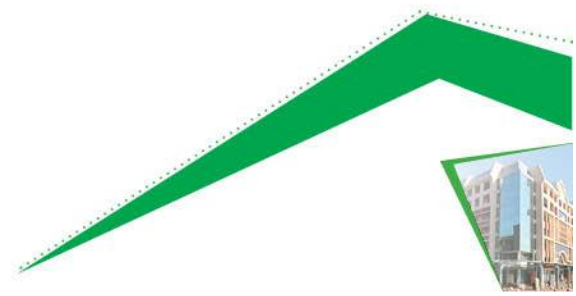
MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Electrical/Mechanical Engineering (T/N/S streams) OR A N3 and passed trade test in the built environment (Electrical/Mechanical), OR Registration as an Engineering Technician (Electrical/Mechanical). 3 years' experience at supervisory level in Electrical/Mechanical within the built environment/ Salary Level 7/8. A valid driver's license.

KNOWLEDGE AND SKILLS: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.

KPA'S: Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. **Manage government used facilities condition assessment:** Manage inspections on DPW used buildings, coordinate. Condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Attend meetings and submit reports. **Monitor SMMES with respect to quality control:** Recommend the appointment of clerk of works for each project where SMMEs are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Monitor effectiveness of contractors and SMMEs in all the projects. Manage assistance of EPWP in development of SMMEs. **Manage resources:** Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment

Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za



ASSISTANT DIRECTOR: ANTI-CORRUPTION & ANTI FRAUD (X1 POST)

Salary Notch of R424 104.00 (Level 9)
Ref No: DPWI 12/06/2023 Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Commercial Law/Forensic Investigation/Forensic Auditing/ Internal Audit/ Police Science/BCom Accounting with Accounting Auditing as a major. A CFE or CFP(SA) will be an added advantage. Must be a registered member with the ACFE/ICFP with three (3) years relevant supervisory experience or S/L7/8 within Anti-Corruption, Investigation, Risk Management environment. A valid Driver's License.

KNOWLEDGE & SKILLS: The incumbent must possess knowledge of Constitution of the Republic of South Africa. Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, National Anti-Corruption Strategy, Public Service Anti-Corruption Strategy, National Treasury Regulations, National Treasury Fraud Prevention Strategy. DPSA Circulars on Anti-Corruption, Protected Disclosure Act, Prevention and Combating of Corrupt Activities Act, Prevention of Organised Crime Act, Financial Intelligence Centre Act, Criminal Procedure Act. Promotion of Personal Information Act. Promotion of Administrative Justice Act. All other applicable legislation and prescripts governing fraud prevention and anti-corruption in the public service. The following skills are critical for the incumbent of this post: Programme and Project Management skills; Strategic capability and leadership abilities; change management capabilities; Facilitation, motivational, networking and presentation skills; Report Writing and Research capabilities; Computer literacy and data analytics skills; Negotiation, interviewing and persuasive abilities; Analytical and problem solving capabilities; Financial Management and people management skills

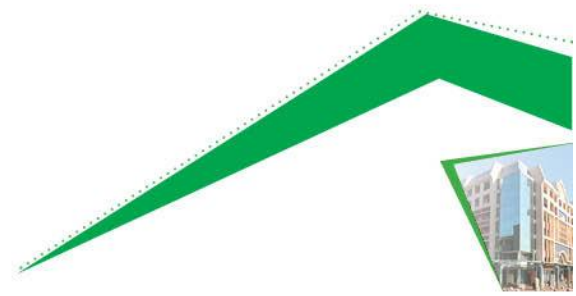
KPA'S: Assist to Develop, Manage and Implement of the Anti-Corruption and Fraud Strategies Policies and Plan in the Department. Assist in the prevention of fraud, corruption, maladministration and in the Department. Facilitate the fraud detection mechanisms as part of an overall Anti-Corruption and Fraud Strategy. Coordinate and facilitate fraud risk assessments on an annual basis at Head Office and Regions. Coordinate the whistle-blowing and reporting mechanisms in the Department. Perform the monitoring of all fraud risks identified in terms of the Public Sector Risk Management Framework. Supervise the investigation of reported allegations of fraud and corruption and monitor the implementation of the recommended actions. Independently coordinate and conduct forensic investigations in all reported cases of alleged fraud, unethical conduct, corruption and mal-administration. Provide support on all cases referred for prosecutions and disciplinary actions by being an expert witness on cases investigated by the Department. Safeguard of investigation working papers and reports in line with relevant legislation and policy. Update and monitor all the cases recorded on a Case Management systems. Liaise with all Law Enforcement Agencies on Corruption and Fraud referred for criminal prosecution. Liaise with Employee Relations on investigation reports and disciplinary processes. Assist in the management of investigation projects for insourced and outsourced cases. Assist in drafting of Terms of References for all outsourced investigation projects. Supervise staff and resources within delegated function

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

CHIEF ARTISAN: GRADE A MAINTENANCE (X 1POST)

Salary Package of R434 787.00 per annum (OSD)
Ref No: DPWI 13/06/2023, Alfred Nzo (Mount Frere Depot)

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence.



