



**CIRCULAR 04 B OF 2021.22 (DoT & COGTA, Erratum)**

**POSTED ON: 23, 24, 27/05/2021 & 04/06/2021**

**CLOSING DATE: 21 JUNE 2021**

## **DEPARTMENT OF TRANSPORT**

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

Enquiries: Mr M Ngcobo / Mrs N Nyamakazi 043 604 7458 / 7455.

Please take note, NO HAND DELIVERED applications will be allowed due to COVID 19. Applicants can apply online using [www.ecprov.gov.za](http://www.ecprov.gov.za) through E-recruitment system.

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**Note:** Applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.ectransport.gov.za/documents/z83%20form.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

**DEPUTY DIRECTOR GENERAL: TRANSPORT INFRASTRUCTURE PLANNING (12 month contract)**

**Salary: R 1,521,591.00 – R 1,714,074.00 (all-inclusive salary package)**

**Centre: Head Office (KWT) (Ref.DOT 01/05/2021)**

**Requirements:** National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Engineering. Honour's Degree (NQF level 8 as recognized by SAQA) in Engineering. 8 – 10 years' experience at senior management level. SMS pre-entry certificate as offered by the National School of Government (NSG). Valid Driver's license.

**Knowledge:** Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programmes and Project Management. Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.



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**Duties:** Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning's-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures: Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of Regional roads maintenance services. Ensure the provision of plant fleet and associated support services: Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee the provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## CHIEF DIRECTOR: STRATEGY AND SYSTEMS

**Salary Range:** An all-inclusive remuneration package of R 1,251,183.00 – R 1,495,956.00 (Salary Level 14)

**Centre:** Head Office (Ref.DOT 02/05/2021)

**Requirements:** National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Public Administration/Transport Economics/Transport Management. 5 years relevant experience at Senior Management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

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

**Duties:** Provide effective stakeholder Inter-governmental relations. Services and coordinate Monitoring, Reporting and Evaluation: Stakeholder engagement and participation, Donor coordination and management, International Relations, Intergovernmental relations promotion, Outreach organizing, Programme Management (Including special projects). Develop and strengthen monitoring, inspection and evaluation procedures, Develop monitoring and impact indicator for the project success; Monitor and evaluate overall progress on achievement of results, Produce monthly, quarterly and annual performance reports. Provide communication and media liaison services and coordinate strategic planning and entity interface: Manage provision of effective external communication and Media liaison support. Manage promotion of access to information (content gathering, production and dissemination). Manage Public liaison and Events Management. Manage provision of effective internal communication services. Develop and maintain the departmental website. Provide publication and photo journalism. Manage the provision of strategy and planning services. Manage the provision of a structured link between the department and its entities. Management and coordination of research, policy coordination and information management services. Provide security and work environment management services: Provide security management services. Monitor adherence to implementation of whole spectrum of security function based on Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS) e.g. document, personal, computer, personnel security and other assets. Administer and monitor the implementation of security operating measures e.g. access control, key control etc. Conduct investigations on security breaches. Provide conducive work environment in terms of Occupational Health and Safety Act. Provide work environment management services (including Employee health and safety responsibilities attached to the functions). Provide infrastructure maintenance services. Provide refreshment coordination and refectory. Manage cleaning services. Provide transport services. Manage and coordinate organisational development services and information communication and technology management services: Oversee the management of organisational design services. Oversee Change Management and Service Delivery Improvement services. Manage of customer care services. Oversee information communications technology business enablement and governance services. Oversee ICT infrastructure and support services.



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Oversee ICT operations, solutions and support services. Oversee ICT information and knowledge management services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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### CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

Salary: An all-inclusive remuneration package of R 1,251,183. 00 – R 1,495,956.00 (Salary Level 14)

Centre: (Ref.DOT 03/05/2021) Head Office

**Requirements:** Bachelor's Degree (NQF level 7) as recognized by SAQA) in Human Resource/Public Administration/ Public Management equivalent qualification in Human Resource Management or related field, 5 years at Senior Management level (SMS) with focus on Human Resource Management field. A Valid Driver's License. SMS pre-entry certificate as offered by the National School of Government (NSG).

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

**Duties:** Ensure the provision of human resource administration: Manage the provision of human resource administration strategy and personnel information. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services, Manage the provision of employee health and wellness services. Ensure the provision of human resource development and performance management system: Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learner ship and internship programme. Manage effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provision of Human Resource Planning and Employee Relations Services: Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Manage the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the Chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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### CHIEF DIRECTOR: TRANSPORT OPERATIONS

Salary: An all-inclusive remuneration package of R 1,251,183. 00 – R 1,495,956.00 (Salary Level 14)

Centre: Head Office (Ref.DOT 04/05/2021)

This is a re-advertisement

**Requirements:** National Senior Certificate, •B Degree (NQF level 7 as recognized by SAQA) in Transport Management/Transport Economics. 5 years relevant experience at Senior Management level in the transport operation environment SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** Strategic Capability and Leadership, Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project

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Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management

**Duties:** Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts / service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the Chief directorate: 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 Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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## CHIEF DIRECTOR: TRANSPORT REGULATIONS

**Salary Range:** An all-inclusive remuneration package of R 1,251,183. 00 – R 1,495,956.00 (Salary Level 14)

**Centre:** (Ref.DOT 05/05/2021) Head Office

**This is a re-advertisement**

**Requirements:** National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Traffic & Metropolitan Policing/ Traffic Policing / B. Tech in Road Traffic and Municipal Police Management/ LLB and any Relevant Qualification. 5 years' relevant experience at Senior Management level in the Transport Regulation environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** National Road Traffic Act. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives. 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, Conflict Resolution / Problem Solving

**Duties:** Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road traffic act. The enforcing of compliance of number plate manufactures and embossers with the road traffic act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The provision of counseling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the walk in center. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve center: The rendering of traffic infringement center's front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community based structures. The promotion of traffic safety awareness through mass communication. The rendering of effective traffic safety oversight and support. Manage the



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allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

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#### **DIRECTOR: BUDGET & FINANCIAL PLANNING**

**Salary:** An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)

(Ref.DOT 06/05/2021) Head Office

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Financial Accounting / Financial Management / Cost and Accounting Management. 5 years' experience at middle management in the relevant environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** Strategic Capability and Leadership. Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** Conduct effective financial planning for the department: Manage provision of inputs to the strategic plan. Manage provision of inputs to the annual performance plan. Manage conducting of effective business and project planning. Implement and manage an efficient budgeting process for the department. Manage and monitor MTEF budgeting process. Estimates of expenditure (National & Provincial). Adjustments estimates. Manage rollovers. Manage Monthly cash flow and adjusted cash flow. Conduct effective financial monitoring and reporting for the department. Conduct In-year monitoring. Manage Interim reporting (provide inputs to performance report). Manage annual reporting. Manage safeguarding of source documents. Manage departmental financial systems control services. Management of BAS information. Effective management of exception reports. Provision of systems assistance and BAS management infrastructure. Facilitation of systems training. Provision of departmental financial systems administration services. Manage establishment, maintenance and continuous updating of user-group with practice notes. Oversee the implementation of audit and control measures. Chair BAS steering committees. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### **DIRECTOR: TRANSPORT INFRASTRUCTURE FLEET SERVICES**

**Salary:** An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)

Centre: (Ref.DOT 07/05/2021) Head Office

**Requirements:** Matric, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Mechanical Engineering. 5 years relevant experience at Middle Management level. Furthermore the recommended candidate will be required to produce his or her SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem, Analysis and Solving, Financial Management, Programmes and Project Management. Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.



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**Duties:** Provision of reliable motor vehicle and infrastructure plant fleet: Research and advise on plant fleet and accessory provision. Manage procurement of plant fleet and accessories. Manage licensing and registration of vehicles. Manage the plant fleet and accessories asset register. Manage vehicle storage and warehousing. Manage plant fleet contracts and rentals. Manage the disposal of redundant fleet. Manage effective implementation of performance management system. Provision of technical motor vehicle and plant fleet maintenance services: Manage the implementation of vehicle management system. Ensure effective monitoring of motor vehicle maintenance by services providers. Manage cost effective motor vehicle and plant fleet end of life services. Manage the administration of vehicle accidents and losses, traffic fines and AARTO. Ensure effective fuel management. Provision of two way radio communication, loss control and fleet monitoring services: Manage research and guide on the provision of two way radios. Manage the rendering of radio network maintenance services. Summon investigations regarding loss control. Manage the recovery of losses and other incidents of theft fraud and corruption. Manage the provision of surveillance services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## DIRECTOR: EXECUTIVE SUPPORT SERVICES

**Salary Range:** An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)

(Ref.DOT 08/05/2021) Head Office

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration. 5 years' experience at middle management in the executive support environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.

**Duties:** Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co-ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director-General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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**DISTRICT DIRECTOR: DISTRICT MANAGEMENT – (3 POSTS)**

**Salary: An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)**

**(Ref. DOT 09/05/2021) Joe Gqabi, (Ref.DOT 10/05/2021) & Chris Hani; (Ref. DOT 11/05/2021) Amathole**

**This is a re-advertisement**

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. 5 year experience at Middle Management level. A Valid Driver's license. SMS pre-entry certificate as offered by the National School of Government (NSG).

**Knowledge:** National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan Knowledge of collective bargaining procedures, Asset management ,procedures ,Provincial Growth and Development Plan for the Eastern Cape, All other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles, White paper on Civil Aviation, Provincial Public Transport Master Plan, Occupational Health & Safety, Procurement directives.

**Duties:** \*Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services: Management of HR and Financial services, Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services).\*Provide effective stakeholder and Inter- governmental relations services: Provide effective inter-governmental relations services Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. \*Manage implementation of scholar transport services in the District: The monitoring that scholar transport performance adheres to agreed service levels and continues to improve. The implementation of stakeholder engagement services including mediation, conflict and dispute resolution. The verification of invoices and POD's. The processing of invoices for payment. The rendering of efficient reporting services. The efficient capturing of POD's\*Promotion of road safety: The promotion of transport safety education in schools. The promotion of transport safety through community based structures. The promotion of transport safety awareness through mass communication. Monitoring services rendered by driver training schools. Evaluate the effectiveness of safety education literature.\*Oversee implementation of land transport services: The monitoring of contracts / service level agreements with public transport operators. The implementation of institutional formalisation and empowerment of the public transport industry. The implementation of mediation, conflict resolution, and dispute resolution and stakeholder matters related to public transport.\*Oversee and coordinate the rendering of sub district transport services: The rendering of effective traffic law enforcement. The promotion of traffic safety. The provision of public transport law enforcement services. The provision of administration support services following approved delegations. The coordination of sub district road maintenance service.\*Create work opportunities for the poor and unemployed people using EPWP: Monitor attainment of the set targets and assess their impact to EPWP. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes.\*Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective traffic law enforcement operations management and control services. The provision of counseling and spiritual services. The provision of public transport law enforcement services. The implementation of the national and provincial freight administration and overload strategy. Ensure compliance in terms of traffic legislation. The management of vehicle registrations and authorizations. The management of public transport regulation services.\*Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely.

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**DIRECTOR: LEGAL SERVICES**

**Salary: An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)**

**Centre: Head Office (Ref.DOT 12/05/2021)**

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF 7) as recognized by SAQA in LLB, 5 year experience at Middle Management level in the legal environment. A Valid Driver's license. SMS pre-entry certificate as offered by the National School of Government (NSG).



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**Knowledge:** Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** Provide legal administrative services to the Department: Facilitate and co-ordinate liaison and consultations with legal advisors and experts. Conduct research and initiate and contribute to the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memoranda. Respond to legally based queries and complaints of service providers and the Public. Facilitate settlements in the case of persons who have entered into agreements with the Department. Provide legal advice and initiate litigation on behalf of the Department: Scrutinise and provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Consult with and instruct State Attorney. Oversee compiling of signing affidavits, statements and case particulars. Consult policy documents and legal handbooks. Consult with departmental/technical experts. Conduct in loco inspections. Scrutinise court records and evidential material. Prepare case files. Manage time-frames and filing of case documentation. Provide legal advisory services to the department: Co-ordinate between legal matters of the Department. Provide legal opinion. Advise on merits of cases and appeals. Create a climate conducive to legal awareness and compliance: Institute measures to raise legal awareness within the Department. Ensure that departmental policies and strategies are compliant with applicable national and provincial legislation. Ensure that legal interpretations are in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Provide advice with regard to investigations into irregularities. Manage the allocated resource of the directorate: 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. 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 management, maintenance and safekeeping of assets.

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## DIRECTOR: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES

Salary Range: An all-inclusive remuneration package of R 1, 057, 236. 00 – 1,245,495.00 (Salary Level 13)

(Ref.DOT 13/05/2021) Head Office

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Administration / Public Management. 5 years' experience at middle management. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License.

**Knowledge:** Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes.

Information management. Policies and procedures.

**Duties:** Develop and monitor the implementation of road maintenance policies, norms and standards: Manage the development of roads maintenance policies, norms and standards. Manage implementation of road maintenance policies, norms and standards. Monitor the roads maintenance management system. Monitor the overall roads maintenance budget: Manage the budgeting process for the branch. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the branch. Manage the financial reporting for the branch. Coordinate Regional roads maintenance services: Coordinate the development of roads maintenance plan. Manage the implementation of the roads maintenance plan. Coordinate the integration of roads maintenance plan with other departmental and provincial plans. Coordinate the maintenance of transport related infrastructure. The rendering of technical support in respect of: - (a) tender documentation (b) contract administration: Manage the rendering of records management services. Manage the development of tender specifications. Coordinate the management of roads related contracts. Manage the development and submission of statutory reports for the Branch. Manage the audit process for the branch. Manage the allocated resource of the directorate: 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. 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 management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458





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**DEPUTY DIRECTOR: MONITORING & EVALUATION**

**Salary: R 733 257. 00 – R 863 748.00 (Level 11)**

**(Ref.DOT14/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF Level 7) in Public Administration /Public Management / Business Management / Post graduate Diploma in Monitoring and Evaluation as an advantage with 3-5 years' Managerial (Assistant Director Level) experience in Monitoring and Evaluation. A Valid Driver's license.

**Knowledge:** Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001.

Public Finance Management Act, 1999. Treasury regulations.

**Duties:** Manage the provision of monitoring services: Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Manage the provision of reporting services: Produce monthly, quarterly and annual performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies and policies. Manage the provision of evaluation services: Develop and strengthen Evaluation services. Develop Impact indicator for the project success. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**DEPUTY DIRECTOR: CIVIL AVIATION COMPLIANCE**

**Salary Package: R 733 257. 00 – R 863 748.00 (Level 11)**

**Centre: (Ref.DOT15/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) in Airport Management/ Business Management. /Disaster and Safety Diploma/Fire Technology. 3-5 year managerial (Assistant Director) experience in Civil Aviation. A Valid Driver's license.

**Knowledge:** Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation. National key Points. Public Service Regulations. Public Service Act.

**Duties:** Provide business development services: Ensure adherence to OHS act in the Airport Operations: Minimise possibilities of Disaster at the Airport Environment: Ensure compliance to safety and security regulations at the Airport: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts: Establish legal and organizational arrangements with agencies, organisations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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## DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES AND COMPLIANCE (2 POSTS)

Salary Package: R 733 257. 00 – R 863 748.00 (Level 11)

Centre: (Ref. DOT16/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/B. Degree in Education/ Developmental Studies. 3-5 years' relevant experience in the field at Assistant Director Level. A Valid driver's license.

**Knowledge:** National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.

**Duties:** Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations from each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS

Salary Package: R 733 257. 00 – R 863 748.00 (Level 11)

Centre: (Ref. DOT17/05/2021) OR Tambo

**Minimum Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/Public Management/B. Degree in Education. 3-5 years' relevant experience in the field at Assistant Director Level in the public transport management. A Valid driver's license.

**Knowledge:** National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.

**Duties:** Monitor contracts/ service level agreements with public transport operators and service providers: Manage compliance with contractual obligations by public transport operators and service providers. Facilitate and monitor payment of services providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision



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of public transport infrastructure. Coordinate the provision of non-motorised transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxi etc). Monitor empowerment projects focusing at public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Collaborate with stakeholders to facilitate provision of Integrated Public Transport Solution: Interact and engage with internal and other relevant external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport Solution that incorporates non-contracted, rural services, Shova Kalula, Bicycle programme, learner and some inter-town services into the formal contracted bus sector through PIPTML. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/ programmes/ function between and within the institution. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure personnel contribution and level of responsibility. Facilitate team, goal setting.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### DEPUTY DIRECTOR (COORDINATOR): SCHOLAR TRANSPORT

Salary: R 733 257.00 – R 863 748.00 (Level 11)

Centre: (Ref.DOT18/05/2021) Amathole

**Requirements:** Matric, B Degree (NQF Level 7 as recognized by SAQA) in Transport Management/Public Management/Public Administration/Developmental Studies/Social Science. 3-5 years relevant experience at Assistant Director Level. A Valid Driver's license.

**Knowledge:** Public Finance Management Act. Treasury Regulations. Provincial Scholar Transport Policy. Provincial Integrated Public Transport Master Plan.

**Duties:** Management of district scholar transport stakeholder relations: Establish a public transport representative structure for the District. Sell the concept of scholar transport and its objectives to the public transport representative structure. Ensure that the public transport representative structure understands and share information with its members about the process of appointment of operators for scholar transport. Develop a communication protocol and consult it with the public transport representative structure. Make sure that operators participating in the scholar transport service are workshoped on the terms of reference of their contractual obligations and the implications thereof. Create a district structure for mediation, conflict and dispute resolution. Management of district scholar transport performance monitoring: Manage the implementation of tools and systems developed to monitor scholar transport services. Manage the gathering and verification of information required to process payment of public transport service providers. Manage the implementation of intelligent transport system technology. Make a follow up on all queries received from scholar transport beneficiaries and stakeholders and come up with intervention. Establish partnership between the District, school teachers and parents in monitoring the performance of contracted service providers. Manage the establishment of a commuter call centre and monitor its operations. Develop reports on the performance of the scholar transport in the district. Management of District scholar transport budget and payment services: Influence the district budget to cater for scholar transport services plans. Ensure that all scholar transport contractual obligations for the district are accommodated in the budget. Monitor expenditure by ensuring that all POD's are verified against the invoices before payment is processed. Manage the efficient capturing of POD's. Ensure that all scholar transport invoices that are verified as correct are paid on time. Attend to payment queries received from contracted operators. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION

**Salary:** An all-inclusive remuneration package of R 733 257. 00 – R 863 748.00 (Salary Level 11)

**Centre:** (Ref.DOT 19/05/2021) Chris Hanani

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management or any related field in Human Resource Management. 3-5 years relevant experience as an Assistant Director in HR field. A Valid Driver's license.

