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DEPARTMENT OF TRADITIONAL AFFAIRS AND COOPERATIVE GOVERNANCE

CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & CAPACITY BUILDING

Salary Range: R1127 334 – R1347 879 Commencing Salary R1127 334.00 per annum (level: 14)
Ref. Cogta (01/11/2017) BHISHO

Minimum Requirements: An undergraduate qualification (NQF Level 7) or advanced Diploma in Public Management/Administration, LLB, B. Proc. as recognised by SAQA. Any legal qualification will be an added advantage. A minimum of 5 years of experience at a senior managerial level. A valid driver's licence. Computer literacy.

Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the 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. To ensure proper management and transformation of Traditional Leadership institutions.

KPA's: Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitates the provision of administrative support to traditional leadership institutions such as management of processes of recognition and recognition of Traditional Leaders as well as recruitment or employment practises, management of establishment and disestablishment of Traditional leadership institutions, management and administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation of Traditional Leaders. Facilitate and manage the provision of support and resources to Traditional Leaders institutions, Traditional Council Infrastructure, Asset, furniture, stationery, computer equipment etc. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorates and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, Emerging contractors, NGO's consultants, Contralesa, Traditional Leaders, etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations, budget and action plans and the proper use of state of state property. Ensure compliance with PFMA, Public Service Act and Public Service Regulations, Municipal Structures Act, Municipal System Act, Traditional Leadership and Governance Frameworks Acts and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

Preference will be given to African Male

CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT & PLANNING

Salary Range: R1127 334 – R1347 879 Commencing Salary R1127 334.00 per annum (level: 14)

Ref. Cogta (02/11/2017) BHISHO

Minimum Requirements: An undergraduate qualification (NQF Level 7) or advanced Diploma) in Land development- related field of study e.g. Town and Regional Planning, Land Survey and Valuation. A postgraduate Degree/Diploma qualification will be an added advantage. A minimum of 5 years working experience at a Senior Management level position in the relevant professional field. Professional registration in the field of study and practice. Knowledge and experience in Project Management would be an added advantage. A valid driver's licence. Computer literacy.

Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the 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.

KPA's: To promote, facilitate and coordinate integrated planning in municipalities. Provide for spatial planning and land management. Develop policy and standards, provide support and monitor implementation of SPLUM and other pieces of legislation and capacitate planning institutions. Provide spatial planning information and environmental planning services. Provide integrated spatial planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to spatial planning, Valuation and Survey Cadastral .Co- ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Co-ordinate the prioritisation and implementation of municipal projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation and training of staff, promotion of sound labour relation and the appropriate utilisation of resources.

Preference will be given to African Female

DIRECTOR: INTEGRATED DEVELOPMENT PLANNING

Salary Range: R948 174 – R 1116 918.00 Commencing Salary R948 174.00 per annum (level 13)

Ref. Cogta (03/11/2017) BHISHO

Minimum Requirements: An undergraduate qualification (NQF Level 7) or advanced Diploma Computer Literacy. Five (5) years of experience at a middle/ senior managerial level. A valid Driver's licence. Computer literacy.

Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the 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. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and

a development of a budget to implement a Key Performance Area. 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.

KPA's: Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks.

Undertake strategic interactions with sector department, local and national government authorities. 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. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

Preference will be given to Coloured Male

DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION

Salary Range: R948 174 – R 1116 918.00 Commencing Salary R948 174.00 per annum (level 13)

Ref. Cogta (04/11/2017): BHISHO

Minimum Requirements: An undergraduate qualification (NQF Level 7) or advanced Diploma as recognized by SAQA. Five years of experience at a middle/ senior managerial level. Computer Literacy. A valid Code EB driver's licence. Experience in community development will be an added advantage

Competences: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the 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.

KPA's: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen's engagement. Number of municipalities supported with community participation and citizen empowerment partnerships. Number of municipalities supported to have functional public participation units. Number of municipalities supported to have functional ward committees. Number of CDWP cases resolved. Percent of elections and bi-elections supported. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public

Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane.