KNOWLEDGE AND SKILLS: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development

COMPETENCIES: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills

KPA's: Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.

Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 **e-recruitment Technical Enquiries:** [e-recruitment-bhisho@ecdpw.gov.za](mailto:recruitment-bhisho@ecdpw.gov.za)

RE-ADVERT: Applicants that previously applied may re-apply

ASSISANT DIRECTOR: DATABASE/SYSTEMS ADMIN (X 1POST)

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 14/06/2023, Head Office (Bhisho)

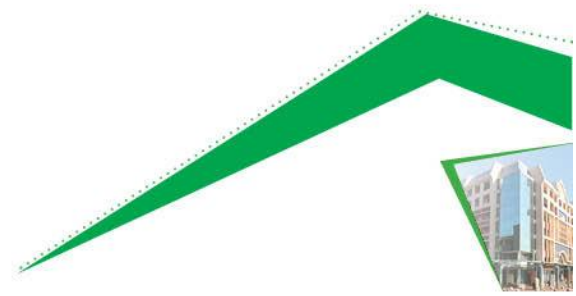
MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Computer Science/Information Systems with 3 years' relevant supervisory experience or S/L 7/8 in Systems Development, application development, software development and/or programming filed. A post graduate qualification NQF level 7 in Software Development will be and added advantage. A valid driver's licence.

KNOWLEDGE AND SKILLS: expert knowledge of maintaining and debugging live software systems. Expert knowledge of writing program documentation. Expert knowledge of standards for Application software development. Project Management. Work with data structures. Work with computer logic and flow-charting. Work with computer program design methods and techniques. Work with Relational Databases. Knowledge with a major data-modelling tool, multi-tiered environments and UML. Knowledge of managing multiple RDBMS on large systems. Knowledge of working in a team that delivers a high availability service. Practical knowledge in monitoring and tuning and database to provide a high availability service. Knowledge of other database systems, preferable Oracle Practical experience in managing the internal and external MS SQL database security. High and positive energy. Clear goal orientation and strong work ethic. Strong communication skills. Strong organizational and interpersonal skills. Problem solving skills. Microsoft Azure. Microsoft SharePoint Online. PowerApps and the entire Microsoft Power Platform. Project Management principles. SDLC Methodologies. Excellent Logical and Analytical skills. Quality assurance, and Mobile Application Development. Ability to work without constant supervision and be innovative.

COMPETENCIES: Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self-driven. Team work

KPA's: Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Deliver quality solutions. Design and maintain databases. Testing and hosting of developed systems/applications. Assist in rendering training and awareness sessions. Integrate developed systems to produce one reporting dashboard.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment Technical Enquiries:** e-recruitment-bhisho@ecdpw.gov.za



RE-ADVERT: Applicants that previously applied may re-apply

ASSISANT DIRECTOR: ACQUISITION AND DISPOSAL (X 1POST)

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 15/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Law/ Real Estate with 3 years' relevant supervisory experience or salary 7/8. A valid driver's licence.

KNOWLEDGE AND SKILLS: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation

COMPETENCIES: Strategic capability and leadership. Communication. Client orientation and Customer Focus. People Management. Strategic Management. Problem analysis and Solving. Financial Management. Programme and project management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management

KPA's: Assist in managing Policy and Systems. Assist in managing User Asset Management Plans. Assist in Managing acquisition of land and buildings. Assist in managing disposal of land buildings. Assist in managing Immovable Asset Register. Supervise allocated resources.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni 040 602 4140 **e-recruitment**

Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za

ASSISANT DIRECTOR: ICT SERVICES (X 1POST)

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 16/06/2023, Alfred Nzo (Mount Ayliff)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Information Technology with 3 years' experience in supervisory level or SL7/8. A valid driver's licence.