**Knowledge:** PERSAL, Public Service Act, 1994, Public Service Regulations of 2016, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, Promotion of Access to Information Act, 2 of 2000, HR management principles, Performance management and development, Stakeholder and customer relationship management principles

**Duties:** Coordination and implementation of employee wellness programs: Ensure efficient implementation of employee wellness program policies such as SHE, HIV&AIDS, etc. Manage & coordinate the sports programmes. Management of employee relations: Ensure the promotion of harmonious labour relations. Manage the handling of misconducts and grievances. Manage employee equity profile and targets for the Department. Manage the retention strategy. Provision of personnel and staff registry services: Manage the recruitment and selection process. Ensure correct implementation of transfers, absorption and probationary periods. Ensure efficient provision of staff registry services. Provision of conditions of services: Manage the administration of leave. Ensure efficient processing of service benefit. Manage injury on duty cases. Manage the provision of service terminations. PERSAL Manage Services: Manage the use of PERSAL. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## DEPUTY DIRECTOR: FINANCIAL MONITORING & REPORTING

**Salary:** R 733 257. 00 – R 863 748.00 (Salary Level 11)

**Centre:** (Ref. DOT20/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Financial Management/ Accounting/ Commerce and Auditing. 3-5 years managerial (Assistant Director) or relevant experience in the finance management. Has served articles in accounting or auditing firm. A Valid Driver's license.

**Knowledge:** Public Finance Management Act, 1999. Public Service Budgeting Cycle. Treasury Regulations. BAS system. In Year Monitoring System. Public Service Act, 1994. FM management principles. Project management principles. Report writing.

**Duties:** Compilation of statutory financial reports: Develop quarterly, annual and monitoring plans to be completed by all preparers of interim financial statements (IFS) and annual financial statements (AFS). Prepare quarterly and annual financial statements for submission to Treasury. Provide quality assurance on IFS/AFS. Quality interpret and implement accounting policies and disclosures in the IFS and AFS. Analyse Mayibuye Transport Corporation and Trading Entity services in respect of financial reporting guide and time lines. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned subordinates. Perform all delegated responsibilities linked to the portfolio of Manager.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**





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## DEPUTY DIRECTOR: ASSET REGISTER & INVESTORY MANAGEMENT

Salary: R 733 257. 00 – R 863 748.00 p.a (Salary level 11)

Centre: (Ref.DOT21/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognized by SAQA) in Financial Management/Purchasing/ Logistics Management/ Supply Chain Management related qualification. 3-5 years relevant experience as Assistant Director in the environment. A Valid driver's license.

**Knowledge:** Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation.

Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.

**Duties:** Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of movable assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Management of immovable assets: Management of the departmental Capital Work In Progress Register. Ensure that all construction projects are recorded in the CWIP register. Conduct reconciliation of expenditure for construction projects with BAS. Plan and implement verifications of projects on CWIP on quarterly basis. Manage the Immoveable Asset Register for all complete construction projects. Manage the disposal of Immoveable Assets. Prepare the transfer of complete construction projects to the relevant custodians. Prepare the Financial Disclosures for Immoveable Assets on a quarterly and annual basis. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## DEPUTY DIRECTOR: SKILLS DEVELOPMENT

Salary: R 733 257. 00 – R 863 748.00 (Level 11)

(Ref.DOT 22/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma/ (NQF Level 6), B. Degree (NQF Level 7) in Human Resource Management/ Public Administration/ Public Management / Social Science / Management of Training. 3 - 5 years relevant experience as an Assistant Director in the HRD environment. A Valid Driver's license.

**Knowledge:** Skills Development Act. Skills Development Levies Act. National HRD strategy. HRD strategy for the Public Service. Departmental HRD policy. PSR (Public Service Regulations). PSA (Public Service Act). Batho Pele handbook. Public Finance Management Act, 1999. Project management principles. Performance management principles. Meeting procedures. Report writing. Stakeholder and customer relationship management principles.

**Duties:** Implementation of learnership/ internship and busary program: Manage and coordinate the development of departmental learnership and internship policy. Develop learnership and internship programmes. Monitor implementation of learnership and internship programmes. Manages the departmental bursary programme. Implementation of HRD strategies: Manage and coordinates implementation of HRD strategies. Develops and manages HRD framework and guidelines. Facilitate the development of a mentorship programme. Manages the support programme for SMME development. Implementation of skills development program: Facilitate the development of workplace skills plan. Develops and manages projects for effective demand and supply of scarce skills. Liaise with relevant stakeholders with regards to skills development interventions. Fosters and promotes HR learning networks. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives of motor vehicle maintenance and administration services sub-directorate. Manage the commercial value add of the directorate operations. Allocate, control and monitor expenditure according to budget to ensure



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efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### DEPUTY DIRECTOR: STRATEGIC PLANNING

Salary: R 733 257. 00 – R 863 748.00 (Level 11)

(Ref.DOT 23/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma/ (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/ Public Management/Business Management. 3-5 years relevant experience as an Assistant Director. A Valid Driver's license.

**Knowledge:** Public Sector Transformation Strategy. Departmental service delivery principles. Strategic Management Principles. Project Management Principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes.

**Duties:** Drive all processes and actions directed at developing a comprehensive departmental strategic plan: Liaise with Provincial Treasury to get a revised budget structure. Coordinate and guide the development of departmental strategic plan and annual performance plan. Compile strategic plan and submit it to the HOD and MEC for verification and approval. Check alignment of the budget with strategic plan. Coordinate reviewing of strategic plan when necessary. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Coordinate printing and binding of departmental strategic plan. Ensure that departmental strategic plan is accessible to the entire departmental staff. Coordinate alignment of departmental plans with the departmental strategy: Conduct workshops with line function units to assist in the development of annual performance plans. Ensure that programs operational plans are aligned to the broader departmental strategic plan. Facilitate alignment of departmental planning with the treasury planning cycle. Drive all processes and actions directed at developing a comprehensive departmental annual report: Liaise with Provincial Treasury to get an up to date reporting template. Workshop programmes and districts on reporting template. Consolidate reports by programmes and produce a departmental quarterly and annual report. Identify misalignments between the annual report and annual performance plans of sub programs. Coordinate development of reports required by the portfolio committee. Coordinate printing and binding of departmental annual report. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### DEPUTY DIRECTOR: SCM & ASSET MANAGEMENT

Salary: R 733 257. 00 – R 863 748.00 p.a (Salary level 11)

Centre: (Ref.DOT24/05/2021) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management/ Accounting/ Commerce/Purchasing /Finance/ Logistics Management. 3-5 years relevant experience as Assistant Director in the environment. A Valid driver's license.

**Knowledge:** Asset management framework. Asset management policy. Asset administration/ Asset register. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Performance management principles. Meeting procedures. Report writing.

**Duties:** Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores.

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Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Financial Management: Management of funds to meet the MTEF objectives of the sub-directorate. Manage the commercial value add of the directorate operations. Participate in the in year monitoring process. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned sub-directorates. Perform all delegated responsibilities linked to the portfolio of Manager.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### DEPUTY DIRECTOR: OHS-TRANSPORT INFRASTRUCTURE PLANNING & DESIGN

Salary: R 733 257. 00 – R 863 748.00 per annum (Level 11)

Centre: (Ref.DOT 25/05/2021) Head Office

**Requirements:** Matric, B. Degree (NQF 7) as recognized by SAQA in Environmental Management or formal OHS qualification (NQF 7). 3-5 year's relevant experience in the environment. A Valid Driver's License. Must be registered with SACPCMP as a professional Construction Health and Safety Agent (Pr. CHSA) or Professional Construction Health and Safety Manager (Pr. CHSM) or Professional Construction Health and Safety Officer (Pr. CHSO).

**Knowledge:** Transport infrastructure design. Policies and Procedures. Knowledge of OHS Act and Construction regulations. Code of Ethics. Batho Pele Principles. Human Resources Development Policies.

**Duties:** Develop and ensure implementation of the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Co-ordinate the implementation of health and safety working environmental programmes/projects in the province. Co-ordinate the investigation of health-related complaints and accidents in the Province. Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the Province. Communicate and promote Health, Safety and Wellness in the Province. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE MAINTENANCE)

Salary: R 733 257. 00 – R 863 748.00 per annum (Level 11)

Centre: (Ref.DOT 26/05/2021) Joe Gqabi

**Requirements:** National Senior Certificate, B. Degree (NQF7 as recognised by SAQA) in Civil engineering. 3-5 years' relevant working experience in the infrastructure environment at an Assistant Director Level. A Valid Driver's license.

**Knowledge:** Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

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## DEPUTY DIRECTOR: TRAFFIC LAW ENFORCEMENT

Salary: R 733 257. 00 – R 863 748.00 p.a (Salary level 11)

Centre: (Ref.DOT27/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognized by SAQA) in Traffic Management. 3-5 years relevant experience as Assistant Director in the environment. A Valid driver's license.

**Knowledge:** Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**Duties:** Manage provision of traffic law enforcement services: Develop a plan for collection of Road Environment Factors information. Analyse accident statistics and traffic infringement reports. Develop proactive traffic law enforcement strategies to curb accidents before they occur. Develop a resource allocation strategy that is informed by statistical evidence. Guide district traffic law enforcement plans to address identifies provincial traffic law enforcement challenges. Coordinate implementation of Traffic Law Enforcement operations: Develop a consolidated implementation plan for special law enforcement operations. Facilitate integration of traffic law enforcement activities with activities of other law enforcement agents. Maintain sound and healthy relationship with other law enforcement agents. Manage joint boarder operations with traffic law enforcement officials of neighbouring provinces. Provide support in management of traffic summons. Facilitate regular capacitation of traffic law enforcement officers. Develop safety plan to ensure safety of traffic law enforcement officers during operations. Monitor implementation of national and provincial traffic law enforcement strategy: Analyse law enforcement reports submitted by districts on monthly basis. Identify trends to inform the strategic focus. Produce reports on the impact of traffic law operations undertaken by districts. Identify operational challenges and come up with corrective measures. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 section 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## DEPUTY DIRECTOR: ADJUDICATOR (PRE) (X3)

Salary Range: R 733 257. 00 – R 863 748.00 Salary Level 11

Centre: (Ref.DOT 28/05/2021) Head Office

**This is a re-advertisement (12 months contract posts)**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport/ Public Administration/ Public Management. 3-5 years relevant experience at management level (Assistant Director Level) in the field. 2 years' experience as a board member will serve as added advantage. Valid Driver's license.

**Knowledge:** SOP. NLTA. NLTR. Code of conduct.

**Duties:** Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating





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licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/75

### CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION

Salary: R 733 257. 00 – R 863 748.00 (Level 11)

Centre: (Ref.DOT 29/05/2021) Alfred Nzo

**Requirements:** National Senior Certificate, National Diploma (NQF Level6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/ Road Traffic and Municipal Police Management/ Traffic Management/ LLB/ Public Management/Traffic Safety Management/ Transport Management. 7-10 years working experience in the field in Traffic Law enforcement. 3-5 years Management experience. Valid Driving License at least a code B. No Criminal record.

**Knowledge:** Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of law enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable legislations –Public transport and traffic environment.

**Duties:** Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedure. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Provincial and implement corrective action in problem areas. Regular budget control and management discussions as part of management meeting. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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**DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**

**Salary: R 733 257. 00 – R 863 748.00 (Salary Level 11)**

**Centre: (Ref 30/05/2021) OR Tambo**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in B Com/ B Compt / Financial Management majoring in Accounting. 3-5 years managerial (Assistant Director) or relevant experience in the finance management. A Valid Driver's license.

**Knowledge:** Public Finance Management Act. Treasury Regulations, Financial Management Principles. Promotion of Access to Information Act, 2 of 2000. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.

**Duties:** Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and Items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**DEPUTY DIRECTOR: COMPLIANCE ENFORCEMENT INSPECTORATE**

**Salary Package: R 733 257. 00 – R 863 748.00 (Level 11)**

**Centre: (Ref.DOT31/05/2021) Head Office**

**Minimum Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Management or Transport Economics. 3-5 years' relevant experience in the field at Assistant Director Level. Valid driver's driver license.

**Knowledge:** National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan.

**Duties:** Coordinate the implementation of land transport services: Manage the provisioning of transport services. Manage the provisioning of public transport infrastructure. Manage the implementation of non- motorised transport and special needs passenger plans and strategies. Facilitate and support in order to ensure land transport integration. Capacitate local authorities' w.r.t. the implementation of land transport services. Coordinate institutionalization, formalisation and empowerment of the public transport industry: Implement strategies to transform the public transport industry. Coordinate establishment of representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Implement public transport projects. Communicate and advocate on public transport regulations and policies. Liaise with HRD to arrange suitable training from SETAs and training providers. Establish integrated public transport network teams. Coordinate the establishment of Business Entity. Coordinate Taxi Recapitalisation project.



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Coordinate mediation, conflict resolution, dispute resolution, and stakeholder participation initiatives: Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on mediations. Set up and monitor public transport stakeholder and commuter forums. Establish a commuter call center. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### DEPUTY DIRECTOR: SCM & ASSET MANAGEMENT

Salary: R 733 257. 00 – R 863 748.00 p.a (Salary level 11)

Centre: (Ref.DOT32/05/2021) Amathole; (Ref.DOT218/05/2021) Chris Hani

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognized by SAQA) in Finance/ Purchasing/Logistics/Accounting/Commerce/ Supply Chain Management. 3-5 years relevant experience as Assistant Director in the environment. A Valid driver's license.

**Knowledge:** Asset management framework. Asset management policy. Asset administration/ Asset register. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Performance management principles. Meeting procedures. Report writing.

**Duties:** Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Financial Management: Management of funds to meet the MTEF objectives of the sub-directorate. Manage the commercial value add of the directorate operations. Participate in the in year monitoring process. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned sub-directorates. Perform all delegated responsibilities linked to the portfolio of Manager.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### DEPUTY DIRECTOR: ROAD SAFETY

Salary Package: R 733 257. 00 – R 863 748.00 (Level 11)

Centre: (Ref. DOT33/05/2021) Chris Hani

**Minimum Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Road Safety Education/ Communication/Project Management/Social Science/Public Relations/ Development Studies. 3-5 years' relevant experience in the field at Assistant Director Level. Valid Code B driver license.

**Knowledge:** National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

**Duties:** Promote road safety education in schools: Draw a district road safety program informed by the national road safety strategy. Promote mutual beneficiation between the district and local schools. Identify creative ways of promoting road safety education in local schools. Manage implementation of scholar programmes and projects in the district. Monitor and evaluate impact of road safety programs within the district. Manage and monitor the implementation of EPWP activities in scholar programmes. Manage the development of road safety operational plan. Manage procurement of Scholar Programme resource material and equipment. Promote Road Safety community Outreach road safety programmes and projects: Manage the establishment of community road safety councils in the sub-programme. Monitor and evaluate impact of Community Road

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safety Council in the district. Manage and establish partnerships with stakeholders in the promotion of Road safety awareness. Manage the development of road safety community outreach costed project plans. Manage procurement of Community Outreach resource material and equipment. Manage and monitor the implementation of community outreach programmes. Financial Management: Develop and Manage budget of the section. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis. Ensure effective management of the section: Manage all human resource allocated to the section. Influence funding for vacant posts in the section and filling thereof. Manage staff performance of the section. Manage timeously development of workplans and personal development plans for all employees in the sub-programme of the District. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **CHIEF CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES**

**Salary Range: R 1,042,827.00 per annum (OSD)**

**Centre: (Ref 34/05/2021) 3X Head Office**

**Requirements:** Senior Certificate, National higher diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. B. Tech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid Driver's License.

**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.

**Duties:** Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**Enquiries can be Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **CONSTRUCTION PROJECT MANAGER: TECHNICAL SUPPORT & PROJECT MANAGEMENT SERVICES**

**Salary Range: R 718,059.00 per annum (OSD)**

**Centre: (Ref 35/05/2021) 3X posts Head Office**

**Requirements:** Matric, National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ B. Tech (Built Environment field) with a minimum of 4 years certified managerial experience/ Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid Driver's License.





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**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.

**Duties:** Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager; and project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management, contribute to the human resources and related activities, maintain the record management system and the architectural library, utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### QUANTITY SURVEYOR: PROFESSIONAL SERVICES

Salary Range: R 618,732.00 per annum (OSD)

Centre: (Ref 36/05/2021) Head Office-Construction Unit

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF 7) as recognized by SAQA in Quantity Survey or relevant qualification. 3 years Quantity Survey experience required. Compulsory registration with SACQSP as a professional Quantity Survey. A Valid Driver's license.

**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.

**Duties:** Perform quantity survey activities on buildings, structures or facilities: co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; and (viii) ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### QUANTITY SURVEYOR: PROFESSIONAL SERVICES

Salary Range: R 618,732.00 per annum (OSD)

Centre: (Ref 37/05/2021) Head Office-Construction Unit

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF 7) as recognized by SAQA in Quantity Survey or relevant qualification. 3 years Quantity Survey experience required. Compulsory registration with SACQSP as a professional Quantity Survey. A Valid Driver's license.

**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.



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**Duties:** Perform quantity survey activities on buildings, structures or facilities: co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building. Designers and/or sub-professional personnel; and (viii) ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ASSISTANT DIRECTOR: SCM & ASSET MANAGEMENT

Salary: R 376, 596.00 – R 443,601.00 per annum (Level 9)

Centre: (Ref.DOT 38/05/2021) Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Supply Chain Management /Asset Management/Accounting/Commerce/Financial Management/Purchasing. 3-5 years' experience in the field. A Valid Driver's License.

**Knowledge:** Asset management framework. Asset management policy. Asset administration. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Performance management principles.

**Duties:** Maintenance of up to date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGO's for H/O & districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for all districts and H/O. Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS

Salary: R 376, 596.00 – R 443,601.00 per annum (Level 9)

Centre: (RefDOT39/05/2021) Chris Hani; (RefDOT26/05/2021) Alfred Nzo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Economics/ Transport Management/Public Administration/Project Management/Social Science/ Public Management. 3-5 years' experience in public transport management at a Supervisory Level (SL7/8). A Valid Driver's License.

**Knowledge:** National Land Transport Act. Provincial Intergrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.

**Duties:** Monitor compliance with contractual obligations Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services.