Preference will be given to African Female

CHIEF PROFESSIONAL SURVEYOR GRADE A: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT

Salary Range: R805 806.00- R921 354.00 Commencing Salary: R805 806.00 OSD POST

Ref. Cogta (05/11/2017) BHISHO

Minimum Requirements: A Bachelor Degree in Land Surveying or Geometrics or an equivalent NQF level 7 qualification recognised by the South African Geometrics Council (SAGC). Registration as a Professional Surveyor with the Council, plus four (4) years post registration experience. Have a valid driver's license.

Competencies: Knowledge of Local Government Legislation e.g. MSA and PFMA and other relevant Land Survey and Land Use Legislation, methods and procedures. Have strong programme and project management knowledge and experience. Have analytical, financial management and interpersonal skills. Knowledge of Geographic Information System (GIS) will be an added advantage.

KPA's: Facilitate Cadastral Surveys and Mapping services in municipalities. Assist in the formulation and interpretation of Land Survey and Planning Legislation, policies and processes. Assist in the management of staff, including effective utilisation, mentoring and training of staff, high maintenance of discipline, promotion of sound labour relations, and proper use of state resources. Assist in the implementation of operational plans for the directorate, ensuring that the goals and objectives determined are achieved. Assist in facilitating and monitoring programmes of technical support with regard to Land Survey services to Local Government Structures. Provide information on Land Survey related issues to the Municipalities and other clients.

Preference will be given to African Female

DEPUTY DIRECTOR: LED CLUSTER C

Salary Range: R779 295 – R 917 970.00 Commencing Salary R 779 295.00 (level 12)

Ref. Cogta (06/11/2017) Responsible for O.R TAMBO & ALFRED NZO DISTRICTS

Minimum Requirements: A Bachelor Degree in Economics/Statistics on NQF 6 qualification. A Master's Degree in Economic/Statistics is an added advantage. Three years' experience as an Assistant Director in the field of Economics and Project Management, economic related research. Computer skills (with emphasis on Microsoft Word, Ms Excel, Project and PowerPoint) are all mandatory. A valid code 8 (B) driver's license is compulsory.

KPA's: Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships. **Preference will be given to African Female**

DEPUTY DIRECTOR: OFFICE SUPPORT & AUXILIARY SERVICES (LOGISTICS).

Salary Range: R657 558.00 – R 774 576.00 Commencing Salary R657 558.00 (level 11)

Ref. Cogta (07/11/2017) BHISHO.

Minimum Requirements: A three year Bachelor's degree/National Diploma (NQF Level 6) in the relevant field. Three years of experience as an Assistant Director in the relevant field.

KPA's: Develop policies and procedures to facilitate the proper administration of the logistics service. Monitor implementation of policies and compliance. Manage and maintain all departmental facilities and accommodation. Acquire and secure adequate office space for the department and districts. Allocation of offices. Facilitate maintenance of buildings (Minor and Major works). Manage lease agreements / Contracts. Manage conference and boardroom facilities. Facilitate repairs and replacements where necessary. Administer contractual obligations. Administer cleaning services.

Preference will be given to Coloured Male.

DEPUTY DIRECTOR: CORPORATE SECRETARIAT

Salary Range: R657 558.00 – R 774 576.00 Commencing Salary R657 558.00 (level 11)

Ref. Cogta 08/11/2017 BHISHO

Minimum Requirements: Degree in Public Administration/three year Diploma in Public Management/ Secretariat or NQF level 6 qualification. Three years of experience as an Assistant Director in relevant field. Experience in Administration in particular Secretariat environment. Provide Secretariat support services to Executive. Render cluster liaison services. Report and writing skills. Computer Literacy with all programmes. Valid driver's licence.