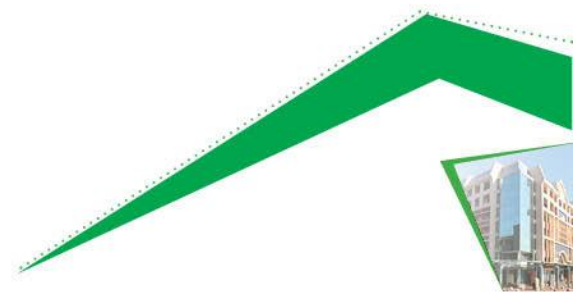
KNOWLEDGE AND SKILLS: Knowledge of SITA Act and its regulations; Good understanding of Minimum Inter- Operability Standards (MIOS) and Government Information Security Standards; Understanding of PFMA, Treasury Regulations, Preferential Procurement Policy; Supply Chain Management Policy; Public Service Act and Public Service Regulations; Promotion of Access to Information Act.

COMPETENCIES: IT Skills. Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team

KPA's: Supervise the provision of information technology services within the district. Supervise installation of IT systems. Manage performance of network infrastructure. Develop the network flow for all districts sites Supervise the provision of IT maintenance services within the district. Maintain an up to date network equipment asset register. Analyse system and develop a detailed user and systems specification. Identify the sources and possible solutions to problems. Manage District Backups weekly. Install, configure and monitor daily, weekly and monthly backups for District Office. Supervise provision of Desktop Support. Install, monitors and maintains the use of District photocopiers and printers. Supervise allocated resources

Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 **e-recruitment Technical Enquiries: e-**

recruitment-bhisho@ecdppw.gov.za



ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (X 1 POST)

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 17/06/2023, Sarah Baartman, (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Supply Chain and Operations Management /Supply Chain Management/Purchasing Management/Logistics/Business Management/ Public Management/Administration with 3 years' supervisory experience in supervisory level or SL/7/8 in Construction or Infrastructure Procurement. A valid driver's license.

KNOWLEDGE & SKILLS: Knowledge of SCM Procurement Framework, Applicable Legislation and Prescripts, National and Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Code of Good Conduct for SCM Practitioners, Public Finance Management Act (PFMA), CIBD Regulations and CIBD Practice Notes and Guides, BBBEE, PPPFA, understanding of government procurement systems and processes within the built environment is essential. Diagnostic skills, Analytical skills, Problem solving skills, Negotiation with problem solving skills, Decision making and Computer literacy skills are critical competency areas, Ability to manage confidential information, Ability to deliver and work under pressure and within tight timeframes is essential.

KPA'S: - Supervise and monitor Bid administration: Monitor closing of bids and quotations. Ensure advertising of bid received. Ensure preparation of score sheets for bid committee sittings. **Coordinate BID evaluation committee sittings:** Facilitate the provision of secretariat services to the committee. Provide advice to the committee. Monitor regular sittings of the bid evaluation, award and procurement. Compile bid recommendation report for RD's approval. **Monitor compliance on requisitions received:** Monitor the process of acquiring goods and services. Facilitate the provision of fraud preventative measures. Ensure compliance to norms and standards. Ensure that the regional suppliers deliver services in accordance with the price index. **Supervise and monitor the process of procuring goods and services under thirty thousand:** Conduct security check on suitable suppliers for procurement of goods /services. Ensure that goods /services are procured timeously. Ensure value for money in the procurement of goods /service. **Monitor deviations and irregular expenditure:** Identify deviations and irregular expenditure. Investigate deviations and irregular expenditure. Compile and submit report on deviation and irregular expenditure. **Supervise the allocated resources:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment

Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za

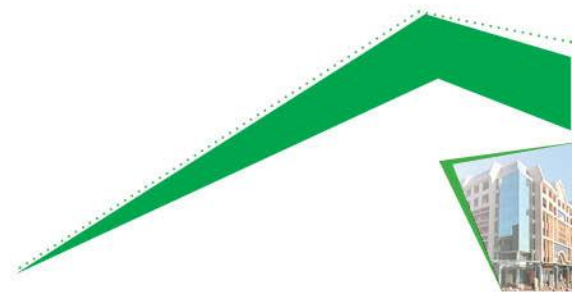
ASSISTANT DIRECTOR: LEASE PORTFOLIO MANAGEMENT (X 1 POST)

Salary Notch of R424 104.00 per annum (Level 09)

Ref No: DPWI 18/06/2023, Sarah Baartman, (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management Studies/ Law with three 3 years' relevant experience at supervisory level or S/L 7/8 in Lease Portfolio Management. A valid driver's licence.

KNOWLEDGE & SKILLS: Departmental service delivery principles, PFMA, SCM Prescripts, Programme and Project Management, Property Market Research, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan



for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Advanced report writing skills, Computer Literacy, Presentation, Project Management, Applied Strategic Thinking, Analytical Thinking, Negotiation and Conflict Management skills, willing to adapt to work schedule in accordance with professional requirements, must be prepared to travel, Ability to communicate at all levels, Ability to work under pressure, Team Player, People Management.