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Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non-motorised scholar transport programme: Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councilors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/745

### ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER

Salary Notch: R 376, 596.00 – R 443,601.00 per annum (Level 9)

Centre: (Ref.DOT40/05/2021) Head Office

This is a re-advertisement

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) /B. Degree (NQF Level 7) in Information Systems or Information Technology/B.Sc. Computer Science with Information Systems as a major subject. 3-5 years' experience in supervisory position. A valid driver's license. Certifications in Security +, Server Security will be added advantage.

**Knowledge:** Broad hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems, including e-Natis. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures.

**Duties:** Strategy & Planning: Develop, implement, maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access based on industry-standard best practices. Design and implement disaster recovery plan for operating systems, databases, networks, servers, and software applications. Assess need for any security reconfigurations (minor or significant) and execute them if required. Keep current with emerging security alerts and issues. Conduct research on emerging products, services, protocols, and standards in support of security enhancement and development efforts. Operational Management: Deploy, manage, and maintain all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software. Administer and maintain end user accounts, permissions, and access rights. Manage connection security for local area networks, the company web site, the company intranet, and e-mail communications. Manage and ensure the security of databases and data transferred both internally and externally. Design, perform, and/or oversee penetration testing of all systems to identify system vulnerabilities. Design, implement, and report on security system and end user activity audits. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution. Recommend, schedule (where appropriate), and apply fixes, security patches, disaster recovery procedures, and any other measures required in the event of a security breach. Download and test new security software and/or technologies. Perform system backups. Provide on-call security support to end-users. Manage and/or provide guidance to junior members of the team.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (6 Posts)

Salary: R 470 040 – R 553,667.00 per annum (Level 10)

Centre: (Ref.DOT 40/05/2021) Kinkelbos; (Ref.DOT 42/05/2021) 2x Mbizana; (Ref.DOT 43/05/2021) Sterkspruit; (Ref.DOT 44/05/2021) 2x Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management/ Road Traffic and Municipal Police Management/ Traffic Management/ LLB/ Public Management/Traffic Safety Management/ Transport Management. 7 -10 years working experience in Traffic Law Enforcement Field. 3 -5 years Supervisory Experience in the field. All valid relevant driving licenses (A and EC). No criminal record.

**Knowledge:** Extensive knowledge of traffic management policies and C. Public Service Regulations. National Road Traffic Act , Act 93 of 1996 , National Land Transport Act, Act 5 of 2009Traffic management systems (TRAFMAN, ENatis). Performance management system.

**Duties:** Manage and enforce Road Traffic Legislation and other relevant legislations: Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## CHIEF PROVINCIAL INSPECTOR: INSPECTORATE SERVICES

Salary: R 470 040 – R 553, 667.00 per annum (Level 10)

Centre: (Ref.DOT45/05/2021) Engcobo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Traffic management /Public Management/ Transportation. Examiner of motor vehicles. Examiner of driving licenses. 3-5 years' experience on a Supervisory level. A valid Driving License Code: EC/ C1 & A. No criminal record.

**Knowledge:** Extensive knowledge of Road traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.

**Duties:** Evaluate and monitor new and old vehicle testing stations: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS's applications are dealt with. Conduct compliance inspections and compilation of reports thereof on Vehicle Testing Stations: Inspect all VTS at-least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor. Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted. Conduct investigations regarding fraud and corruption on Vehicle Testing Stations: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**





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**ASSISTANT DIRECTOR: OHS-TECHNICAL SUPPORT & PROFESSIONAL**

**Salary: R 376 596.00- R 443 601.00 per annum (Level 9)**

**Centre: (Ref 46/05/2021) OR Tambo**

**Requirements:** Matric, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Safety Management / B. Tech (Building, CM, QS, Arch, Civil, Elec, Mech) / SAMTRAC, ASHEPP, HIRA. 3-5 years' experience safety environment. Registration with SACPCMP as a Professional Construction Health and Safety Agent. A Valid Driver's License.

**Knowledge:** Basic Principles in Occupational Hygiene. Safety Management. Policies and Procedures. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Procurement directives. Knowledge of Risk Assessment.

**Duties:** Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes: Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**CONTROL ENGINEERING TECHNICIAN (CIVIL): QUARRYING & CRUSHING PROFESSIONAL**

**Salary Range: R 446 202.00 per annum (OSD-Gr A)**

**Centre: (Ref 47/05/2021) Grahamstown-Construction Unit**

**Requirements:** Matric, B. Degree (NQF 7) as recognized by SAQA in Engineering (Mine/Civil). A minimum of 8 years working experience in a roads constructions environment of which 4 years must be at supervisory level . Registration with ECSA as a Professional or any Relevant Councils will be an added advantage. A valid driver's licence. A Valid Driver's License.

**Knowledge:** Colto. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Promotion of Access to Information Act, 2 of 2000. Employment Equity Act. Performance Management Principles. OSH Act. NEMA. Computer literate (Word, Excel, Powerpoint, Outlook).

**Duties:** Initiate research relating to material/products performance and new technologies. Ensure OHSA requirements are adhered to at all times. Develop and Compile detailed Operation Plan for Quarrying and Crushing. Produce professional reports detailing achievements, challenges and improvements proposed. Ensure quality control system for the construction material. Manage human, financial, plant and material resources of the sub-directorate. Ensure that all statutory requirements in relation to environment and mining services are adhered to. Ensure that all Environmental approvals are in place before crushing commences. Responsible for the procurement of all safety and environmental clothing and equipment. Perform field oversight in respect of Safety & Environment.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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### ASSISTANT DIRECTOR (TECHNICAL ADMIN): TECHNICAL SUPPORT & PROFESSIONAL SERVICES

Salary: R 376 596.00- R 443 601.00 per annum (Level 9)

Centre: (Ref 48/05/2021) OR Tambo

**Requirements:** Matric, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Public Administration / Public Management. Minimum of 3-5 years' experience in Transport infrastructure related field. A Valid Driver's License.

**Knowledge:** Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgment.

**Duties:** Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Ensure compliance to PFMA, OHS and other applicable Acts/Regulations. Coordinate and compile District reports prepare all report in the office of the District Roads Engineer (DRE). Manage admin staff in the office of the DRE. Manage district PPE requirements. Provide financial and procurement support services: Render technical support in provision of effective contract management. Provide effective client services: Coordinate regional roads maintenance services. Maintain public complaints database. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Office of the DRE. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### CONTROL ENGINEERING TECHNICIAN: OUT SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES

Salary: R 446, 202.00 per annum (OSD)

Centre: (Ref 49/05/2021) Head Office

**Requirements:** Matric, B. Degree (NQF 7) as recognized by SAQA in Engineering. Three years post qualification technical experience. A Valid Driver's License.

**Knowledge:** Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.

**Duties:** Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### CONTROL ENVIRONMENTAL OFFICER: TRANSPORT INFRASTRUCTURE PLANNING & DESIGN

Salary: R 470 040 – R 553,667.00 per annum (Level 10)

Centre: (Ref.DOT50 /05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognised by SAQA) in Natural or Environmental Sciences or B-tech (Environmental) in Civil Engineering or equivalent relevant qualification. 3-5 years working experience in transport infrastructure Field. Registration with ECSA as a professional will be an added advantage • Valid driver's license.



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**Knowledge:** Ability to conduct research, gather and analyse information. • Ability to think analytically and application of problem solving skills. • Ability to work under extreme pressure. • Ability to work independently and in a multidisciplinary team.

**Duties:** understand the infrastructure delivery process • Ensure transport infrastructure designs comply with environmental management legislation • Ensure licensing and rehabilitation of material source • To manage and co-ordinate integrated environmental management legislation, policies and frameworks • To manage compliance Monitoring and Enforcement in the Province • Compliance, Monitoring and Enforcement • To ensure the promotion of environmental awareness • Planning and Co-ordination • To manage the development and implementation of integrated environmental management legislation with regard to EIA. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## ASSISTANT DIRECTOR: CONDITIONS OF SERVICES

**Salary:** R 376, 596.00 – R 454, 920.00 per annum (Level 9)

**Centre:** (Ref.DOT51/05/2021) Chris Hani

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management / Public Management / Public Administration or Industrial Psychology. 3-5 years' relevant experience in the supervisory level. PERSAL Certificates. A Valid Driver's License.

**Knowledge:** Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives. Knowledge of the Persal system.

**Duties:** Planning - Facilitate the processing of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits: Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of LABOUR. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## ASSISTANT DIRECTOR: STRATEGIC PLANNING

**Salary:** R 376 596.00 – R 454,920.00 per annum (Level 9)

**Centre:** (Ref.DOT 52 /05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Public Administration/ Public Management/ Business Management. 3-5 years' experience in strategic planning field. A Valid Driver's License.

**Knowledge:** Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994.

Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

**Duties:** Facilitate and coordinate operational and strategic planning processes: Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan and submission to the HOD and MEC for verification and approval. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives: Facilitate

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conducting of situational analysis to identify service delivery challenges. Coordinate identification of key services to be prioritized for the service delivery improvement plan. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Facilitate, coordinate and support the implementation of priority programmes/projects: Facilitate identification of priority programs and projects. Provide support in aligning programmes and projects with strategic plan of the department. Facilitate reporting on implementation of priority programmes and projects. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT

Salary: R 376 596.00 – R 454,920.00 (Level 09)

Centre: (Ref.DOT 53/05/2021) Head Office& (Ref.DOT 54/05/2021) Alfred Nzo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Development Studies, Social or Community Development, Social Science, Public Administration or Public Management, Project Management, Public Sector Monitoring and Evaluation. 3-5 years' experience in Community related project facilitation and implementation at Supervisory Level. A valid driver's license.

**Knowledge:** Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA).Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** To create work opportunities for the poor and unemployed people using EPWP. Manage implementation of EPWP flagship programmes. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance with the EPWP policies, guidelines, norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Manage implementation of EPWP innovation initiatives. Facilitate training of EPWP beneficiaries. Facilitate enterprise development. Facilitate the development of artisans and labor-intensive practitioners. Manage implementation of NYS. Implement contractor development programs. Coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Manage implementation of EPWP project Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ASSISTANT DIRECTOR: MANAGEMENT SUPPORT & INTERGOVERNMENTAL RELATIONS

Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)

Centre: (Ref.DOT55/05/2021) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Public Administration / Public Management. 3-5 years' experience in the field. A Valid Driver's License.





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**Knowledge:** Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. Duties: Facilitate and coordinate operational and strategic planning processes: Coordination of Strategic and Operational Planning. Coordinate operations monitoring and reporting. Facilitate and coordinate information management services: Information and knowledge management (including library services, information reproduction and printing services, information mining and security, archiving and records management services). Facilitate and coordinate intergovernmental relations: Provide effective inter-governmental relations services. Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 section 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ASSISTANT DIRECTOR: INNOVATION & EMPOWERMENT**

**Salary: R 376 596.00 – R 454,920.00 (Level 09)**

**Centre: (Ref.DOT 60/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Development Studies, Social or Community Development, Social Science, Public Administration or Public Management, Project Management, Public Sector Monitoring and Evaluation. 3-5 years relevant supervisory experience. Level. A valid driver's license.

**Knowledge:** Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA).Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** Facilitate the identification of innovative ideas: Organise platforms for identification of innovative initiatives. Facilitate partnerships with other state entities and private sector organisations to enhance innovation. Facilitate research initiatives to identify new solutions to poverty alleviation initiatives. Manage innovation and knowledge hub to support departmental programs and projects. Facilitate conceptualisation of ideas. Facilitate capacitation of beneficiaries through training: Facilitate implementation of training and learnership programmes in all transportation infrastructural projects. Coordinate involvement of Provincial FET's in the in-service training of students and technical personnel in labour intensive training. Facilitate training programmes for emerging contractors. Mobilise community participation in all training initiatives. Monitor alignment of training programs with relevant SITAS. Facilitate entries of SMMEs and PPPs into the economy: Facilitate accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport based projects both in the department and municipalities. Encourage business sector to support SMMEs and PPPs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES**

**Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)**

**Centre: (Ref.DOT61/05/2021) Sarah Baartman & (Ref.DOT62/05/2021) Chris Hani**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/Public Management. 3-5 years supervisory experience (SL7/8) in Public Transport Management. A Valid Driver's License.



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**Knowledge:** Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Human Resource Management.

**Duties:** Administer road based public transport contracts Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **CHIEF ARTISAN (MECHANICAL): TRNSPORT INFRASTRUCTURE FLEET SERVICES**

**Salary: (OSD) Grade A R386 487.00**

**Centre: (Ref.DOT64/05/2021) Chris Hani**

**Requirements:** National Senior Certificate, Appropriate Trade Test Certificate. Ten (10) years post qualification experience as an Artisan. A Valid driver's license.

**Knowledge:** Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Production Knowledge and skills.

**Duties:** Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**

**Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)**

**Centre: (Ref.DOT65/05/2021) Sarah Baartman**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Financial Management/ Accounting/Commerce. 3-5 years' experience in financial management field at a supervisory level. A Valid Driver's License.

**Knowledge:** PFMA. Budgeting. Financial Accounting. Performance management. Report writing. Interpersonal relations. Communication. Computer literacy. Analysing. Conflict management. Presentation. Working in a team.

**Duties: Planning:** Coordinate, review, analyse and quality assure the financial supporting information for planning purposes Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development

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of business and project plans. Check and verify the supporting information for various financial planning processes. **Budgeting** - Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting - Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### **ASSISTANT DIRECTOR: SYSTEMS DEVELOPMENT & MAINTENANCE (ICT)**

Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)

Centre: (Ref.DOT66/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc. Computer Science with Information Systems as a major subject. 3-5 years equivalent work experience in supervisory position. Certifications in SharePoint, ASP, VBScript, VB. A Valid Driver's License.

**Knowledge:** Proficiency in a variety of programming languages, including SharePoint, ASP, VBScript, VB Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with SQL, MySQL. Thorough understanding of platforms such as SharePoint. Solid working knowledge of current Internet technologies, including HTML. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. Knowledge of applicable data privacy practices and laws.

**Duties:** Strategy & Planning: Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. Analyze and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation. Research, identify, analyze, and fulfill requirements of all internal and external program users. Acquisition & Deployment: Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts. Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues. Recommend, schedule, and perform software improvements and upgrades. Operational Management: Liaise with network administrators, systems analysts, and software engineers to assist in resolving problems with software products or company software systems. Consistently write, translate, and code software programs and applications according to specifications. Write programming scripts to enhance functionality and/or performance of company applications as necessary. Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging. Administer critical analysis of test results and deliver solutions to problem areas. Generate statistics and write reports for management and/or team members on the status of the programming process. Develop and maintain user manuals and guidelines. Train end users to operate new or modified programs. Install software products for end users as required. Manage and/or provide guidance to junior team members.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## ASSISTANT DIRECTOR: PT REGISTRATION OPERATING LICENCES AND PERMITS

Salary Notch: R 376 596.00 – R 454,920.00 per annum (Level 9.)

Centre: (Ref DOT 70/05/2021) OR. TAMBO

**Requirements:** Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Management or Transport Economics. 3-5 years relevant supervisory experience. A Valid driver's license.

**Knowledge:** National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Departmental service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan Provincial Growth and Development Plan for the Eastern Cape Stakeholder and customer relationship management principles White paper on Civil Aviation Provincial Public Transport Master Plan

**Duties:** Facilitate the provision of road based public transport registration services. Coordinate the management of the walk in center. Coordinate the processing of applications for operating licenses. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Manage the registration of Public Transport Operators Manage the receiving and processing of applications for Public Transport Associations registration. . Receive and process PRE appeals coming from unsuccessful applicants. .Monitor transactions made on the system for registration of public transport operators. Provide support to districts on challenges they face on the system. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Manage revenue collection from operator licenses and permits. Coordinate the collection of revenue from public transport operators walk-in centers. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance with safety standards cashiers and cash handling office. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## ASSISTANT DIRECTOR: SALARIES

Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)

Centre: (Ref.DOT 71/05/2021) Chris Hani

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Financial Management/Commerce/ Accounting/Auditing. 3-5 years' experience financial management field. A Valid Driver's License.

**Knowledge:** Public Finance Management Act. Treasury Regulations. Financial Management Principles. Financial Accounting Principles. BAS system. Project management principles. Strategic management principles. Performance management principles. Report writing.

**Duties:** The processing of staff salary matters. Perform reconciliation on salary accounts. Authorise payment of S&T claims, overtime and camping allowance. Verify garnishee orders and authorise their implementation. Manage the payroll. Co-ordinate appointment of payroll matters. Ensure proper management of salary files. Authorise leave without pay on the persal system as well as new appointments. Ensure that there are no outstanding transactions in persal. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458





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## ASSISTANT DIRECTOR: OPERATIONS & COMPLIANCE

Salary: R 376 596.00 – R 454,920.00 per annum (Level 9)

Centre: (Ref.DOT 72/05/2021) Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Transport Economics/ Transport Management/Public Administration/Project Management/Social Science/ Public Management. 3-5 years' experience in public transport management at a Supervisory Level (SL7/8). A Valid Driver's License.

**Knowledge:** National Taxi Recapitalization program. National Land Transport Act. Provincial Intergrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.

**Duties:** Facilitate institutionalization and formalization of the taxi industry: Conduct regular meets with regional taxi associations and other relevant taxi structures in the district. Assist the minibus taxi associations to conduct elections. Conduct induction for the newly elected executive members of the association. Facilitate training of the taxi operators: Identify training needs for the taxi industry. Liaise with SETAs and training providers. Appoint a service provider to provide training of taxi operators. Arrange training for the minibus taxi operators (owners & drivers). Render conflict resolution and mediation services: Visit areas where there is conflict reported or complaint registered. Gather information to determine the root cause of the conflict or dispute. Provide gathered information to the intelligence unit of that particular area. Facilitate mediation and reconciliation between the parties that are in conflict. Monitor implementation of agreed upon resolutions to curb future conflicts. Drive the implementation of taxi recapitalization programme: Market taxi recapitalization program to the taxi operators. Assist taxi operators with relevant documentation for scrapping. Assist taxi operators to take their vehicles to the taxi scrapping agency for scrapping. Make follow up with the taxi scrapping agency around outstanding payments. Receive regular update on the number of taxis scrapped in the district. Conduct awareness workshops on advantages of setting up co-operatives by taxi industry. Facilitate establishment of cooperatives as part of transformation of the taxi industry. Monitor operations of cooperatives and provide support where necessary. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in-line with the departmental financial delegations.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/745

## ENGINEERING TECHNICIAN: CIVIL

Salary: R 311 859.00 OSD Gr A

Centre: (Ref.DOT73/05/2021) 2X KSD; (Ref.DOT74/05/2021) Ingquza Hill

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience.