KPA's: Facilitate and coordinate the number of strategic meetings. i.e. Top Management, Senior Management, Finance, Audit Committee meetings and IGR structures linked to the department. Prepare and craft minutes and liaise with Senior Management for confirmation before circulation. Facilitate corporate archives and records managements of Top and Senior Management strategic meetings. Facilitate programme planning and administrative support for strategic meetings. Ensure Directorate Management in line with Transformative Systems which seek administration to be effective and efficient in responding to Corporate Secretariat services. Responsible for financial Management with a particular focus preparing monthly financial reports of the directorate. Render cluster liaison services. Coordinate departmental policies.

Preference will be given to African Male

DEPUTY DIRECTOR: DISTRICT SUPPORT CENTRE

Salary Range: R779 295.00 – R917 970.00 Commencing Salary R779 295.00 (level 12)

Ref. Cogta 09/11/2017 ALFRED NZO

Minimum Requirements: A recognized three (3) year Degree/Diploma in Public Admin/Management or Social Science or equivalent NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director in the relevant field. Experience in Local Government will be an added advantage. A valid code 8 (EB) Driver's License, Computer Literacy.

KPA's: Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/Clients. Co-ordinate all departmental and sector programmes at the district related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department and also governing local government and traditional institutions.

Preference will be given to African Female

TOWN AND REGIONAL PLANNER GRADE A: SPATIAL PLANNING

Salary Range: R549 639.00 – R592 110.00 Commencing Salary R549 639.00 (OSD POST)

Ref. Cogta 10/11/2017 BHISHO.

Minimum Requirements: B degree in Urban / Town and Regional Planning or relevant qualification. A three year in Town and Regional Planning experience. Valid driver's licence. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment.

KPA's: The promotion, facilitation, coordination, monitoring of provincial and Municipal Spatial Development Frameworks. The promotion, facilitation strengthen, coordinate and monitor settlement and Land Use Planning. Develop and implement a geographic information data base. Prepare town planning inputs on land development applications. Provide support in compilation and adoption of municipal land use management system. Provide support in compilation detailed layout plans for existing and new settlements. Assist in Town Planning evaluation of housing development applications.

Preference will be given to African Female

**ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT: YOUTH
DESK**

*Salary Range: R334 545 – R394 065.00 Commencing Salary R334 545.00 (Level 9)
Ref. Cogta 11/11/2017 BHISHO*

Minimum Requirements: A recognised Three year Degree in Social Science/ Diploma in Public Administration or relevant NQF Level 6 with three years' experience as a Senior Admin Officer in relevant field. Computer Literacy and Driver's licence.

KPA's: Mainstreaming youth centred approach to Department policy, planning, implementation and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all department levels. Provide a co-ordination framework for the effective implementation of youth programmes in the department. Monitor and evaluate departmental objectives on youth development. Develop specific Youth Development Strategy as a guideline to line function. To compile the department's reports on Youth Programme
Preference will be given to Coloured Male & PWD

VALUER: VALUATION SERVICES

*Salary Range R334 545 – R394 065.00 Commencing Salary: R334 545.00 (Level 9)
Ref. Cogta (12/11/2017) BHISHO*

Minimum Requirements: An appropriate Degree/Diploma in Property Valuation supported by a minimum of one year experience in environment valuation. Eligible to be registered as a Professional Associated Valuer. Computer literacy, Microsoft Office Application, Ms Excel, Project, and PowerPoint. A valid code 8 (B) license is compulsory. Eligible is to be registered namely: Candidate Valuer with the SACVP and Candidate Valuer attended and pass practical work school programme.

KPA's: Support and guide municipalities in the implementation of MPRA as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.

Preference will be given to Coloured Female.