KPA'S: Supervise income leases: Obtain a list of properties that are lettable. Supervise the updating of applications received for accommodation. Request valuation reports for benchmarking purposes. Coordinate the sitting of the Housing Allocation Meeting. Present the applications to the committee. Prepare the report. Customize lease agreements. Coordinate the signing of the lease contract. Facilitate handover of the property and the keys. Updating of income Lease register. Ensure the provision of the lease copies to Finance section for revenue collection. **Supervise the Disposal of leases:** Identify leases for termination. Supervise the preparation of notices. Ensure the delivery of notices. Once vacated, inform the Finance unit about the termination in order update Tariff register and to stop the billing. Conduct inspection and collect the keys. Coordinate condition assessment Safeguard the properties. **Supervise and coordinate Municipal accounts: Obtain the register of properties owned by Public Works & Infrastructure in the District.** Obtain valuation rolls, valuation certificate & tariff. Confirm correctness of billing statements. Supervise the preparation of the payment stub and obtain the relevant signatories. Submit the accurately compiled batch to Finance to affect the payment. Obtain proof of payment. Ensure the accurately updating of the payment register. **Coordinate partnerships for Specific property development initiatives:** Identify properties for revenue generation. Prepare a request for the feasibility study to be conducted. Prepare submission to obtain the approval from delegated authority. Coordinate the signing of the long-term lease with the successful bidder. Updating of the Income lease register. **Render administrative support services to SCM processes relating to leases management:** Obtain list of properties to be advertised. Draft advertisements for properties to be leased/disposed. Prepare bid documentation. Prepare submissions for approvals to the delegated authority. Draft notices for properties to be leased/disposed and any representations. Compile applicable documentation, eg lease agreements, etc. Prepare reports. **Supervise the allocated resources:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X 1 POST)

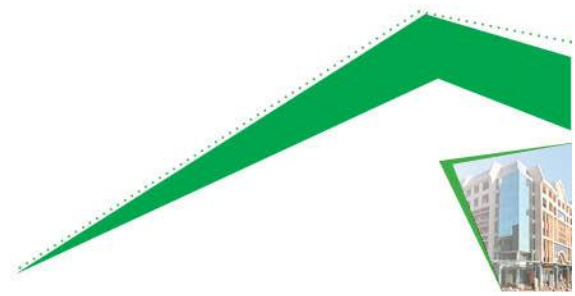
Salary notch of R424 104.00 per annum (Level 9)

Ref No: DPWI 19/06/2023, Sarah Baartman (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Criminology/ Law/Security Management/Security Risk Management/Policing. At least PSIRA Grade B (those not in the Police or SANDF). 3 Years' experience in supervisory position or SL 7/8 in a security related environment. A valid driver's license.

KNOWLEDGE & SKILLS: Constitution of Republic of South Africa, 1996 National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Private Security Industry Regulation Act. Good interpersonal skills, Planning and organising skills, Decision making skills, Analytical thinking skills, Investigative skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail.

KPA'S: Manage and Implement Physical Security Measures, Policies and Procedures: Implement Physical Security Policies and Procedures as well as any other applicable Physical Security Legislation. Administer safeguarding of DPW buildings and assets. Facilitate the provision of security to client departments in line with the



Departmental mandate and SLA with departments. Manage and monitor performance of private security providers contracted by the Department in line with the SLA. Hold monthly meetings with security providers contracted in the district. Conduct quarterly Security Risk Assessments on DPW buildings and shared facilities. Ensure that random after hour inspections are conducted. Coordinate the implementation of security measures at Departmental and/or MEC events in the district. Manage and implement proper key control measures in the district. Coordinate district security committee meetings on shared facilities. **Manage and Implement Personnel & Information Security:** Implement Information and Personnel Security policies & procedures. Administer Vetting of officials in the district in line with the Vetting Strategy. Facilitate pre-employment screening of shortlisted candidates for positions in the Department in line with the relevant screening prescripts and policies. Conduct awareness sessions in the districts to raise security consciousness of employees. Keep and maintain a database of security pre-screening and vetting in the district. Facilitate screening of service providers that will be having access to sensitive departmental areas, information and/or systems. Liaise with external stakeholders such as SAPS in cases of common interest. Submit monthly reports on Screening and Vetting in the district. **Manage and Investigate Security Breaches in The District:** Attend to all security breaches and/or incidents in the districts within 24 hours. Report security breach/incident to the relevant authorities such as SAPS within 24 hours. Conduct a preliminary investigation of the breach/incident within 24 hours and provide a report to Head Office. Maintain a security breach register for the district. Submit monthly reports on security breaches. **Administer Security Services:** Deploy or post In-house and private security officers. Draft a work plan and/or roster for In-house Security Officers. Ensure security registers used by both In-house and private Security Officers are inspected weekly to ensure completeness. Ensure verification of timesheets and invoices of security providers prior to submitting them to Finance. Ensure that both In-house and Private Security Officers comply with PSIRA requirements. Submit the required monthly reports, documentation as well as statistics on the Security Co-operatives and Security Providers to EPWP in the district. Keep and maintain a filing system of all required information submitted by security providers and co-operatives in line with the SLA. Provide inputs to Head Office in drafting of specifications of security tenders. **Supervise Allocated Resources:** Ensure that the performance agreements and development plans are drafted for all In-house Security Office within set timeframes. Ensure that all In-house Security Officers' performances are managed on a daily basis. Manage Performance Assessments of In-house Security Officers. Provide inputs and monitor budget allocated. Ensure continuous development and training of In-house Security Officers. Manage the maintenance and safekeeping of assets. Provide assistance to monitor and manage risks in area of responsibility.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment
Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