**Knowledge:** Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management

**Duties:** Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development .Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## ENGINEERING TECHNICIAN: QUARRYING & CRUSHING

Salary: R 311,859.00 OSD Gr A

Centre: (Ref.DOT75/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience.

**Knowledge:** Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.

**Duties:** Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development .Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT

Salary: R316, 791.00 – R 373,167 per annum (Salary Level 8)

Centre: (Ref DOT 76/05/2021) Joe Gqabi

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration / Management / Development studies / Social Science / Community Development / Monitoring and Evaluation/ Project Management. 1-2 years' experience in the Community Development environment. A valid driver's license.

**Knowledge:** Project management principles. PFMA. Meeting procedures. Report writing. Stakeholder and customer relationship management. EPWP principles and guideline.

**Duties:** Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## SENIOR PROJECT COORDINATOR: INNOVATION & EMPOWERMENT

Salary: R316, 791.00 – R 373,167 per annum (Salary Level 8)

Centre: (Ref DOT 77/05/2021) Amathole

**Minimum Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration / Management / Development studies / Social Science / Community Development / Monitoring and Evaluation/ Project Management. 1-2 years' experience in the Innovation and Empowerment environment. A valid driver's license.

**Knowledge:** Extended Public Work Program Principles. Emerging contractor development policies and procedures. Project Management Principles.



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**Duties:** Promote the identification of innovative ideas: Administer identified innovation initiatives. Administer partnerships with other state entities and private sector organisations to enhance innovation. Organise research initiatives to identify new solutions to poverty alleviation initiatives. Maintain innovation and knowledge hub to support departmental programs and projects. Promote conceptualisation of ideas. Administer capacitation of beneficiaries through training: Organise training and learnership programmes for all EPWP transportation infrastructural projects. Coordinate involvement of Provincial FET's in the in-service training of students and technical personnel in labour intensive training. Organise training programmes for emerging contractors. Mobilise community participation in all training initiatives. Administer alignment of training programs with relevant SITAS. Administer entries of SMMEs and PPPs into the economy: Administer accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport based projects both in the department and municipalities. Encourage business sector to support SMMEs and PPPs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (4 POSTS)

Salary: R 316 971.00 – R 373,167.00 per annum (Level 8)

Centre: Kinkelbos- (Ref.DOT 78/05/2021);Graaf-Reinet-(Ref.DOT79/05/2021); 2X Humansdorp (Ref.DOT80/05/2021);

**Requirements:** National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 OR More years as a Provincial Inspector. At least code B Valid Driver's License. No criminal record.

**Knowledge:** Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

**Duties:** Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS

Salary: R 257 508.00 – R 303,339.00 per annum (Level 7)

Centre: Grahamstown (Ref.DOT 81/05/2021)

**Requirements:** National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B Valid Driver's License. No Criminal record.

**Knowledge:** Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11.Operational guidelines on law enforcement equipment. Skills: Conflict management skills.

**Duties:** Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## PRINCIPAL ROAD SAFETY OFFICER (7 posts)

Salary: R316 791. 00 – R 373,167.00 per annum (Salary Level 8)

Centre: (Ref DOT82/05/2021) 2X Alfred Nzo; (Ref DOT83/05/2021) 2X Aliwal North; (Ref DOT84/05/2021) Sterkspruit; (Ref DOT85/05/2021) Maclear; (Ref DOT86/05/2021) Steynsburg; (Ref DOT87/05/2021) OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Development Studies, Communication, Marketing, Public Relations, Project Management. A valid Code B driver license. 1-2 years relevant experience in the field

**Knowledge:** Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

**Duties:** Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**





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## PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X11 POSTS)

Salary: R 316 971.00 – R 373,167.00 per annum (Level 8)

Centre: Komga- (Ref.DOT 88/05/2021); Zwelitsha-(Ref.DOT89/05/2021); Sterkspruit- (Ref.DOT 90/05/2021);

2x Maclear-(Ref.DOT 91/05/2021); Aliwal North-(Ref.DOT92/05/2021); Pakade- (Ref.DOT93/05/2021)

4x OR Tambo-(Ref.DOT94/05/2021)

**Requirements:** National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 OR More years as a Provincial Inspector. At least code B Valid Driver's License. No criminal record.

**Knowledge:** Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

**Duties:** Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## PRINCIPAL PROVINCIAL INSPECTOR: COMPLIANCE ENFORCEMENT

Salary Notch: R 316 971.00 – R 373,167.00 per annum (Level 8)

Centre: (Ref.DOT 95/05/2021) X5 Head Office & (Ref.DOT 96/05/2021) Joe Gqabi

**Requirements:** National Senior Certificate, B. Degree (NQF Level 7) / National Diploma (NQF Level 6) as recognized by SAQA in traffic management/ Public Administration/ Transportation Management. Certificate as an Examiner of driving licenses/ motor vehicles. 2 years relevant experience as examiner. A Valid Driver's License. No criminal record.

**Knowledge:** Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Dangerous goods. Guidelines from Director of Public Prosecutions.

**Duties:** Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti- fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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## ENGINEERING TECHNICIAN: IN-HOUSE TRANSPORT INFRASTRUCTURE MAINTENANCE

Salary: R 311 859 per annum (OSD Gr A)

Centre: (97/05/2021) Ngqushwa & (98/05/2021) 2x Mnquma

**Requirements:** National Diploma in Civil Engineering. 3 years' relevant experience.

**Duties:** Render civil / structural engineering services: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Collect and analyse data on use of utilities by health facilities. Undertake research. Undertake engineering designs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## PRINCIPAL ROADS SUPERINTENDENT: CONSTRUCTION SITE MANAGEMENT - CONSTRUCTION UNIT

Salary: R 316,791.00 – R 373,167.00 per annum

Centre: (99/05/2021) Grahamstown

**Requirements:** NQF level 3 (Grade 10 certificate or equivalent). Five (5) years' relevant experience. A Valid Driver's license (A minimum of Code 8).

**Knowledge:** Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

**Duties:** Supervise the provision of road construction and/or maintenance services through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Provide support in the development of team members: Manage handling and maintenance of heavy road construction machines and vehicles. Provide mentorship regarding the caring for and handling of all road construction machinery and vehicles. Manage Resources allocated to the post holder including Human Resources: Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## ENGINEERING TECHNICIAN: TRANSPORT INFRASTRUCTURE FLEET SERVICES

Salary: R 311 859 per annum

Centre: (100/05/2021) Sarah Baartman

**Requirements:** National Diploma in Engineering. Registration with ECSA as a Candidate Engineering Technician is compulsory. No previous experience required.

**Knowledge:** Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing.

**Duties:** Render technical services under supervision: Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions: Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development: Keep up with new technologies and



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procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### CHIEF WORKS INSPECTOR: ROAD SAFETY MANAGEMENT

Salary: R 316 791 – R 373,167.00

Centre: (Ref.DOT 101/05/2021)

**Requirements:** National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. A valid driver's licence. 3 to 5 years appropriate experience.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### SOCIAL FACILITATOR

Salary Notch: R257 508.00 – R 303,339.00 per annum (Level 7)

Centre: (Ref DOT102/05/2021) OR Tambo-Technical Support & Professional Services, (Ref DOT103/05/2021) Construction Unit- Professional Services, (Ref DOT104/05/2021) Amathole-Professional Services

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Public Administration/ Public Management /Community Development. 1-2 years' relevant experience. A Valid Driver's License.

**Knowledge:** Colto. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Promotion of Access to Information Act, 2 of 2000. Employment Equity Act. Performance Management Principles. OSH Act. NEMA. Computer literate (Word, Excel, Powerpoint, Outlook). **Duties:** Render social facilitation services: Implement Social Facilitation framework. Introduce Departmental projects to all the relevant stake holders. Establish Project Steering Committee (PSC) structures. Facilitate appointment of Community Liaison Officer (CLO). Introduce PSC members and CLO's to the relevant stake holders. Attend monthly meetings and perform secretarial duties. Develop local skills database and maintain it. Organise training of all PSC Members in skills of conducting meetings. Facilitate establishment of a labour desk. Provide Stakeholder management services: Maintain stakeholder management relations. Ensure adherence and compliance to Government Policies. Monitor the implementation of community based programmes, such as: Training, EPWP, Emerging contractor development. Monitor and evaluate. services including progress measurement. Conduct planning around stakeholder relations. Facilitate acquisition of land for project development. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and

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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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### **PRINCIPAL PERSONNEL OFFICER/HR CLERK (SUPERVISORY): HUMAN RESOURCE MANAGEMENT SERVICES**

**Salary: R257 508.00 – R 303,339.00 per annum (Level 7)**

**Centre: (Ref.DOT 105/05/2021) Chris Hani**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Human Resource/ Public Management / Public Administration. 1- 2 years' relevant experience.

**Knowledge:** Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**Duties:** Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on Persal according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### **HR CLERK (SUPERVISOR): HRP & EMPLOYMENT EQUITY**

**Salary: R257 508.00 – R 303,339.00 per annum (Level 7)**

**Centre: (Ref.DOT 106/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/ Public Management/ Human Resources Management. 1- 2 years' experience in the environment.

**Knowledge:** Human Resource Management prescripts and Legislations. Procedure on incapacity leave and ii-health retirement. PERSAL system. Computer literate.

**Duties:** Implementation of the Employment Equity Plan: Monitor EEP quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders: Compile and submit quarterly and annual EE reports to all stakeholders, e.g. Management, Department of Labour etc. Provide advice and administrative support to the Departmental Employment Equity Forums: Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advice supervisor, Managers on implementation of Cabinet decision to improve representation of People with disabilities and Females at SMS level. Develop and review the departmental human resource plan: Consolidate inputs and compile HR plan. Consult with stakeholders to obtain information. Align HR plan to actual trends and departmental programmes. Alignment of HR plan to MTEF: Ensure that HR Plan is aligned to MTEF budget. Implement HR Plan to actual trends and departmental programmes.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458





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**ADMIN OFFICER (OPERATOR SAFETY & COMPLIANCE): Public Transport Operations**

**Salary: R257, 508.00 – R 303, 339.00 per annum (Level 7)**

**Centre: (Ref.DOT 107/05/2021) Joe Gqabi**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Transport Economics/ Transport Management /Public Administration/Office administration/ Public Management/ Business administration. 1-2 years' relevant experience.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filing system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**ADMIN OFFICER: TECHNICAL SUPPORT SERVICES**

**Salary: R257, 508.00 – R 303, 339.00 per annum (Level 7)**

**Centre: (Ref.DOT 108/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. A valid driver's license.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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## HR CLERK (SUPERVISOR): PERSONNEL PROVISIONING

Salary: R 257, 508.00 – R 303,339.00 per annum (Level 7)

Centre: (Ref.DOT 109/05/2021) Head Office; (Ref.DOT 110/05/2021) 2X OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Public Management / Human Resources Management. 1-2 years' experience in the environment.

**Knowledge:** Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996.

Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Act, Proclamation 103 of 1994 as amended. Skills Development Act No.97 of 1999. White Paper on Affirmative Action, 1998. Public Service Regulations, 2001 as amended etc.

**Duties:** Supervise, plan and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management services: Facilitate personnel development; Implement performance management payouts and discipline; Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning HR Provisioning. Coordinate recruitment and selection; Coordinate implementation of appointments; Implement transfers; Conduct verification of qualifications; Provide secretariat functions at interviews; Implement absorption of personnel; Manage probationary periods for employees. Address human resource administration enquiries to ensure the correct implementation of human resource management practises by supervisors. Inform, guide and advise components on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Approve transactions on PERSAL according to delegations. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned subordinates.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## PROVISIONING ADMIN OFFICER (SUPERVISOR): LOGISTICS

Salary Notch: R 257 508.00 – R 303,339.00 (Salary Level 7)

(Ref.DOT111/05/2021) 2X OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF level 6) /Bachelor's Degree (NQF 7) as recognized by SAQA in Supply Chain Management/Logistics Management/ Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. A valid drivers' license.

**Knowledge:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment

**KPA's:** Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents.

Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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## HR CLERK (SUPERVISOR): CONDITIONS OF SERVICES

**Salary:** R 257, 508.00 – R 303,339.00 per annum (Level 7)

**Centre:** (Ref.DOT 112/05/2021) Head Office 2X; (Ref.DOT 113/05/2021) 2X OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Public Management/ Human Resources Management. 1- 2 years' experience in the environment. Knowledge: Human Resource Management prescripts and Legislations. Procedure on incapacity leave and ii-health retirement. PERSAL system. Computer literate.

**Duties:** Facilitate the implementation of service benefits: Verify records of all departmental employees who are the home owners and those who are tenants, ensure they are correctly captured and up to date on PERSAL. Process leave gratuity and discounting applications. Process Z102 on line withdrawal of fund application forms and overleaf timeously. Verify pension application forms for resigned, retired and deceased officials. Assist in ensuring that PERSAL reports are drawn for personnels. Verify calculations for S & T's, quality check all the attachments. Capture and release state guarantee from PERSAL. Administer leave matters: Conduct quarterly leave reconciliation for programme 1. Facilitate implementation of PILIR in the department. Correspondance with the Accounting Officer for approval of recomedantions made by PILIR. Correspondance with employee regarding application for incapacity leave. Departmental representative on PILIR steering committee. Approve/authorise leave on PERSAL. Approve leave discounting and gratuity. Manage area of responsibility: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimal 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. Manage employee performance daily and ensure timely. Ensure development and implementation of work plans for all subordinates. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## ADMIN OFFICER (EXAMINER): DRIVING LICENSE TESTING CENTRE

**Salary:** R 257, 508.00 – R 303,339.00 per annum (Level 7)

**Centre:** (Ref.DOT 114/05/2021) Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) in Public Management / Public Administration. Examiner of driving licenses. No criminal record. Driving License Code: B. 1-2 years' experience as an examiner of Driving Licence.

**Knowledge:** Extensive knowledge of Road Traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.

**Duties:** Conducting Learner license class test: Ensuring that LL1 is fully completed by applicant. Ensuring that all tests materials are available and in good order. Ensuring that rules and regulations/ Acts are adhered to. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that test materials are kept in a safe place when not in use. Capturing of test results. Conducting Driving licence test: Ensuring that DL1 is fully completed by applicant. Ensuring that the applicant present himself/ herself to be tested complies with the correct date and time for applicable test. Ensure that prescribed test is done and the test is completed on the applicable test report. By setting up the K53 Motor Cycle Skill test machine and removal thereof after conducting each test. Capturing of the test results. Conducting Eye test: Ensuring that the specific applicant present himself/ herself on the LEU machine for eye testing. Ensuring that the form LL1; DL1 and PD1 are fully completed by applicants. Ensuring that the information on the test report is the true reflection of the test conducted. Authorising the Driving Licence and or PrDP on the application form. Updating the information on the NaTIS. Administration: Compiling of reports including incidents reports. Ensuring that all work done as per prescripts. Attend to queries regarding driving licenses and learner licenses.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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**COMMUNICATION OFFICER: COMMUNICATION MANAGEMENT**

**Salary:** R 257,508.00 – R 303, 339.00 per annum (Level 7)

**Centre:** (Ref.DOT 115/05/2021) 2X Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Communication/ Marketing/ Public Relations. 1- 2 years' relevant experience. A Valid Driver's License.

**Knowledge:** Departmental newsletter. Departmental publications. Events management. Marketing and branding. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing.

**Duties:** Assist in the development of the departmental and provincial communication plan (Public relations, media production and media services). Organise logistical management with regard to communication activities. Implementation of communication strategy. Monitoring of external media. Adherence to the strategic communication objectives in the management area. Facilitate incident reporting in the management area. Manage human, financial and material resources of the sub-directorate. Participate in the production of all statutory reports required from the sub-directorate.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**RISK OFFICER: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT SERVICES**

**Salary:** R 257, 508.00 – R 303,339.00 per annum (Level 7)

**Centre:** (Ref.DOT 116/05/2021) 2X Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Risk Management/ Financial Management/ Auditing. 1- 2 years' relevant experience in the environment. A Valid Driver's License.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Provide technical support with the development and maintenance of Risk Management Governance Structure, framework, policies and instruments: Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and processes. Provide support in developing processes to monitor and review the effectiveness of DOE's risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Implement DOE's enterprise-wide risk management framework: Provide technical input with the development of and implement Risk Management Plan. Assist with processes to evaluate and define the macro internal and external (organisational) context of operations. Provide technical assistance to business units to comply with risk management imperatives by- establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritising the external risks; defining and prioritising the internal risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Identify control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents. Provide support in the consolidation of risk profiles and assist with the establishment and maintenance of a consolidated enterprise Risk Register for to inter alia inform internal audit processes.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (12 Posts)**

**Salary:** R 257, 508.00 – R 303,339.00 per annum (Level 7)

**Centre:** (Ref.DOT 117/05/2021) Pakade, (Ref.DOT118/05/2021) Mt Frere; (Ref.DOT119/05/2021) Matatiele; (Ref.DOT 120/05/2021) Mbizana; (Ref DOT121/05/2021) Wilsonia ; (Ref DOT122/05/2021) Sterksruit; (Ref DOT123/05/2021) Engcobo; (Ref DOT124/05/2021) x2 Butterwoth; (Ref DOT125/05/2021) Zwelitsha; (Ref DOT126/05/2021) Queenstown; (Ref DOT127/05/2021) Aliwal North

**Requirements:** National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 5 years or more Practical Experience as a Provincial Inspector. At least a code B Valid Driver's License. No Criminal record.

**Knowledge:** Public Transport legislation, policies and regulations. Vehicle Inspections. Vehicle impoundment. Completion of Law Enforcement documents. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public





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Prosecutions. Departmental guidelines on overload control and escort duties Transport handbook (TRH) 11. Operational guidelines on law enforcement equipment. Skills: Conflict management skills.

**Duties:** Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers) Examine Driver's Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### PERSONAL ASSISTANT (4x posts)

Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7) Head Office

Centre: (Ref.DOT 128/05/2021) Management Services; (Ref.DOT 129/05/2021) CFO's Office;

(Ref.DOT 130/05/2021) Traffic Regulation & (Ref.DOT 131/05/2021) Amathole (Professional Services)

**Requirements:** National Senior Certificate, National Diploma (NQF level 6) Secretarial Diploma/ Office Management and Technology. 1-2 years' experience in rendering a support service to Senior Management.

**Knowledge:** Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

**Duties:** Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS



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reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### **PERSAL: USER (SUPERVISOR)**

**Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)**

**Centre: (REF.DOT132/5/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Management / Public Administration. 1-2 years relevant experience as a Human Resource Entry Level Practitioner/ Clerk. Certificate in PERSAL Introduction & Establishment.