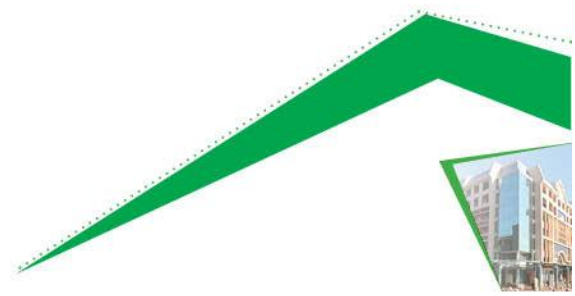
PROJECT COORDINATOR: INNOVATION & EMPOWERMENT (EPWP) (X 1 POST)

Salary notch of R359 517.00 per annum (Level 08)
Ref No: DPWI 20/06/2023, Sarah Baartman, (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies, Social Sciences, Community Development, Public Management/Public Administration/Project Management 1-2 years' relevant experience within EPWP in Innovation and Empowerment. A valid driver's licence.

KNOWLEDGE & SKILLS: Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

KPA'S: Implement EPWP projects/ initiatives: Conduct community needs analysis and profile. Conduct community participation and stakeholder engagements. Establish Project Steering Committees. Facilitate the recruitment of EPWP participants according to EPWP recruitment guidelines. Facilitate signing of employment contracts. Conduct induction in the work place. **Monitor the implementation of EPWP projects:** Conduct site visits to monitor performance. Ensure the sitting of the Project Steering Committee. Identify relevant training needs.



Compile monthly and quarterly project status report. **Perform payment administrative functions:** Collect and receive attendance registers. Analyze and verify attendance registers. Monitor the development and consolidation of payment spreadsheet. Create batch for payment of EPWP participants. Conduct monthly meetings with supervisors. Assist EPWP in the development of SMMEs. **Supervise the allocated resources:** Assist in the management the budget of the unit. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

LABOUR RELATIONS OFFICER: CORPORATE SERVICES (X 2 POSTS)

Salary notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 21/06/2023, Amathole (East London), Ref No: DPWI 22/06/2023, Sarah Baartman (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Human Resources Management/ Labour Relations with 1-2 years' relevant experience in Labour Relations. A Valid driver's licence.

KNOWLEDGE AND SKILLS: - Knowledge of grievance procedures as outlined in the Govt Gazette. Knowledge of disciplinary procedures as outlined in the Resolution 1 of 2003. Solid understanding of labour laws and regulations particularly in managing CCMA cases. Ability to investigate critical and complex employee relations issues. Research, Report writing, Negotiation, **Good** Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team, Computer literacy.

KPA'S: Facilitate resolutions of misconduct cases: Conduct investigation on reported cases. Formulate charges. Arrange logistics for disciplinary hearings. Appoint presiding official through the Office of the HOD. Obtain report on disciplinary hearing outcomes. Submit findings of hearing on sanctioning of actions. Inform employee of outcomes and implement. Capture sanction on PERSAL. **Facilitate grievance procedure:** Appoint grievance officer. Coordinate grievance meeting resolution. Coordinate sitting of departmental grievances, conciliations and arbitrations. Resolve grievances through interviews, discussions and explanations. Communicate outcome and close file. Facilitate submission of an outcome for final approval and implementation. **Facilitate and monitor adherence to policies/guidelines & related frameworks:** Provide labour relations support to line function. Interpretation of labour relations policies. Provide labour relations training to the regions. Provide technical advice to both the employer and employee. **Facilitate dispute resolution:** Receive and refer disputes to Labour Relation Head Office. Receive and refer appeals to the MEC. Assist in coordinating logistics for the sitting of arbitrations and conciliations.

Sarah Baartman: Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Amathole Enquiries: Can be directed to Ms L. Magama/Mr Z. Tana at 043 711 5772 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

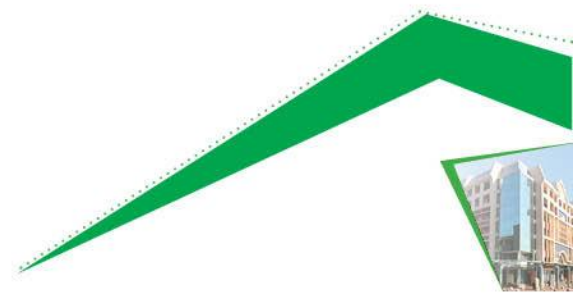
COMMUNITY DEVELOPMENT OFFICER: COMMUNITY DEVELOPMENT (X 1POST)

Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 23/06/2023, Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Administration /Business/ Project Management/ Developmental Studies Community Development/ or Social Sciences with 1-2 years' relevant experience in Expanded Public Works Programmes. A valid drivers licence.

KNOWLEDGE AND SKILLS: - Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination. Report writing and Presentation Skills.



KPA's: Administer the creation of work opportunities by implementing EPWP flagship programme: Reconcile and verify the monthly payment of stipend for EPWP participants. Prepare payment of UIF for EPWP Participants monthly. Provide support in the creation of work opportunities. Provide administrative support within the unit. Compile reports and presentations for the unit. Monitor filling and database of beneficiaries. Compile specification of Protective Personnel Equipment (PPE) and Tools. Attend general correspondence of the unit and liaise with stakeholders from time to time. Monitor compliance of DPWI projects files. Monthly monitoring of compliance on DPWI project files. Conduct quarterly site visits on DPWI project. Issuing of PPE and Tools to EPWP Participants. Maintain proper of records of PPE and Tools within the unit. Conduct follow-up on the findings raised from Quality assures of the Department. Supervise the allocated resources. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment Technical Enquiries:** e-recruitment-bhisho@ecdppw.gov.za

NETWORK CONTROLLER: ICT SERVICES (X 1 POST)

Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 25/06/2023, Alfred Nzo (Mount Ayliff)

MINIMUM REQUIREMENTS: National Senior Certificate/ National Diploma NQF Level 6 in Information Technology with 1-2 years' relevant experience. A valid driver's licence.

KNOWLEDGE & SKILLS: - Network Software, RICPCI Act, Network hardware, Use of network software, Analytical skills, Problem solving, Interpersonal Skills

KPA's: Monitor the User's calls and resolutions (Desktop support and maintenance). Receiving the calls logged by the Users. Resolve or escalate the call depends on its complexity. Support Transversal systems (BAS, LOGIS and PERSAL). Conduct preventative maintenance on Desktop and Laptops by managing Backup and Virus control. Backup User's information through CYBEC Backup System. Updating Virus in computers and Laptops Render maintenance for the warranty of the Desktop computers and Laptops, by conducting Equipment Audit.

Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 **e-recruitment Technical Enquiries:** e-recruitment-bhisho@ecdppw.gov.za

STATE ACCOUNTANT: PAYMENTS: BUDGET CONTROL & EXPENDITURE (X 1POST)

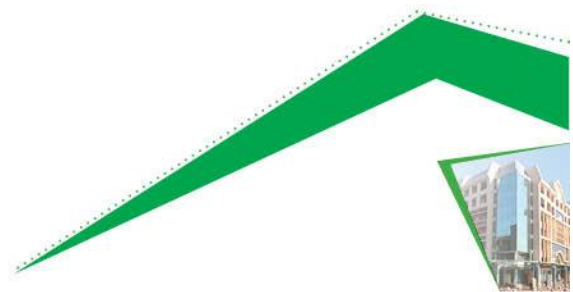
Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 26/06/2023, Alfred Nzo (Mount Ayliff)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Financial Management/Internal Auditing/Cost & Management Accounting/Financial Accounting/Economics with 1-2 years' experience in the relevant field. A valid driver's licence.

KNOWLEDGE & SKILLS: - Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge on Financial Administration. Budget Examination and Analysis. SCOA. Planning and Organising. Good inter personal relation skills. Presentation skills. Computer Literacy. Problem Solving skills

KPA's: Reconcile documents with transactions, administer, safeguard and file documents. Receive invoices and record in the invoice tracking register (Reapatata). Verify and check invoice calculations. Receive orders from SCM unit. Reconcile invoices received against orders (for part payments make copy). Compile payment voucher and submit to the programme managers for approval & certification of services rendered. Add payment on LOGIS. Request statements from service providers and receive disbursement reports Perform monthly reconciliation. Facilitate and process payments within 30 days. Receive payment batch from creditor reconciliation unit. Pre-authorize payment batch. Send to pre-audit for compliance. Request payment stub.