**Knowledge:** Human Resource practices. Processes, methods and techniques. Government policies and legislative framework in line with Human Resource. Computer literacy. Writing of reports.

**Duties:** Render PERSAL management Services: Implementing PERSAL control and audit measures. Ensure PERSAL's utilities are effectively applied. Monitoring audit and control reports and suspense file transactions available on the PERSAL system. Monitoring the exception reports programmatically generated by the PERSAL system. Render PERSAL user support Services: Orientating users of the system. Registering users on the system and to see to the selective allocation of functions. Maintain a register of user queries in order to monitor progress of queries as well as to determine deficiencies and establish trends. Broadcasting PERSAL messages. Produce publications to assist users with the utilisation of the PERSAL system. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person. Render PERSAL information management Services: Render effective day to day operation of PERSAL. Managing and controlling PERSAL notices and messages and bring important messages to the attention of supervisor. Extract information from PERSAL and report to supervisor. Keep a database of Statement of acknowledgement and confidentiality forms. Collect and dispatch system generated and user requested PERSAL reports. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ADMIN OFFICER (COMPLIANCE): Public Transport Operations**

**Salary: R 257, 508.00 – R 303, 339.00 per annum (Level 7)**

**Centre: (Ref.DOT 133/05/2021) Joe Gqabi, (Ref.DOT134/05/2021) Chris Hani**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in / Transport Economics/ Transport Management Public Administration/Office administration/ Public Management/Transport Management/Transport Economics. 1- 2 years' experience in Public Transport operations environment.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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**ADMIN OFFICER: TECHNICAL ADMIN**

**Salary:** R 257, 508.00 – R 303, 339.00 per annum (Level 7)

**Centre:** (Ref.DOT 135/05/2021) 2XAmathole (Professional Services), (Ref.DOT136/05/2021) Head Office (Transport Infrastructure Fleet Services); (Ref.DOT137/05/2021) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment. A valid driver's license.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP)**

**Salary:** R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)

**Centre:** (REF.DOT138/05/2021) Alfred Nzo & (REF.DOT139/5/2021) OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management . 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.

**Duties:** Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**PROJECT COORDINATOR: COMMUNITY DEVELOPMENT**

**Salary:** R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)

**Centre:** (REF.DOT140/8/2020) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management . 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.



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**Duties:** Conduct Project conceptualization: Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **PROJECT COORDINATOR: EPWP COORDINATION & MONITORING (6X POSTS)**

**Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)**

**Centre: (REF.DOT141/05/2021) Head Office; (REF.DOT142/05/2021) Alfred Nzo; (REF.DOT143/5/2021) Chris Hani; (REF.DOT144/05/2021) OR Tambo; (REF.DOT145/5/2021) Joe Gqabi & (REF.DOT146/5/2021) Sarah Baartman**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/ Community Development / Monitoring & Evaluation/Social Science / Project Management . 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Frame Work. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.

**Duties:** The recording of economic empowerment impact with respect to historically disadvantaged individuals: Assist to determine the capacity. Maintain sound working relations with identified partnerships. Conduct research using identified methodology. Engage communities where the study will be conducted. Administer questionnaire. Capture and compile data. Analyse data and write report. Monitoring and evaluation of all EPWP projects: Implement a qualitative and quantitative tool developed to evaluate the empowerment impact of projects. Conduct monitoring of EPWP projects implementation. Conduct monitoring of training provided to project beneficiaries. Compile and submit monitoring reports. Monitor compliance with the project implementation plan. Administer EPWP projects implementation: Collect information on departmental EPWP projects to be implemented during the financial year. Identify number of work opportunities planned for each project. Conduct community skills profiling to facilitate project beneficiation. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**





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### ADMIN OFFICER (OPERATIONS): Public Transport Operations

Salary: R 257, 508.00 – R 303, 339.00 per annum (Level 7)

Centre: (Ref.DOT 147/05/2021) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Transport Economics/ Transport Management /Public Administration/Office administration/ Public Management/ Business administration/Transport Management/Transport Economics. 3 years' relevant experience in the environment.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filing system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ENVIRONMENTAL OFFICER: TRANSPORT INFRASTRUCTURE PLANNING & DESIGN

Salary: R 272 739 OSD (Grade A)

Centre: (Ref.DOT148/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) /Bachelor's Degree (NQF Level 7) as recognized by SAQA in Natural or Environmental Sciences or B-tech (Environmental) in Civil Engineering or equivalent relevant qualification, 3 years relevant experience in the transport infrastructure Environment. Registration with ECSA as a professional will be an added advantage • Valid driver's license.

**Knowledge:** Understand the infrastructure delivery process • Ability to conduct research, gather and analyse information. • Ability to think analytically and application of problem solving skills. • Ability to work under extreme pressure. • Ability to work independently and in a multidisciplinary team.

**Duties:** Ensure transport infrastructure designs comply with environmental management legislation. Ensure licensing and rehabilitation of material source. To manage and co-ordinate integrated environmental management legislation, policies and frameworks. To manage compliance Monitoring and Enforcement in the Province. Compliance, Monitoring and Enforcement. To ensure the promotion of environmental awareness. Planning and Co-ordination. To manage the development and implementation of integrated environmental management legislation with regard to EIA.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### HR REGISTRY CLERK – (Supervisor)

Salary Notch: R 257, 508.00 – R 303, 339.00 (Salary Level 7)

Centre: (Ref.DOT 149/05/2021) Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF 6) plus 1-2 years' experience in Human Resource Management / Public Management / Public Administration /Registry/Records Management.

**Knowledge:** National Archives Act, Team work, Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment



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**Duties:** Supervise and render asset management clerical services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/ files. Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ICT TECHNICIAN (2 POSTS)

Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)

Centre: (REF.DOT150/05/2021) OR Tambo, (REF.DOT151/05/2021) Amathole

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Information Communication Technology. 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Computer software installation. Computer hardware. RICPCI Act. ISS Policies. Promotion of access to Information Act.

**Duties:** Provide IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### ENVIRONMENTAL OFFICER (PRODUCTION)

Salary: R 272 739.00 per annum (OSD Grade A)

Centre: (Ref.DOT 152/05/2021) Mthatha Airport

**Requirements:** National Senior, National diploma (NQF 6)/ Bachelor's Degree (NQF 7) as recognized by SAQA in Safety management / Environmental management / Risk management. A Valid Driver's licence. 1 - 2 years in safety / Environmental / Risk Management / Public Health experience.

**Knowledge:** Knowledge of Safety environment. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Computer.

**Duties:** Render Strategy formulation and Business Performance Provide input into planning process within the section and execute the approved plan in accordance with policies, procedures and processes to ensure achievement of operational targets. Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures Report non-compliance and implement corrective actions to ensure compliance. Ensure Governance, Compliance and Risk management. Implement and enforce the SHEQ Enforcement Systems, Safety management System, policies and procedures and legislative requirements. Conduct compliance audits, report on and follow-up to ensure that non-conformances / compliance have been addressed. Maintain a balance between environmental conservation and development. Participate in Risk assessment for new projects existing and where there is a change in operation or product. Ensure quality assurance. Ensure that corrective actions are implemented and closed-off in respect of all reported non-conformances, risks and remedial actions. Incident and accident investigations as well as reporting. Compile final incident and accident investigation reports as per policy requirements. Perform trend analysis, compile and submit SHEQ reports as per required timelines. SHEQ



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Promotions, Training and development. Participate in implementation of SHEQ campaigns. Provide On-Job HIRA workshop, Safety Management Systems, OHS and SHE Induction, Standard Operating Procedures, Work Instructions and other SHE related training to Mthatha airport stakeholders. Develop and conduct relevant Safety, Health and environment campaigns with the airport community. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### LICENSING CLERK (SUPERVISOR): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES & PERMITS

Salary Notch: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)

(Ref.DOT153/05/2021) Head Office,

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Information Communication Technology. 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act.

**Duties:** Render administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration of public transport vehicles and their capturing. Processes memo leading to the linking/registration/capturing of Public Transport vehicles. Capturing of approved vehicle applications (Replacement/Granted/Conversion/Transfer/Estate). Preparation of registration monthly reports: Request reports from the employees involved in registration and capturing of vehicles. Compile reports and send them to the Assistant Manager. Filing copies in each month for future reference. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Coordinating Voter Education, Nominations, Elections to ensure the fairness of the process. Coordinating the Inauguration and Training of the newly elected Local Association Executive, and, monitoring and assisting the newly elected executive in executing its duties. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### ROAD SAFETY OFFICER (14 POSTS)

Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)

Centre: (Ref.DOT 154/05/2021) Pakade; (Ref.DOT155/05/2021) Matatiele; (Ref.DOT156/05/2021) East London (Ref.DOT157/05/2021) Komga; (Ref.DOT158/05/2021) Queenstown; (Ref.DOT159/05/2021) Cradock; (Ref.DOT160/05/2021) Engcobo; (Ref.DOT161/05/2021) Aliwal North; (Ref.DOT162/05/2021) Sterkspruit; (Ref.DOT163/05/2021) Mthatha; (Ref.DOT164/05/2021) P.E; (Ref.DOT165/05/2021) Humansdorp; (Ref.DOT166/05/2021) Grahamstown & (Ref.DOT167/05/2021) Graaf Reinet

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Road Safety Education, Social Science, Development Studies, Communication, Public Relations, Project Management. A Valid driver's license. 1-2 years' experience in Road Safety Environment.

**Knowledge:** National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

**Duties:** Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

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## LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION

Salary: R 257, 508.00 – R 303, 339.00 (Salary Level 7)

Centre: (Ref.DOT 168/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) / National Diploma (NQF 6) as recognized by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma. 3 – 5 year relevant NaTIS experience required. A Valid driver's license

**Knowledge:** Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSS. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSS to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advise applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request (affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.)). Facilitate procurement of additional and new equipment.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## LICENSING CLERK (SUPERVISOR): DRIVER & VEHICLE REGULATIONS & STANDARDS

Salary: R 257, 508.00 – R 303, 339.00 (Salary Level 7)

Centre: (Ref.DOT 169/05/2021) 2X Head Office; (Ref.DOT 170/05/2021) Amathole; (Ref.DOT 171/05/2021) Chris Hani & (Ref.DOT 172/05/2021) Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) / National Diploma (NQF 6) as recognized by SAQA in Public Administration/ Transportation Diploma/ Traffic Management diploma. 3 – 5 year relevant NaTIS experience required. A Valid driver's license.

**Knowledge:** Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSS. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSS to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advise applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with





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change request (affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.). Facilitate procurement of additional and new equipment.

### **MECHANICAL ENGINEERING TECHNICIAN**

**Salary: R 311 859 per annum (CANDIDATE OSD)**

**Centre: (173/05/2021) Chris Hani**

**Requirements:** National Diploma in Mechanical Engineering or relevant qualification. Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. No previous experience required.

**Duties:** Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **SCM CLERK (SUPERVISORY): ASSET (2 POSTS)**

**Salary: R 257, 508.00 – R 303, 339.00 per annum (Salary Level 7)**

**Centre: (Ref.DOT 174/05/2021) Amathole**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Supply Chain Management/ Logistics/Financial Management/ Purchasing. 1-2 years relevant experience in the environment. A valid driver's license.

**Knowledge:** Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**Duties:** Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work, Personnel development. Assess staff performance. Apply discipline.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ADMINISTRATION CLERK (PRODUCTION): PUBLIC TRANSPORT OPERATIONS**

**Salary Notch: R 173, 703.00 – R 204, 612.00 (Level 05) 2 X POSTS**

**Centre: (Ref.DOT 175/05/2021) Joe Gqabi**

**Requirements: National Senior Certificate or Equivalent qualification. No Experience Required.**

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the



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purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### ADMINISTRATION CLERK: EPWP COORDINATION & MONITORING

Salary: R 173, 703.00 – R 204, 612.00 (Level 05) 4 X POSTS

Centre: (Ref.DOT 176/05/2021) 2X Head Office & (Ref.DOT 177/05/2021) 2X Amathole

Requirements: National Senior Certificate or Equivalent qualification. No Experience Required.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

#### LICENSING CLERK (PRODUCTION): MOTOR VEHICLE REGISTRATION & AUTHORIZATION

Salary: R 173, 703.00 – R 204, 612.00 (Level 05) 2X POSTS

Centre: (Ref.DOT 178/05/2021) Head Office

Requirements: National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required.

**Knowledge:** Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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### ADMIN CLERK (PRODUCTION)

Salary: R 173, 703.00 – R 204, 612.00 (Level 05) 2 POSTS

Centre: (Ref.DOT 179/05/2021) Amathole (In-house Transport Infrastructure Maintenance)

(Ref.DOT 160/05/2021) Amathole (Normal Maintenance)

**Requirements:** National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### REGISTRY CLERK: SCM

Salary: R 173, 703.00 – R 204, 612.00 (Level 05)

Centre: (Ref. DOT180/05/2021) SARAH BAARTMAN

**Requirements:** A Grade 12 Certificate. No experience.

**Knowledge:** Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

**Duties:** \* Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. \* Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. \* Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. \* Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. \* Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

### ARTISAN (MECHANICAL) (5 POSTS)

Salary: (OSD) Grade A R190 653.00

Centre: Amahlathi (Ref.DOT181/05/2021), Great Kei (Ref.DOT182/05/2021); Mnquma (Ref.DOT183/05/2021) & Chris Hani (Ref.DOT184/05/2021); Sarah Baartman (Ref.DOT185/15/2021)

**Requirements:** Appropriate Trade Test Certificate. A Valid driver's license. No Experience Required.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop

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and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### FINANCE CLERK: PRODUCTION (3 POSTS)

Salary: R 173, 703.00 – R 204, 612.00 (Level 05)

Centre: (Ref. DOT186/05/2021) SARAH BAARTMAN, (Ref. DOT187/05/2021) Amathole

**Minimum Requirements:** A Grade 12 Certificate. No experience.

**Knowledge:** Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).

**Duties:** Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### SECRETARY TO THE DRE: ROADS INFRASTRUCTURE

Salary: R 257, 508.00– R 303, 339.00 per annum (Salary Level 5)

Centre: (Ref.DOT 188/05/2021) Chris Hani; (Ref.DOT 189/05/2021) OR Tambo

**Requirements:** Grade 12 (Matric) with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1 year relevant experience.

**Knowledge:** Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

**Duties:** Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458





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**PRINCIPAL DRIVER/ OPERATOR: CONSTRUCTION SITE MANAGEMENT (4 POSTS)**

**Salary: R R 173, 703.00 – R 204, 612.00 per annum (Level 5)**

**Centre: (REF.DOT190/05/2021) Construction Unit - Grahamstown**

**Requirements:** NQF Level 3 / (Grade 10 certificate or equivalent), Valid Code 10-14 driver's license (Grader Operator Licence), 5 years' experience.

**Knowledge:** Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

**Duties:** Drive and operate heavy machine through inter alia the ff; Inspection of the machine /equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle Detect minor vehicle defects9 check level and condition of oil, fuel, tyres, and water. Set the machine according to specification for blading. Operate machine in line with, machine guidelines as prescribed in the manual. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**SCM CLERK (PRODUCTION): ASSET- 6 POSTS**

**Salary: R 173, 703.00 – R 204, 612.00 per annum (Level 5)**

**Centre: (Ref. DOT 191/05/2021) 2x Sarah Baartman, (Ref. DOT 192/05/2021) 2x Amathole & (Ref. DOT 193/05/2021) 2x OR Tambo**

**Requirements:** A grade 12 certificate or equivalent. No experience required.

**Knowledge:** Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment

**KPAs:** Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written)

**Duties:** Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to. Components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**LICENSING CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION, OPERATING LICENSES & PERMITS**

**Salary: R 173, 703.00 – R 204, 612.00 per annum (Level 5)**

**Centre: (REF.DOT194/05/2021) Head Office,**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Information Communication Technology. 1-2 years relevant experience in the field. A valid driver's license.

**Knowledge:** Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act.

**Duties:** Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Processes memo leading to the linking/registration/capturing of Public Transport operators and their vehicles. Maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Prepare letters to these members/relatives notifying them of the request by their associations. Prepares memorandum for approval and capturing/registration/de-registration. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Preparation of reminders to local associations, leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Coordinating the Inauguration and Training of the newly elected Local Association Executive, and, monitoring and assisting the newly



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ected executive in executing its duties. Coordinating the projects as per the need. Assisting in Coordinating the Association Annual General Meetings. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### LICENSING CLERK (PRODUCTION): DRIVER & VEHICLE REGISTRATION & STANDARDS

Salary: R 173, 703.00 – R 204, 612.00 per annum (Level 5)

Centre: (REF.DOT195/5/2021) 3x Head Office, (REF.DOT196/05/2021) 2x Amathole; (REF.DOT197/05/2021) 2x Chris Hani & (REF.DOT198/5/2021) 2x Sarah Baartman

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration. Relevant NaTIS experience required.

**Knowledge:** Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSS through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquiries transactions on the NaTIS system. Perform transactions as per sensitive transaction manual. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### ROAD WORKER (14 Posts)

Salary: R 122, 595.00 – R 144, 4141.00 (Salary Level 3)

Centre: (Ref.DOT 199/05/2021) Sarah Baartman

**Requirements:** NQF level 3 (Grade 10 certificate or equivalent).

**Knowledge:** Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures  
**Skills:** Communication, Ability to read and write, Good eyesight, Team work.

**Duties:** Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### DRIVER/OPERATOR (3 POSTS)

Salary Notch: R 145,281.00 – R 171,138.00 (Salary Level 4)

(Ref.DOT 200/05/2021) Grahamstown-Construction Unit

**Requirements:** NQF level 3 (Grade 10 certificate or equivalent). Driver's licence (A minimum of Code 10) C1.

**Knowledge:** Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

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**Duties:** Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### DRIVER MESSENGER (2 POSTS)

**Salary:** R 122,595.00 – R 144, 411.00 (Salary Level 3)

**Centre:** (Ref.DOT 201/05/2021) OR TAMBO

**Requirements:** NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 7 to 12 months driving experience.

**Knowledge:** Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

**Duties:** Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### GENERAL ASSISTANT

**Salary:** R 102,534.00 – R 120,780.00 (Salary Level 2)

**Centre:** (Ref.DOT 202/05/2021) OR TAMBO

**Requirements:** ABET. No experience required.

**Knowledge:** Basic knowledge of work procedures in terms of the working environment. Interpersonal relations

Communication skills (Verbal & written)

**Duties:** Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

**Enquiries** can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### CANDIDATE TECHNICIAN

**Salary:** R268 713.00 per annum (OSD)

**Centre:** (Ref.DOT 203/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering. A Valid driver's license.

**Knowledge:** Good writing and verbal communication skills. • Ability to conduct meetings. • Budgeting and financial management skills. • Organisation and planning skills, good interpersonal skills. • Computer literacy •Ability to work under pressure. • Good interpersonal skills. • Knowledge design software.

**Duties:** Evaluation of business proposals and preparation of relevant feasibility reports. • Planning and design of transport infrastructure. • Preparation of operation and maintenance manuals for design systems. • Installation of infrastructure including detailed designs, specifications and drawings for tender documents in line with CIDB regulations. •Project management and supervision. •Attend meetings and writing reports. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/74**



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## SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES

Salary Notch: R 257, 508.00 – R 303,339.00 per annum (Level 7)

Centre: Ref DOT (204/05/2021) JOE GQABI

**Requirements:** Grade 12 Certificate or higher qualification, Must be in possession of a Basic Traffic Diploma, 6-10 years working experience in the field. A valid relevant driving licences (A and EC), No criminal record.

**Knowledge:** Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle inspections. Vehicle Impoundment. Completion of Law Enforcement Documents

**Duties:** Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

## DATA CAPTURER: COMMUNITY DEVELOPMENT AND MONITORING

Salary: R 145,281.00 – R 171,138.00 per annum (Level 4)

Centre: JOE GQABI (Ref DOT 205/05/2021)

**Requirements:** Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2 years relevant experience in data capturing

**Knowledge:** Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

**Duties:** Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**





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**ADMIN OFFICER (COMPLIANCE): Public Transport Services & Compliance**

Salary: R 257, 508.00 – R 303, 3369.00 per annum (Level 7)

Centre: (Ref.DOT 206/05/2021) Amathole; (Ref.DOT 207/05/2021) 2X Chris Hani

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Transport Economics/ Transport Management /Public Administration/Office administration/ Public Management. 1-2 years' experience in Public Transport operations environment.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**Duties:** Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**ADMIN CLERK (PRODUCTION): DISTRICT MANAGEMENT PROGRAM SUPPORT**

Salary: R173, 703.00 – R 204, 612.00 (Level 05)

Centre: (Ref. DOT208/05/2021) OR Tambo

**Requirements:** A Grade 12 Certificate. No experience.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/745**

**ADMIN OFFICER: Legal Services**

Salary: R 257, 508.00 – R 303,339.00 per annum (Level 7)

Centre: (Ref.DOT 209/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1- 2 years' experience in Public Transport operations environment.

**Knowledge:** Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.



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**Duties:** Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ASSISTANT DIRECTOR (Anti-Corruption): Risk, Anti-corruption & Integrity Management**

**Salary:** R 376, 596.00 – R 454, 920.00 per annum (Level 9)

**Centre:** (Ref.DOT 210/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7 as recognized by SAQA) in Risk Management/Internal Audit. 3 – 5 years Administrative experience in Risk Management services. A Valid Driver's License.

**Knowledge:** Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Performance management.

**Duties:** Review risk Management policy, charter and strategy: Analyse the existing risk management policy and risk strategy. Identify gaps that are in the policy and strategy. Submit the Risk Management Framework for comments to Deputy Director. Review of risk implementation plan: Analyse the Risk Strategy and operational plan. Identify risk management activities and calendar date. Draft risk management implementation plan. Submit the draft risk implementation to the Deputy Director. Conduct risk assessment: Submit a notification letter with dates to the Programme Directors at Head Office and to the District Directors. Assist Directors to identify risks, evaluate and assess the risks. Record all identified, control and actions to improve management of risks to the risk register. Monitoring the implementation of risk action plan: Monitor the implementation of the risks action plans. Record all actions to improve management of risks. Compile a draft risk monitoring report. Forward the draft report to Deputy Director for comments. Arrange risk management committee meetings: Obtain audit committee scheduled dates from Internal Audit. Prepare proposed risk management committee schedule. Provide secretariat duties to the Deputy Director. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Chief 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **CONSTRUCTION PROJECT MANAGER: OUT-SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES**

**Salary Range:** R 718,059.00 per annum (OSD)

**Centre:** (Ref 212/05/2021) Head Office

**Requirements:** Matric, National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ B. Tech (Built Environment field) with a minimum of 4 years certified managerial experience/ Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid Driver's License.

**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.



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**Duties:** Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager; and project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## QUANTITY SURVEYOR: OUT-SOURCED INFRASTRUCTURE CONSTRUCTION SERVICES

Salary Range: R 618,732.00 per annum (OSD)

Centre: (Ref 213/05/2021) Head Office

**Requirements:** National Senior Certificate, Bachelor's Degree (NQF 7) as recognized by SAQA in Quantity Survey or relevant qualification. 3 years Quantity Survey experience required. Compulsory registration with SACQSP as a professional Quantity Survey. A Valid Driver's license.

**Knowledge:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining Procurement directives.

**Duties:** Perform quantity survey activities on buildings, structures or facilities: co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; and (viii) ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## LABOUR RELATIONS OFFICER: HRM

Salary: R 316, 791.00 – R 373,167.00 per annum (Level 8)

Centre: (Ref.DOT 214/05/2021) OR Tambo

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Human Resource Management/ Labour Law. 3 year relevant experience. A Valid Driver's license.

**Knowledge:** Labour relations Act. Public Service Code of Conduct. Public Service Act 1994 as Amended. Public Service Regulations of 2001. Grievance procedure. Planning and organising. Report writing.

**Duties:** Receive complaints before they become grievances. Investigate complaints and mediate between the two parties. Receive and record grievances. Provide administrative support to the grievance procedure. Educate employees on the grievance procedure. Administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings. Prepare documentation for arbitration and conciliation cases. Keep all records properly.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458



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**ARTISAN AUTO ELECTRICAL: Transport Infrastructure Fleet Services**

**Salary: (OSD) Grade A R190 653.00**

**Centre: Chris Hani (Ref.DOT215/05/2021),**

**Requirements:** Appropriate Trade Test Certificate. A Valid driver's license. No Experience Required.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**FINANCE CLERK (SUPERVISORY): MANAGEMENT ACCOUNTING SERVICES**

**Salary: R 257 508.00 – R 303,339.00 per annum (Salary Level 7)**

**Centre: (Ref.DOT 216/05/2021) Amathole**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Financial Management/Accounting/ Commerce. 1-2 years relevant experience required. A valid driver's license.

**Knowledge:** Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.

**Duties:** Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW COMPLIANCE SERVICES**

**Salary Notch: R 257, 508.00 – R 303,339.00 per annum (Level 7)**

**Centre: Ref DOT (217/05/2021) Head Office**

**Requirements:** Grade 12 Certificate or higher qualification, Must be in possession of a Basic Traffic Diploma, 6-10 years working experience in the field, All valid relevant driving licences (A and EC), No criminal record.





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**Knowledge:** Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle inspections. Vehicle Impoundment. Completion of Law Enforcement Documents

**Duties:** Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

#### **ADMIN CLERK (PRODUCTION): ROAD SAFETY MANAGEMENT**

**Salary:** R 173, 703.00 – R 204, 612.00 (Level 05)

**Centre:** (Ref.DOT 219/05/2021)

**Requirements:** National Senior Certificate or Equivalent qualification. No experience required.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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**ARTISAN FOREMAN (CIVIL): Special Maintenance**

**Salary: R 173,703.00 – R 204, 612.00 per Annum (Level 05)**

**Centre: (Ref. DOT 220/05/2021) Chris Hani**

**Requirements:** Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A Valid driver's license.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Render Design Services: Supervise and produce designs according to client specification and within limits of production capability. Render Production Services: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Render Maintenance Services : Inspect equipment and/or facilities for technical faults. Repair equipments and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipments and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Ensure adherence to safety standards, requirements and regulations. Provide Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**ARTISAN CARPENTER: Normal Special Maintenance & Special Maintenance**

**Salary: R173, 703.00 – R 204, 612.00 per Annum (Level 05)**

**Centre: (Ref. DOT 221/05/2021) 2X Sarah Baartman**

**Requirements:** Appropriate Trade Test Certificate. No Experience Required. A Valid driver's license.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Render technical services: Read blueprints, drawings and sketches to fully grasp requirements. Take measurements and calculate the size and amount of material needed. Cut, shape and smooth lumber and other material (e.g. fiberglass) according to measurements. Render wood works services: Build structures by using raw materials or pre-constructed items. Lay out floorings, roofings or drywalls ensuring they are levelled and compatible. Carve and assemble furniture, cabinets, shelves and other items and install them where designated. Inspect places and conduct repairs or maintenance. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**ADMIN CLERK (PRODUCTION): SECURITY MANAGEMENT MTHATHA AIRPORT**

**Salary: R 173, 703.00 – R 204, 612.00 (Level 05)**

**Centre: (Ref.DOT 222/05/2021)**

**Requirements:** National Senior Certificate or Equivalent qualification. No experience required.

**Knowledge:** Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

**Duties:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support



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services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ARTISAN MACHANIC (SPRAY PAINTING): Transport Infrastructure Fleet Services**

**Salary: (OSD) Grade A R190 653.00**

**Centre: OR Rambo (Ref.DOT 223/05/2021),**

**Requirements:** Appropriate Trade Test Certificate. A Valid driver's license. No Experience Required.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Conduct vehicle damage assessments: Strip the damaged vehicle. Assess damage to vehicles brought to the workshop for body works. Issue out an assessment report. Provide cost benefit analysis to determine whether it is feasible to repair the vehicle or it should be written off. Source out for parts required to repair the vehicle: Compile a list of required parts and accessories to fix the damaged vehicle. Procure the required parts and accessories. Conduct vehicle body repair services: Prepare the vehicle for spray painting. Mix the pain to match that on the vehicle. Spray the vehicle using high pressure pump. Dry the vehicle and inspect it for quality checks. Re assemble the vehicle. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Diagnosis and fault finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

### **ARTISAN MECHANIC (AUTO ELECTRICAL: Transport Infrastructure Fleet Services**

**Salary: (OSD) Grade A R190 653.00**

**Centre: OR Rambo (Ref.DOT224/05/2021),**

**Requirements:** Appropriate Trade Test Certificate. A Valid driver's license. No Experience Required.

**Knowledge:** Diagnosis and fault finding skills .Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.

**Duties:** Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.

**Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**



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### DATA CAPTURER: TRAFFIC INFRINGEMENT SERVICES

Salary: R145, 281.00 – R 171,138.00 per annum (Level 4)

Centre: (Ref DOT 225/05/2021) (20 X) Head Office Requirements: Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2 years relevant experience in data capturing

**Knowledge:** Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

**Duties:** Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.

Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### DEPUTY DIRECTOR: Research Policy Coordination and Information Management

Salary: R 733, 257.00 – R 863, 748.00 (Salary Level 11)

Centre: (Ref 226/05/2021) Head Office

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Research or related qualification with Research Methodology. 3-5 years relevant experience at management level (Assistant Director Level) in the research environment. Proven experience in the Research field. Sound understanding of Research Methodologies. 3 years' experience in conducting research and producing research reports. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in research. Experience on quantitative and qualitative research softwares. Experience of research procedures and research report writing. Strong Statistical and Mathematical aptitude. A Valid Driver's license.

**Knowledge:** Extensive experience in and knowledge in the Transport sector environment. Proven experience in Research Methodology.

**Duties:** Manage research interventions within the department: Interpreting research specifications and developing a work plan that satisfies requirements. Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires, surveys, polls, and interviews to gather data. Analyzing and interpreting patterns and trends. Recording findings by taking written notes and using appropriate software. Manage the protection information: Maintaining and protecting electronic databases. Assisting management with budget and time schedules. Anticipating research issues and promptly resolving them. Promptly reporting any problems to the relevant stakeholders. Following a strict code of ethics and protecting any confidential information at all times. Writing proposals and delivering presentations when required. Coordinate the departmental Innovation and Knowledge management system: Facilitate the development of the Knowledge hub. Manage the loading of information into the knowledge hub. Manage the collection and documentation of innovative ideas. Promote Innovation within the department. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 section 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 Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

### CHIEF ARTISAN (MECHANICAL): TRNSPORT INFRASTRUCTURE FLEET SERVICES

Salary: (OSD) Grade A R386 487.00

Centre: (Ref.DOT227/05/2021) Head Office;

**Requirements:** National Diploma, Engineering Mechanical. Seven (7) years post qualification experience as mechanical technician. A Valid driver's license.





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**Knowledge:** Project Management. Technical design and analysis knowledge. Research and development. Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Technical Consulting. Production Knowledge and skills.

**Duties:** Responsible for licensing, registration and de-registration of yellow/white fleet. Manage Technical Services: Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Manage Administrative and related functions: Provide input into the budget structure. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update data base. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline- related activities and service. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continues individual development to keep up with new technologies and procedures. Research/ literature studies to technical/ engineering technology to improve expertise. Liaise with relevant bodies/ council on technical/ engineering related matters. **Enquiries can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**ASSISTANT DIRECTOR: Pre-Audit**

**Salary: R 376 596.00 per annum (Level 9)**

**Centre: (Ref.DOT228/05/2021) Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Accounting or Auditing. 3-5 years' experience at an Assistant Director level. A Valid Driver's License.

**Knowledge:** Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

**Duties:** Render control, compliance and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is effected on BAS. Ensure manual verification of payments vouchers before payment is effected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of internal control framework. Development or review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage audit intervention plan: Audit Intervention Plan developed. Report Audit Intervention Plan to Provincial Treasury monthly. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. **Enquiries Can be Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458**

**INTERNAL AUDITOR: Pre-Audit**

**Salary: R257 508.00 per annum (Level 7)**

**Centre: (Ref.DOT 229/05/2021) 2x Head Office**

**Requirements:** National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Accounting/Auditing/Financial Management. 1-2 years' relevant experience.

**Knowledge:** Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.



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**Duties:** Render control, compliance and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

Enquiries Can be Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi 043 604 7455/7458

## 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.

FOR THE ATTENTION      Mr M. MATEBESE  
CLOSING DATE:            21 JUNE 2021

**NOTE:** Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or [www.dpsa.gov.za/](http://www.dpsa.gov.za/) or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose his/her financial interest. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. Applications should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, **Attention:** Mr M. Matebese: Hand delivered applications will be received at Foyer and enquires can be directed to Mr W.M Cwele at 040-940 7071/7077/7078//7076/7080/7083.

**DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO COGTA: 02/05/2021**  
**SALARY SCALE R1 057 326.00 – R1 245 495.00. COMMENCING SALARY R1 057 326.00 (Level 13)**  
**Ref. No. Cogta 02/05/2021: Bhisho**

**Minimum Requirements:** National Senior Certificate plus An undergraduate qualification (NQF Level 7) in Human Resource Management /Public Administration (plus SMS pre entry certificate). Five years' experience at a middle-management level in the Human Resource Administration field. A valid Code 8 Driver's licence. Computer literacy.

**Competencies:** Strong strategic leadership and communication skills. An understanding of the mandate of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations, PSCBC resolutions, Labour Relations Act, BCEA, Public Service Act and Regulations and other related prescripts. Policy development and interpretation. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Reasonable proficiency in English with advanced writing skills. Knowledge of PERSAL system. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and

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memoranda in strategy development. Financial management skills. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

**DUTIES:** Manage Human Resource Administration matters such as conditions of service and human resource provisioning. Responsible for PILIR administration. Development and implement the recruitment plan of the Department. Ensure proper coordination and Integration of HR Systems with PERSAL. Develop key performance indicators and standard for the Directorate and formulate mentoring mechanisms. Prepare and monitor the Directorate's budget and action plans. Exercise control over all functions and personnel under his/her supervision to ensure that organisational goals are achieved. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, management of discipline, promotion of sound labour relations and proper use of state property. Undertake strategic interactions with sector department. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Ensure compliance in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations, Public Service Act 1994 and Public Service Regulations 2016. Develop the periodical reports and disclosure notes relating to the business of the Directorate. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders. Responsible for efficient management of human resources, assets and financial resources of the directorate. **Enquires can be directed to Mr W.M Cwele at 040-940 7071/7077/7078/7076/7080/7083.**

**DIRECTOR: TRADITIONAL FINANCIAL MANAGEMENT:**  
**SALARY SCALE R1057 326.00 – R 1245 495.00 PER ANNUM SALARY LEVEL 13**  
**COMMENCING SALARY R1057 326.00 PER ANNUM**  
**Ref. No. Cogta 03/05/2021: BHISHO HEAD OFFICE**

**REQUIREMENTS:** National Senior Certificate plus Bachelor's degree in Finance or equivalent related qualification (plus SMS pre entry certificate) Five years in middle management with exposure to finance and Traditional Leadership matters. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Valid driver's licence (Code 08) Five years in middle management with exposure to finance and traditional leadership matters.

**COMPETENCIES:** Ability to analyse financial statements and financial reports. Innovation on fundraising. 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.

**DUTIES:** Conduct financial oversight over Traditional Councils. Ensure compliance of Traditional Council with the Traditional Leadership legislation and policies relating to financial management. Compile and quality assure financial oversight reports on Traditional Council and Traditional Leadership Institutions. Advise Traditional Councils on fundraising strategies. Provide mentoring, coaching and training of traditional councils secretaries on financial management. Develop internal systems to monitor policy implementation and sound financial management by traditional councils. Develop policies and standard operating procedures for financial oversight to traditional councils. Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.

**DIRECTOR: SARAH BAARTMAN DISTRICT:**  
**SALARY SCALE 1057 326.00 – R1245 495.00**  
**COMMENCING SALARY R1057 326.00 PER ANNUM**  
**Ref. No. Cogta 04/05/2021: BHISHO HEAD OFFICE**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus Bachelor's degree in Public Admin/Management or Social Science or equivalent related qualification (plus SMS pre entry certificate). A Bachelor's Degree requiring a minimum period of four-year qualification, An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification with a value of RVQ 13 in Public Admin/Management or Social Science or equivalent NQF 7 level relevant qualification. Five years' experience at a middle managerial level and three to five years' and knowledge of local government environment, provincial or national level. Experience in managing a complex and dynamic environment managing stakeholders in three spheres of government is a requirement. Valid/ unendorsed Code 8(EB) Driver's license. Computer literacy, proficiency in Ms. Work, Power Point, Ms. Computer literacy with knowledge of Microsoft Office Applications, Ms Word, MS Excel MS PowerPoint and MS Outlook.