Reconcile payment voucher and list of vouchers captured on the system against payment stubs. Prepare spreadsheet & submit with payment vouchers to registry for filing

Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 **e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za**

CHIEF SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT (X 1POST)

Salary Notch of R294 321.00 per annum (Level 07)

Ref No: DPWI 27/06/2023 OR Tambo (Mthatha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Criminology/Security Management/Security Risk Management/Policing with 1-2 years' relevant experience required. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write

KPA's: Manage and monitor access control to the buildings. Define services that the visitors require. Ensure that visitors are referred to the relevant. service delivery point. Check completeness of the admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues where required. Manage undertaking of building/premises patrol. Ensure that all entrances are locked and unlocked. Ensure maintenance and safe keeping of equipment, documents and stores of the Department. Check completeness of registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized. Ensure maintenance and safe record keeping of registers. Check and verify all recorded incidences in the occurrence book/register. Check and verify all submitted weekly, monthly registers.

Enquiries: Can be directed to Mr T. Dlamini/ Mr V. Sokhahleleka at 047 505 2767 **e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za**

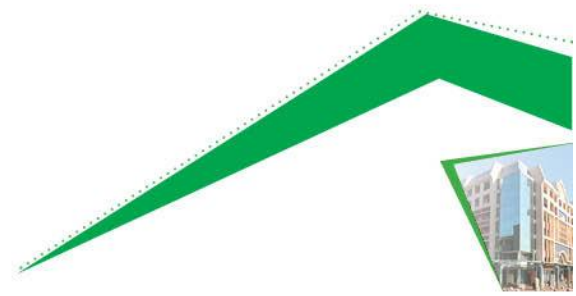
INVESTIGATION PRACTITIONER: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT (X 2POSTS)

Salary Notch of R294 321.00 (Level 7)

Ref No: DPWI 28/06/2023 Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Internal Audit/Forensic Investigation/Forensic Auditing/Policing or Police Sciences with 1-2 years' relevant experience in investigation of corruption fraud, unethical conduct and maladministration within the Risk, Anti-Corruption and Integrity Management environment. A valid driver's licence.

KNOWLEDGE & SKILLS: The incumbent must possess knowledge of Constitution of the Republic of South Africa. Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, National Anti-Corruption Strategy, Public Service Anti-Corruption Strategy, National Treasury Regulations, National Treasury Fraud Prevention Strategy. DPSA Circulars on Anti-Corruption, Protected Disclosure Act, Prevention and Combating of Corrupt Activities Act, Prevention of Organised Crime Act, Financial Intelligence Centre Act, Criminal Procedure Act. Promotion of Personal Information Act. Promotion of Administrative Justice Act. All other applicable legislation and prescripts governing fraud prevention and anti-corruption in the public service. The following skills are critical for the incumbent of this post: Project Management skills; Facilitation, motivational, networking and presentation skills; Report Writing and Research capabilities; Computer literacy and data analytics skills; Negotiation, interviewing and persuasive abilities; Analytical and problem solving capabilities; Financial Management and people management skills



KPA'S: Analyse, record, investigate reported allegations of fraud, corruption, unethical behaviour and maladministration in the Department. Ensure the implementation of anti-corruption strategy and fraud prevention plan in the Department. Monitoring the implementation of the operational and plan of the unit in line with the Anti-Corruption and Fraud Prevention Management Implementation Plan. Coordination, maintenance and reporting of fraud and corruption cases in the Department. Proactive and reactive analyses and monitoring of fraud risks identified in line with the Public Sector Risk Management framework

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za

INTERNAL AUDITOR (X 2 POSTS)

Salary Notch of R294 321.00 (Level 7)

Ref No: DPWI 29/06/2023 Head Office (Bhisho)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing with 1-2 years relevant experience in the field of internal auditing and / or auditing. • Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's licence.

KNOWLEDGE & SKILLS: Knowledge: International Standards for the Professional Practice of Internal Auditing • Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. • Understanding of project management principles. • The candidate must possess a valid driver's licence or commit to attaining one within a year of appointment, must be willing to travel extensively and work irregular hours, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. • Must be computer literate and be able to use audit software. • Good oral, and written communication skills. • Good organizational and administrative skills. • Ability to assist with the supervision and coaching of internal audit interns and learners.

KPA'S Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits.