**DUTIES:** COGTA District Management. Provide expert advice not only to COGTA management, staff, Traditional Affairs but to Municipalities, Traditional Leadership Institutions and relevant stakeholders (e.g. Municipality Forums. etc.). Report Writing and assist in the compilation and implementation of the Annual Performance Plan (APP) and the Operational Plan in the District. Assist in smooth operation of the District Office and Standard Operating Procedures the District functions; Perform departmental delegated duties, financial management, performance management, District Development Model, Inter-governmental Relations, Risk, Monitoring and Evaluation, Human Resources, Core Business of COGTA both Local Government and Traditional Leadership Support. Manage employees in his/her component. **DISABILITY**



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**COMPETENCIES:** Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of Cooperative Government, Coordination and service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

**DEPUTY DIRECTOR: TRADITIONAL LEADERSHIP POLICY DEVELOPMENT:**

**SALARY SCALE R733 257.00 – R863 748.00**

**COMMENCING SALARY R733 257.00 PER ANNUM**

**Ref. No. Cogta 05/05/2021: CENTRE: BHISHO**

**MINIMUM REQUIREMENTS:** An undergraduate qualification (NQF Level 6/7) in Law, Social Science, History, or Anthropology. Three to Five years working experience in historical or anthropological research or any related field. Computer Literacy. A valid Code 08 Driving Licence. Computer Literacy with knowledge of Microsoft Office Applications, MS Word, MS Excel, MS PowerPoint and MS Outlook. Code 08 drivers' license.

**DUTIES:** Manage and conduct research on promotion and preservation of tradition, history, culture and customs for traditional leadership and other customary practices. Provide expert advice to management, staff, traditional leaders and relevant stakeholders (e.g Municipalities etc) on customs and tradition. Manage the research on genealogies, history, culture and customs for traditional leadership and customary practices. Assist in the compilation and implementation of the Annual Performance Plan and the Operational Plan in the Directorate. Contribute in policy development and compilation of the standard Operating Procedures for his / her component. Assist the Directorate and the Department on delegated duties. Manage employees in his /her component.

**COMPETENCIES:** Ability to read and write isiXhosa, Research Skill , Ability to compile and develop genealogies; Knowledge and understanding of Traditional Leadership Institutions especially in the area of history, customs and traditions; Sound communication skills (written & verbally) Presentation and Report Writing skills; Interpersonal skills; Human Management; Financial Management Skills; Conflict Resolution Skills; Knowledge of prescripts that governs Traditional Leadership Institutions.

**DEPUTY DIRECTOR: HOD SUPPORT:**

**SALARY Scale: R733 257.00 –R863 748.00 (Salary level 11)**

**COMMENCING SALARY R733 257.00 PER ANNUM**

**Ref. No. Cogta 06/05/2021: CENTRE : BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF6/7) in Social Sciences / Public Administration or any related field. Minimum of three (3) to five (5) years' experience at Assistant Director level in administration. At least three (3) years' relevant experience in office management and providing support to SMS level/ executing coordinating support in the Local Government Sector.

**COMPETENCIES: Knowledge:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS).

**Skills:** Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**DUTIES:** Manage and facilitate functional administrative support to the Office of the Head of Department in relation to government business and parliamentary responsibilities of the Branch; including preparing Branch inputs to the Portfolio Committees and compile reports thereof when required to. Provide support in relation to Branch input to the Clusters, Cabinet, Committees and EXCO. Handling of enquiries in the Office of the Head of Department. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for Branch Management Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage the Head of Department's diary in relation to appointments, meetings, and interviews. Analyse and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Ensure timely response to both internal and external clients' needs, by dealing with them in an efficient and elective way. Compile, maintain and manage a database of all enquiries timeously. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.





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**DEPUTY DIRECTOR: PERSAL MANAGEMENT:**

**SALARY SCALE: R733 257.00 – R863 748.00**

**COMMENCING SALARY R733 257.00 PER ANNUM**

**Ref. No. Cogta 07/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma / (NQF level 6/7) in Human Resource Management / Public Administration / Public Management or Information Systems. Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller. Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook). Valid Driver's licence.

**COMPETENCES:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Practice Notes, Treasury & DPSA Circulars, and financial Management Systems (PERSAL Systems, BAS & LOGIS). Knowledge of Human Resource Systems and procedures.

**Skills:** 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. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

**DUTIES:** Maintain Personnel Information System: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyse PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). Monitor and Provide Reports on HR Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. Ensure Maintenance of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers, and component changes. Ensure employees are on correct pay points. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**DEPUTY DIRECTOR: RESEARCH & ADVISORY UNIT:**

**Salary Range: R733 257.00 – R863 748.00 (Salary level 11)**

**COMMENCING SALARY R733 257.00 PER ANNUM**

**Ref. No. Cogta 08/05/2021: CENTRE: BHISHO**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus National Diploma / B. Degree (NQF Level 6/ 7) in Law, Social Science, History or Anthropology. A minimum of three to five years relevant working experience at an Assistant Director Level/Junior Management Level. Research background, Three to Five (5) years' experience relevant experience in the field of historical or anthropological research or any related field. Master's Degree will be an added advantage. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Valid driver's licence (Code 08).

**COMPETENCIES:** Ability to read, write and speak isiXhosa, Research skills, ability to compile and develop genealogies, knowledge and understanding of Traditional Leadership Institutions especially in the area of history, customs and traditions, Sound communication skills (written, & verbally), presentation and report writing skills, interpersonal skills, Human Management, Financial Management skills, conflict resolution skills, knowledge of prescripts that governs Traditional Leadership Institutions.

**DUTIES:** Manage and conduct research on promotion and preservation of tradition, history, culture and customs for traditional leadership and other customary practices. Provide expert advice to management, staff, traditional leaders and relevant stakeholders (e.g. Municipalities etc) on customs and tradition. Manage the research on genealogies, history, culture and customs for traditional leadership and other customary practices. Assists in the compilation and Implementation of the Annual Performance Plan and Operational Plan in the Directorate. Contribute in policy development and compilation of the Standard Operating Procedures for his/her component. Assist the Directorate and the Department on delegated duties. Manage employees in his/her component.





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**DEPUTY DIRECTOR: INTERNAL CONTROL UNIT:**

**SALARY SCALE R733 257.00 – R863 748.00**

**COMMENCING SALARY R733 257.00 PER ANNUM**

**Ref. No. Cogta 09/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma / B. Degree (NQF Level 6/ 7) in Accounting, Auditing, Internal Audit, Risk Management, or related field. Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in an audit and risk management field. Microsoft Word, Excel, PowerPoint. Outlook. Valid Driver's licence.

**COMPETENCIES:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Practice Notes, Treasury & DPSA Circulars, and financial Management Systems (BAS & LOGIS). Knowledge of Forensic Auditing/ Investigation, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Understanding and application of International Standards for the Professional Practice of Internal Auditing.

**Skills:** 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. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

**DUTIES:** Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Manage internal control, financial and related system (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to top management. Manage the identification of potential financial risks (inclusive of fraud risks) and mitigation of the identified risks. Manage the coordination of assurance processes (e.g. response to external and internal auditor's queries, management responses) and departmental action plans to address identified control deficiencies. Manage the implementation and maintenance of the departmental loss control system and provide advice to the departmental loss control committee. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, 8. Ensure assets are managed, maintained and kept safely by subordinates.

**DEPUTY CHIEF VALUER: VALUATION SERVICES:**

**Salary Range: R733 257.00 – R863 748.00**

**COMMENCING SALARY: R733 257.00 PER ANNUM (SALARY LEVEL 11)**

**Ref. No. Cogta 10/05/2021: CENTRES: SARAH BAARTMAN DISTRICT CENTRE PORT ELIZABETH**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus National Diploma / B Degree (NQF level 6/7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with restrictions and eligible to conduct municipal valuations (rating valuations) with South African Council for Property Valuers Profession supported with 3 years' experience in municipal valuation especially MPRA. Valid drivers' licence.

**COMPETENCIES:** extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills.

**DUTIES:** Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues.



POSTED ON: 23, 24, 27/05/2021 & 04/06/2021

CLOSING DATE: 21 JUNE 2021

**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (SUSPENSE ACCOUNT):**

**SALARY SCALE R376.596.00 – R443 601.00**

**COMMENCING SALARY R376 596.00 PER ANNUM**

**Ref. No. Cogta 11/05/2021: CENTRE: BHISHO**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus National Diploma / B. Degree (NQF Level 6/7) in Accounting or relevant qualification in Finance. Three to Five years' experience Suspense Section at a supervisory level of salary level 7/8. Must have working knowledge of Government financial systems namely BAS and PERSAL system. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, Generally Recognised Practice (GAAP), AND Public Service Regulations, Knowledge of the Public Sector and SCOA. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

**COMPETENCIES:** Must have working knowledge of Government financial systems namely BAS and PERSAL system. Good communication skills. Strong analytical skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognised Practice (GAAP), and Public Service Regulations, Knowledge of the Public Sector and SCOA.

**DUTIES:** Keep track and clear all suspense account on a regular basis and make sure that systems are not force – closed. Identify suspense accounts that require zero balances at the end of each month and close month smoothly. Keep track of exception reports and follow them up on a regular basis, both PERSAL and BAS. Provide reconciliation of the trial balance on a regular basis. Prepare monthly reconciliations for all suspense accounts and correctness of balances. Ensure that all inter-departmental and departmental debts are recorded and reconciled. Promote and implement budget reforms.

**ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION:**

**SALARY SCALE R376.596.00 – R443 601.00**

**COMMENCING SALARY R376 596.00 PER ANNUM**

**Ref. No. Cogta 12/05/2021: CENTRE: OR TAMBO DISTRICT**

**MINIMUM REQUIREMENTS:** National Senior Certificate plus National Diploma in Public Administration / Development Studies (NQF level 6 qualification). Three years' working experience in developmental local government environment / Three years' experience in Council Support environment of Municipalities. Microsoft Office Applications. Valid driver's license. Three years' working experience in Municipal Administration will be an added advantage.

**COMPETENCES:** Excellent communication, including producing quality reports. Computer Literacy (Microsoft Office Applications). Excellent Writing Skills. Interpersonal relation skills. Ability to work under pressure. Attention to details. Analytical skills. Presentation skills. Meticulous planning and organizational skills.

**DUTIES:** Ensure legislative compliance (Governance) by municipalities. Assist municipalities in the reviewal and rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB. Gazette concurrences on Section 12 Notices. Assist in the determination of councilors as full- time. Assist in Section 139 Municipal Interventions. Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.

**ASSISTANT DIRECTOR: NYANDENI REGION:**

**SALARY SCALE: R376.596.00 – R443 601.00**

**COMMENCING SALARY: R376 596.00 PER ANNUM**

**Ref. No. Cogta 13/05/2021: CENTRE: NYANDENI REGION**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF level 6) in Public Management Financial Management/ Administration with (3) years' experience in Financial Management.

**KNOWLEDGE:** Broad understanding of PFMA, creditors' management, procurement, budget management and Reconciliation.

**DUTIES:** Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors' invoices and clearance of commitments, processing of reimbursement claims for allowances. Staff Supervision and performance management thereof. Ensure provision of logistical arrangements and other administrative support to Local Houses and officials in the Regional Offices. Monitor Compliance with all relevant pieces of legislation, ensure good governance in the Directorate, and assist with audit queries as and when required.



POSTED ON: 23, 24, 27/05/2021 & 04/06/2021

CLOSING DATE: 21 JUNE 2021

**ASSISTANT DIRECTOR: CONDITIONS OF SERVICES:**

**SALARY Scale: R376 596.00-R443 601.00 (Salary level 09)**

**COMMENCING SALARY R376 596.00 PER ANNUM**

**Ref. No. Cogta 14/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF level 6) in Human Resource Management /Public Administration qualification. Three to Five (3-5) years experience at supervisory level in human resource environment. Knowledge of PERSAL. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid driver's license.

**COMPETENCES:** Knowledge and understanding of public service legislations, regulations 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.

**DUTIES:** Ensure the provision of all personnel administrative aspects on conditions 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 PILIR 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 conditions of services to all departmental personnel.

**4x ASSISTANT DIRECTORS: GCALEKA, EMBOLAND, DALINDYEBO & FINGO LAND REGIONAL OFFICES:**

**SALARY SCALE: R376 596.00-R443 601.00**

**Commencing salary: R376 596.00 per annum**

**Ref. No. Cogta 15/05/2021:**

**CENTRE: GCALEKA REGION, EMBOLAND, DALINDYEBOFINGOLAND REGIONAL OFFICES**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Public Management / Administration/ Social Science in the related field coupled with three to five (3-5) years' experience at supervisory level. Stakeholder Management experience is a must.

**COMPETENCIES:** Knowledge of legislative framework governing the institution of Traditional Leadership is essential. Experience in the coordination and implementation of support programmes. Excellent interpersonal relations, ability to handle pressure. Good communication, presentation, and report writing skills. Familiarity with the Region and willingness to travel in rural communities and work extended hours when required. Computer Literacy. Code 08 drivers' license.

**DUTIES:** Administering the Affairs of the traditional communities in accordance with customs and tradition. Facilitating the involvement of traditional communities in the development of the integrated development plan of a municipality in whose area that community resides. Participating in the development of policy and legislation in local level. Promoting the ideas of corporative governance, sustainable development and service delivery. Promoting indigenous knowledge systems for sustainable development and disaster management.

**ASSISTANT DIRECTOR: MUNICIPAL CAPACITY BUILDING:**

**SALARY SCALE : R356 289.00-R419 679. 00**

**COMMENCING SALARY: R356 289.00 PER ANNUM (LEVEL 09)**

**Ref. No. Cogta 16/05/2021: CENTRE: CHRIS HANI DISTRICT**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Human Resource Management/ Administration or Public Administration / Management / Labour Relations or relevant qualification. Three years' experience at a supervisory level in the relevant function. Valid Driver's license

**DUTIES:** Monitor compliance on recruitment of Section 54A and 56 Senior Managers in municipalities, monitor municipalities in the development and submission of WSP to LGSETA annually, support municipalities in reviewing integrated HR Plans, monitor submission of Employment Equity Plans and reports to Department of Employment and Labour annually support municipalities in aligning organograms with IDPs. Provide and coordinate training and Skills Development support services. Support municipalities in resolving Labour Relations matters through Section 106 investigations. Prepare and submit consolidated monthly quarterly and annually reports for the unit. Be able to monitor Budget and supervision of staff.

**COMPETENCIES:** Knowledge and understanding of MFMA; EEA; Treasury Regulations. Public Service Act; LRA; BCEA; Public Service Regulations; Municipal Systems Act; Municipal Structures Act; and relevant Local Government Regulations and policies. Sound knowledge of Human Resource Policies; Strategies and related matters. Good writing and oral



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communication skills, report writing, customer care, change management and coordination and planning. Strong planning skills and conflict management skills.

**OFFICE MANAGER: OFFICE THE HOD:**

**SALARY Scale: R376 596.00 – R443 601.00**

**COMMENCING SALARY: R376 596.00 PER ANNUM (LEVEL 09)**

**Ref. No. Cogta 17/05/2021: CENTRE: Bhisho**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Public Administration or any related field. Minimum of three (3) to five (5) years' experience at supervisory level or as a Personal Assistant in administration related role. Computer Literacy (Microsoft Word, Excel, PowerPoint, Outlook). Valid Driver's licence. Office Management experience will be an added advantage

**KNOWLEDGE:** In- depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS).

**Skills:** Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**DUTIES:** Provide support and coordination for all activities in the Office of the Head of Department. Render administrative support to the Head of Department. Support the consolidation and management of budgeting processes in the office. Provide secretariat support for office meetings. Consolidate financial and non- financial reports for the office of the Head of Department. Delegate functions to junior staff based on individual potential and provide necessary guidance and support. Make follow-up to tasks assigned to office. Prepare memoranda, reports, speeches etc. for the office of the Head of Department.

**OFFICE MANAGER: QAMATA KINGDOM**

**SALARY SCALE: R376 596.00 – R443 601.00**

**COMMENCING SALARY: R376 596. 00 PER ANNUM (LEVEL 09)**

**Ref. No. Cogta 18/05/2021: CENTRE: COFIMVABA**

**REQUIREMENT:** National Senior Certificate plus National Diploma (NQF Level 6) in Public Administration/ Public Management/Social Sciences. Three to Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (EB) license.

**DUTIES:** To provide office management services to the Office of the King. Co-P budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the programmes of the Kingdom, ensure proper coordination of the meetings between the King and various stakeholders, coordinate developmental programmes for the traditional communities within the Kingdom, efficient management of the diary of the King, ensure compliance with various pieces of legislation, safeguarding of assets within the Kingdom. Procurement of foods and services for the Kingdom, staff supervision. Attend meetings and prepare minutes of meetings and make follow up on on decisions taken. Liaise and communicate with other staff responsible for supporting Traditional Councils, monitor implementation of resolutions of the Kingdom in relation to recognition of Traditional Leaders. Responsible for efficient management of the King's office.

**OFFICE MANAGER: QAUKENI KINGDOM:**

**SALARY SCALE: R376 596.00 – R443 601.00**

**COMMENCING SALARY: R376 596.00 PER ANNUM**

**Ref. No. Cogta 19/05/2021: CENTRE: LUSIKISIKI**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Public Administration/ Public Management/Social Sciences. Three to Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (EB) license.

**DUTIES:** To provide office management services to the Office of the King. Co-P budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the programmes of the Kingdom, ensure proper coordination of the meetings between the King and various stakeholders, coordinate developmental programmes for the traditional communities within the Kingdom, efficient management of the diary of the King, ensure compliance with various pieces of legislation, safeguarding of assets within the Kingdom. Procurement of foods and services for the Kingdom, staff supervision. Attend meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other staff responsible for supporting Traditional Councils, monitor implementation of resolutions of the Kingdom in relation to recognition of Traditional Leaders. Responsible for efficient management of the King's office.





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**ASSISTANT DIRECTOR: BUDGET PLANNING & MANAGEMENT:**

**SALARY SCALE R376 596.00 – R443 601.00**

**COMMENCING SALARY R376 596.00 PER ANNUM**

**Ref. No. Cogta 20/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Management Accounting / Financial Accounting, Internal Auditing, Economics or Financial Information Systems as a pre-requisite or a bachelor's degree in finance. Minimum of Three years' experience at a supervisory level in Budget Planning and Management (level of SL7/8). Exposure to Weekly/Monthly Cash Flow Management functions would be an added advantage. Microsoft office, more over the incumbent must have extensive knowledge of Excel. Driver's License Code 8. The incumbent must possess numerical skills, communication skills, interpersonal skills and problem solving, Exposure to Weekly/Monthly Cash Flow Management functions would be an added advantage.

**COMPETENCES:** Knowledge of PFMA and Treasury Regulations, Analytical knowledge, teamwork and understanding of departmental policies and Computer literacy

**DUTIES:** Assist in ensuring alignment of the departmental budget cycle to provincial targets. Assist programmes in the costing of new priorities and linking them to strategic documents of the department. Assist in reviewing and refines departmental spending estimates and prepare the MTEF budget proposal. Provide support to all programmes on all budget milestone and conduct training on all budget reforms. Assist in coordinating transfers gazette information. Coordinate the inputs for the Budget Advisory Committee. Assist in coordinating inputs for the annual cash flow projections. Load tabled departmental budget on BAS. Assist in coordinating internal roll-over application and submission to Treasury. Assist in the daily checking and reviewing budget confirmation documents. Manage weekly/Monthly Cash Requisitions for the department.

**ASSISTANT DIRECTOR: CONDITIONS OF SERVICES:**

**SALARY SCALE R376 596.00 – R443 601.00**

**COMMENCING SALARY R376 596.00 PER ANNUM**

**Ref. No. Cogta 21/05/2021: CENTRE: BHISHO**

**REQUIREMENT:** National Senior Certificate plus National Diploma (NQF Level 6) in Human Resource Management/ Public Management/ Social Science or any related field. Three to Five years' experience in HR environment at supervisory level. Computer literacy and PERSAL System. Word, Excel, PowerPoint. Code 08 Drivers' license.

**COMPETENCIES:** Human Resource Management prescripts and legislation, PERSAL System. Computer Literate, Analytical thinking & Report Writing.

**DUTIES:** Administer all activities and processes dealing with all types of service terminations. Administer all activities and processes dealing with leave of absence. Ensure compliance with legislation and policies dealing with HR conditions of service. giving advice to line managers on HR conditions of services. Liaising with HR planning in the development of policies on HR conditions of service.

**OFFICE MANAGER: MUNICIPAL PUBLIC PARTICIPATION & RAPID RESPONSE:**

**SALARY: R376 596.00 – R443 601.00**

**COMMENCING SALARY: R376 596.00 (LEVEL 9) PER ANNUM**

**Ref. No. Cogta 22/05/2021: CENTRE: BHISHO**

**REQUIREMENT:** National Senior Certificate plus National Diploma (NQF Level 6) in Public Administration or any related field. Three to Five years' experience as a Personal Assistant in administration/ finance related role. Valid driving license code 8 (EB). Computer literacy: MS Word, Spreadsheet, Power Point and Outlook. Office Management experience will be an added advantage.

**DUTIES:** Organising meetings and programme sessions on behalf of the Chief Director. Provide secretariat support for the office of the Chief Director. Provide secretariat support for the sittings of the house. Coordinate Chief Directorate review sessions. Consolidate Chief Directorate Planning documents, reports and any other. Ensure effective document management and correspondence flow within the office of the Chairperson. Establish, implement and maintain effective records management system within the office of the Chief Director. Oversee administration of the office of the Chief Director. Manage and oversee logistics within the office of Chief Director. Manage the budget of the office of the Chairperson. Manage resources in the office of the Chief Director: Physical, Financial and Human. Manage all Chief Directors SPU with various stakeholders

**COMPETENCIES:** Advanced ability to independently use Ms Excel (create formulas, develop graph), Ms PowerPoint, Good communication (verbal 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 project. Management competence. Competence in report writing, Honesty and integrity.





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**LAN/DESKTOP TECHNICIAN:**

**SALARY SCALE R316 791.00 – R373 167.00**

**COMMENCING SALARY R 316 791.00 (Level 08) per annum**

**Ref. No. Cogta 23/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in the field of Information Technology/Information Systems/Electrical Engineering/ Computer Science. Two (2) years working in support services, with one (1) year experience as an IT Technician. Ability to install, configure, maintain personal computers, networks, related hardware and software. Knowledge of computer and/or networks security systems, applications, and techniques. Valid driver's licence Code 8 (EB).

**DUTIES:** Monitor and report on backups, patch management and anti-virus servers. Monitoring and maintenance of all server rooms and network cabinets for Head Office and District Offices. Maintain LAN and wireless network infrastructure. Maintenance of up-to date records for all ICT infrastructure and network applications. Maintain all records on ICT infrastructure warranty details and timeously identify those that require extensions. Repair of equipment like servers, PC's and printers. Maintain the list of static IPs and MAC addresses for network printers and access points. Troubleshoot network problems and repair network points. Monitor password for wireless network and ensure that wireless access points are accessible to all users. Ensure that all server rooms and network rooms are clean, and air conditioners to all cabinets are in working order.

**COMPETENCIES:** Sound knowledge supporting government transversal systems namely BAS, PERSAL and Logis. Ability to identify and resolve computer systems and applications. Ability to deploy windows updates to client machines. Good interpersonal skills with strong service orientation and ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach.

**LAN/DESKTOP TECHNICIAN:**

**SALARY SCALE R316 791.00 – R373 167.00**

**COMMENCING SALARY R 316 791.00 (Level 08) per annum**

**Ref. No. Cogta 24/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in the field of Information Technology/Information Systems/Electrical Engineering/ Computer Science. Two (2) years working in support services, with one (1) year experience as an IT Technician. Ability to install, configure, maintain personal computers, networks, related hardware and software. Knowledge of computer and/or networks security systems, applications, and techniques. Ability to identify and resolve computer systems functions and operational problems. Ability to learn and support new systems and applications. Valid driver's licence Code 8 (EB). Local Government Experience. Good interpersonal skills with strong service orientation and ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach.

**DUTIES:** Installation of software applications, configuration and support of computer equipment and applications. Repair of equipment like servers, PCs and printers. Rendering backup services and transfer of documents. Render support services to users. Maintain the list of static IPs for network printers and access points. Manage IT resources. Coordinate support on office automation services such as telephone systems, copiers and faxes. Troubleshoot network problems and repair network points.

**COMPETENCIES:** Sound knowledge supporting government transversal systems namely BAS, PERSAL and Logis.

**SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL (BOOKKEEPING):**

**SALARY SCALE R316 791.00 – R373 167.00**

**COMMENCING SALARY R 316 791.00 (Level 08) per annum**

**Ref. No. Cogta 25/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Commerce /Accounting /Financial Management or equivalent qualification. One to two years' supervisory experience (salary level 7) or four years' experience at salary level 6 OR Senior Certificate plus five years' experience as a State Accountant in the Finance environment /Financial control office or Matric with 4 years' experience in the field of Financial Control / Bookkeeping office serving as a Senior Accounting Clerk / State Accountant. Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury regulations and applicable Circulars /instruction Notes Practice Notes, Determination, Financial Policies & Procedures.

**DUTIES:** Management of bank reconciliations (PMG Account of the Department) and ensure compliance in terms of Provincial Treasury Instructions Note 1 of 2012/13 and Instruction Note No 1 of 2013/14 from the Office of the Accountant General of National Treasury. Ensure that orderly bookkeeping and its principles is complied with in all respects as per PFMA and Treasury Regulations. (Perform month and year end closures). Management of revenue deposited into PMG account and see to it that it is being paid over to Provincial Revenue Fund on a monthly basis as required by per PFMA Sec 21 (2) and 22 (1) read with TR 15.3.1-2. Attend and prompt reply to audit queries of the Section (Bookkeeping) and reply within the required time frame. (Whilst on a management report status). Supervision of staff and give advice, guidance and training where necessary for the fulfilment of our departmental strategies goals and objectives as planned (APP and OPS).



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**SENIOR ADMIN OFFICER: MONITORING AND EVALUATION:**

**SALARY SCALE R316 791.00 – R373 167.00**

**COMMENCING SALARY R 316 791.00 (Level 08) per annum**

**Ref. No. Cogta 26/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) Public Administration / Internal Audit / Public Management / Social Science. Exposure in Monitoring and Evaluation, Strategic Planning, Internal Audit, Administration environment.

**DUTIES:** Coordinate and consolidate quarterly performance reports, mid-year performance report and annual performance report. Conduct performance validate report. Conduct evaluations in terms of the Evaluation Guidelines of 2011. Consolidate and submit narrative reports to DPME, National COGTA, and Provincial Treasury and OTP to provide more clarity on what was achieved and possible impacts. Organise Departmental Performance Reviews.

**COMPETENCIES:** Report writing, Presentation, Proficient knowledge of Microsoft packages, Management, Interpersonal skills and communication. Proficiency in English. Organizational and office planning skills. Ability to operate other office equipment, customer service ability.

**2x SENIOR STATE ACCOUNTANT: GENERAL PAYMENTS:**

**SALARY SCALE R316 791.00 – R373 167.00**

**COMMENCING SALARY R 316 791.00 (Level 08) per annum**

**Ref. No. Cogta 27/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma in Commerce / Accounting / Financial Management or equivalent qualification. Three (3) years' experience in a finance environment or in the field of payment office serving as a Senior Accounting Clerk / State Accountant. Knowledge of Basic Accounting System. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars / Instruction Circulars / Instruction Notes, Determinations, Financial Policies and Procedures.

**DUTIES:** Payment of suppliers and service providers within 30 days in compliance with Section 38 (1) of the PFMA and Section 8.2.3 of Treasury Regulations. Checking and authorization of payments both manually and in an online functionality (BAS) and LOGIS financial systems. Revenue Management and ensure that all receipts are complied, captured and authorized and day ended on BAS and money collected are deposited into the bank account of the department. Attend and prompt reply to audit queries of the Section (Payments) and reply within the required time frame (Whilst on a management report status). Ensure that Creditors Reconciliation is performed on a monthly basis and Instruction Note 34 is compiled and submitted to Provincial Treasury. Payment tool is updated on a weekly basis.

**PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISION:**

**SALARY SCALE: R257 508.00 – R303 339.00**

**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**

**Ref. No. Cogta 28/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF6) in Human Resource Management /Public Administration / Public Management. Three years' experience in the relevant field. PERSAL and computer literacy. Knowledge and experience in Public Service Act 1994 and Basic Conditions of Employment Act.

**COMPETENCIES:** Human Resource Management prescripts and legislation, PERSAL System. Computer Literate, Analytical thinking & Report Writing

**DUTIES:** Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, Capture appointment of new employees on PERSAL, Facilitate the implementation of transfers, secondments & Acting Appointments.

**STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES: GENERAL PAYMENTS:**

**SALARY SCALE: R257 508.00 – R303 339.00**

**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**

**Ref. No. Cogta 29/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF6) in Commerce / Accounting / Financial Management or equivalent qualification. Two (2) years' experience in a finance environment or in the field of payment office serving as a Senior Accounting Clerk. Knowledge of Basic Accounting System and LOGIS. Knowledge of Public Service Regulations. Public Finance Management Act. Treasury Regulations and applicable circulars / Instruction Notes / Practice Notes / Determinations, Financial policies and procedures.

**DUTIES:** Compilation of suppliers / service provider's payments / sundry payments (LOGIS and BAS. Capturing of payments onto the system (BAS and LOGIS) and weekly update payment tool, put on PAID UP Stamp) on each paper of a payment batch / voucher a proof that payment has gone through. Resolution of queries raised by suppliers / service providers. Print, fax, file all payment stubs for various suppliers and service providers after each run within a month. Monthly compilation of Creditors Reconciliation and Instruction Note 34 and submission thereof to Provincial Treasury.



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**PERSONAL ASSISTANT: HOD OFFICE:**  
**SALARY SCALE: R257 508.00 – R303 339.00**  
**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**  
**Ref. No. Cogta 30/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF6/7) in Public Administration or related qualification plus secretarial course. Computer Literacy Microsoft Word, Excel, PowerPoint, Outlook.

**COMPETENCIES: Knowledge and Skills:** Computer literacy, Proficient knowledge of Microsoft packages, 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.

**DUTIES:** Facilitate the smooth running of Head of Department's office. Facilitate the availability of office records. Assess incoming work and distribute where and when it is required. Type correspondence delegated to you. Manage the diary of Head of Department. Manage the resources of the office of the Head of Department. Digital and manual filing of documents. Preparation, recording and submission of the Head of Department's claims to the approving authority. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Head of Department. Procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

**PERSONAL ASSISTANT TO THE DIRECTOR: MONITORING AND EVALUATION:**  
**SALARY SCALE: R257 508.00 – R303 339.00**  
**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**  
**Ref. No. Cogta 31/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate, plus National Diploma (NQF Level 6) in Office Administration/ Secretarial / related qualification. Experience in Monitoring and Evaluation, Strategic Planning, Internal Audit/ Administration environment. Valid driver's license will be added advantage.

**DUTIES:** Facilitate the smooth running of the Director's office. Facilitate the availability of all the office records at all times. assess incoming work and distribute where it is required. Type correspondence delegated to you. Manage the diary of Director. Manage the resources of the Director. Digital and manual filing of documents.

**COMPETENCIES:** Computer literacy, Proficient knowledge of Microsoft packages, Office etiquette, Time Management, Interpersonal skills and communication, Proficiency in English, Organisational and office planning skills. Ability to operate other office equipment, customer service abilities.

**PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION AND RAPID RESPONSE:**  
**SALARY SCALE: R257 508.00 – R303 339.00**  
**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**  
**Ref. No. Cogta 32/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate, plus National Diploma /Degree (NQF Level 6/7) in Office Administration / Public Management or any relevant qualification or Senior Certificate coupled with 5 year experience in Secretarial responsibilities and roles. Five years' experience in Secretarial duties. Microsoft Word, Ms Excel and PowerPoint all mandatory. A valid driver's license will be added advantage.

**COMPETENCIES:** Ability to work independently. Good communication skills with reasonable proficiency in English. Competency in meeting preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

**DUTIES:** Manage the diary of the Chief Director. Assist in preparation of memorandum and minute taking. Assist in the management of budget for the Chief Director. Liaise with other directorates or branches within the department and external stakeholders. Responsible for S & T and Fuel claims for the Chief Director. Coordinate meetings within the Chief Directorate.

**PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER**  
**SALARY SCALE: R257 508.00 – R303 339.00**  
**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**  
**Ref. No. Cogta 33/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate, plus National Diploma /Degree (NQF Level 6/7) in Public Administration/ Financial Management /Agricultural Science. Computer literacy (Ms Word, Excel & Power Point).

**COMPETENCIES : Knowledge and Skills:** Computer literacy, Proficient knowledge of Microsoft packages, 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.



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**DUTIES:** Facilitate the smooth running of CFO's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you. Manage the diary of CFO. Manage the resources of the office of the CFO. Digital and manual filing of documents. Preparation, recording and submission of the CFO's claims to the approving authority. Monitoring the submission of weekly plans. 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.

**PERSONAL ASSISTANT TO THE DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**SALARY SCALE: R257 508.00 – R303 339.00**

**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**

**Ref. No. Cogta 34/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Office Administration or related qualification / secretarial course / computer literacy. Microsoft Power Suit (Excel, Word and PowerPoint). A valid driver's license will be added advantage.

**DUTIES:** Provides a secretarial / receptionist support to the Director. Renders administrative support services i.e. travelling arrangements, subsistence and travelling claims. Maintain filing and scanning of documents for the Director and directorate. Provide support to the Director regarding meetings i.e. records, minutes / decisions and communicates to the relevant role players. Follow up on progress made. Supports the Director with the Administration of the directorate's budget. Keeps abreast / up to date with the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Obtains inputs, collates and compiles reports for the Director e.g. progress reports, monthly reports and Corporate Services task registers.

**COMPETENCIES:** Language skills and the ability to communicate well with people at different levels and different backgrounds. Good telephone etiquette. Sound

**2x PROVISIONING ADMIN OFFICERS: ASSET MANAGEMENT:**

**SALARY SCALE: R257 508.00 – R303 339.00**

**COMMENCING SALARY: R257 508.00 PER ANNUM (LEVEL 07)**

**Ref. No. Cogta 35/05/2021: CENTRE: BHISHO**

**REQUIREMENTS:** National Senior Certificate plus National Diploma (NQF Level 6) in Finance / Logistics / Purchasing Management with two years relevant working experience as a Senior Admin Clerk. Computer Literacy (Ms Word or Excel) as a Senior Admin Clerk. 2 years' experience as a Senior Admin Clerk at Asset Management. A valid code 8 driver's license. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc

**COMPETENCE:** Ability to work well with people and under pressure. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc.

**DUTIES:** Assist in maintenance of asset and loss register for the department. Conduct asset verification annually. Manage and maintain the departmental assets. Perform administrative functions. Supervision of personnel.

**10x SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHI INSTITUTIONAL SUPPORT**

**SALARY LEVEL: R173 703.00 – R204 612.00 PER ANNUM (LEVEL 5)**

**Commencing salary: R173 703.00 per annum**

**Ref. No. Cogta 36/05/2021: CENTRES: 2xQAUKENI, 2XNYANDENI, FINGOLAND, RHARHABE, DALINDYEBO, STERKSPRUIT, WESTERN THEMBULAND AND EMBOLAND REGION**

**REQUIREMENTS:** National Senior Certificate, Computer Literacy. Undergraduate Qualification (NQF 6) will be an added advantage.

**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 cash book. 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.



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**MESSENGER DRIVER: EC HOUSE OF TRADITIONAL LEADERS**

**SALARY SCALE:** R122 595.00 – R144 411.00

**COMMENCING SALARY:** : R122 595.00 per annum

**SALARY LEVEL:** 03

**Ref. No. Cogta 37/05/2021:**

**CENTRE:** BHISHO

**REQUIREMENTS:** Grade 10 (Standard 8) Certificate. Driver's license code B. Good interpersonal skills. Basic Communication skills.

**DUTIES:** Grade 10 or equivalent qualification with relevant experience. Drivers licence code B. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willingness to work extended hours, weekends and public holidays are essential.

**DUTIES:** Deliver all documentation to required destination. Transport officials to required destinations whenever required. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.

**GENERAL WORKER HOUSE ADMIN:**

**SALARY LEVEL:** 02

**SALARY SCALE:** R102 534.00 – R120 780.00

**COMMENCING SALARY:** R102 534.00 PER ANNUM

**Ref. No. Cogta 38/05/2021: CENTRE:** BHISHO

**REQUIREMENTS:** Grade 10(Standard 8) certificate

**COMPETENCIES:** Good interpersonal skills. Basic Communication skills. Basic cleaning skills.

**DUTIES:** Cleaning and maintenance of HTL Building. Collecting of refuse bags within the building. Lifting and moving of heavy goods such as office furniture. Assist in HTL events as directed by the supervisor. Cleaning of government vehicles allocated to HTL.