Enquiries: Can be directed to Ms S. Zazini at 040 602 4553 / Ms N. Toni at 040 602 4140 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za

WORKS INSPECTOR: TECHNICAL SERVICES (X 1 POST)

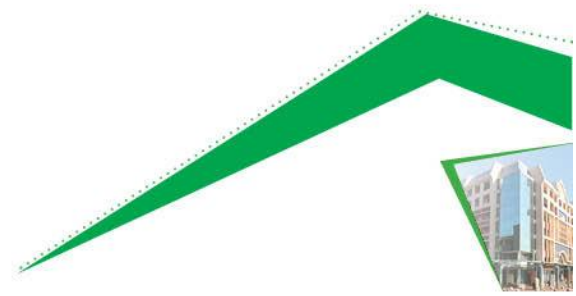
Salary notch of R241 485.00 per annum (Level 06)

Ref No: DPWI 30/06/2023 (Fire Safety & Prevention) Sarah Baartman (Gqeberha)

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma (T/N/S streams) or equivalent in Fire Technology NQF L6 as recognized by SAQA/ National Senior Certificate with Fire Fighter II Certificate in Fire Technology (SAESI)/ Senior Certificate with Preliminary Certificate in Fire Technology (IFE). 1 - 2 years' relevant experience in Fire Safety and Prevention. A valid driver's license.

KNOWLEDGE & SKILLS: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of risks and hazards, change and promotion of teamwork. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Good interpersonal relations. Report writing skills, Self – Management.

KPA'S: Implement fire prevention legislations and standards: Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement



corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. **Implement fire protection services:** Conduct inspections and testing of newly installed fire protection systems in line with approved designs. Conduct fire code compliance. Attend meetings and submit reports. **Render fire education:** Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. **Render administrative functions:** Draw up minor specifications for fire projects. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.

Enquiries: Can be directed to Ms C. Bermoskie at 041 390 9026 / Ms A. Meyer at 041 390 9032 **e-recruitment**
Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT (X 1 POST)

Salary Notch of R202 233.00 per annum (Level 05)

Ref No: DPWI 31/06/2023, Alfred Nzo (Mount Ayliff)

MINIMUM REQUIREMENTS: National Senior Certificate with no experience. Experience in records management will be an added advantage.

KNOWLEDGE & SKILLS: - Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Performance management. Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy

KPA's: Safe keeping of records. Opening and closing of HR files. Filing of correspondence. Number of folios. **Circulate correspondence.** Record documents for circulation. **Maintain file index(NMIR).** Open files according to file index. Regular checking files in terms of file index. **Control movement of files.** Issue to relevant HR staff. Diarise return of files

Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 **e-recruitment** **Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za**

SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT (X 2 POSTS)

Salary Notch of R147 036.00 per annum (Level 03)

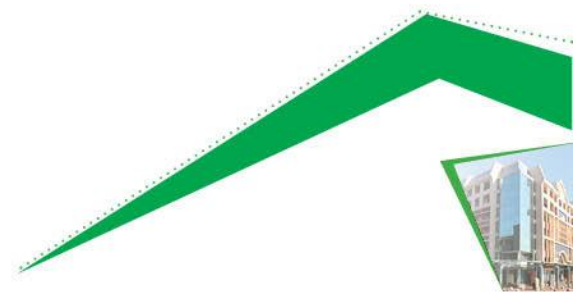
Ref No: DPWI 32/06/2023, Alfred Nzo (Mount Ayliff)

Ref No: DPWI 33/06/2023, Amathole (East London)

MINIMUM REQUIREMENTS: ABET Level 4 or NQF Level 1 to 3 with no experience. Basic security officer's courses will be an added advantage.

KNOWLEDGE AND SKILLS: - Knowledge of the access control procedure Knowledge of measures of control and movement of equipment & stores Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write

KPA's: Perform access control functions Determine appointments/ or services that the visitors require Contact relevant employee to confirm appointment or refer visitor to the relevant service delivery point Complete or ensure that the admission control register is completed Issue admission control documents/cards as required Escort visitors to relevant employees/venues where Lock and unlock entrances Ensure that unauthorized persons and dangerous objects do not enter the building/premises Follow-up on incidence **Undertake building/premises patrols** Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required Check suspicious objects and packages and report Apply emergency procedures **Ensure safe**



keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized Inspect vehicles entering and leaving the premises Gather information and report on missing and stolen equipment and stores Handle documents at points of entry according to classification and the prescript.

Alfred Nzo: Enquiries: Can be directed to Ms N. Mdlaka/ Ms N. Gcabi at 039 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

Amathole Enquiries: Can be directed to Ms L. Magama/Mr Z. Tana at 043 711 5772 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za