ASSISTANT DIRECTOR: FREE BASIC SERVICES

*Salary Range: R417 552.00 – R491 847.00 Commencing Salary R 417 552.00 (Level 10)
Ref. Cogta (13/11/2017) CHRIS HANI: DISTRICT SUPPORT CENTRE*

Minimum Requirements: A recognised three year Degree/ Diploma in Public Management/Public Administration/Social Science or NQF level 6 relevant qualifications with 3 years' experience as a Senior Admin Officer in the relevant field. Experience in Free Basic Services policies will be an added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

KPA's: Promote, facilitate and coordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

Preference will be given to Coloured Female

ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION

*Salary Range R417 552.00 –R491 847.00 (Level: 10)
Ref. Cogta (14/11/2017) CHRIS HANI DISTRICT MUNICIPALITY*

Minimum Requirements: A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6 relevant qualification. Three (3) years' experience as a Senior Administration Officer in Public Administration and Community Development preferably Local Government Environment, Communication skills, Computer Literacy, Driver's license three years e experience in Community Development will be added advantage.

KPA's: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion. Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

Preference will be given to Coloured Male

ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION: RAPID RESPONSE

Salary Range R417 552.00 –R491 847.00 (Level: 10)

Ref. Cogta 15/11/2017 JOE GQABI DISTRICT MUNICIPALITY

Minimum Requirements: A recognized three (3) year Degree/Diploma in Public Administration/Management or equivalent NQF Level 6. Three (3) years' experience as a Senior Admin Officer in Public Administration and Community Development preferably Local Government Environment, Communication skills, Computer Literacy, Driver's license three years as a Senior Administration Officer experience in Community Development will be an added advantage.

KPA's: Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion. Identify, publicizing and rewarding innovation /good practices of citizen engagement. Number of municipalities supported with community participation and empowerment partnerships. Coordination and supervision of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane.

Preference will be given to Coloured Female

ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING (IDP)

Salary Range R417 552.00 –R491 847.00 (Level: 10)

Ref. Cogta 16/11/2017 O.R.TAMBO DISTRICT MUNICIPALITY

Minimum Requirements: A recognized Bachelor's Degree in Development Studies/ Town & Regional Planning/Economics Science Related field of study. Good understanding/proven experience in Integrated Development planning management principles & programs. Computer literacy. Minimum of three years of experience as a Senior Administration Officer working with local government environment (preferable dealing with IDPs). Valid driver's license (code 8)

KPA's: Work within the directive to achieve key performance indicator of directorate which is to monitor and support municipalities in the development of IDP's in accordance with the legislation, and that include providing guidance during the preparation of IDP Process Frameworks/Plans, formulation of strategic objectives & identification of projects which will address the identified development challenges. Provide guidance to local sphere on how to foster relationships between other organs of state to create a space and an environment that defines the purpose and the role of local government as a means to involve all stakeholders in shaping the future development of our communities. Responsibility for the administrative function within the Directorate i.e. submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate.

Preference will be given to Coloured Female

LEGAL ADMIN OFFICER: LEGAL ADVISORY SERVICES

Salary Range: R331 692-R446 736 Commencing Salary R331 692.00 (OSD POST)

Ref. (Cogta 17/11/2017) BHISHO

Minimum Requirements: LLB or B. Proc Degree or equivalent legal qualification. Admission as either an Advocate or an Attorney and relevant experience of legal practice will be an additional recommendation.

KPA's: Litigation support services to the department. The provision of legal opinions to the department. The provision of legal advice on the contracts and agreements concluded by the provincial departments. The development of the legislative policy and the initial formulation of legislation in the departments.

Preference will be given to Coloured Female

**OFFICE MANAGER TO THE CHIEF DIRECTOR- STRATEGIC
MANAGEMENT/COMMUNICATION INFORMATION SERVICES**

Salary Range: R334 545 – R394 065.00 Commencing Salary: R334 545.00 (Level: 9)

Ref. Cogta 18/11/2017() BHISHO

Minimum Requirements: A three year Degree/Diploma in Public Administration/Public Management/Social Sciences or Economic Management Sciences or equivalent NQF 6 with three years working experience in the Public Service as a Senior Administrative Officer OR a three Degree/ Diploma in Public Management/Public Administration/Social Science or Economic Sciences or equivalent NQF Level 6 with four (4) years working experience in the related field as a Personal Assistant. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (B) license is compulsory.

KPA's: To admin to Chief Director, co-ordination and consolidate of branch reports/budget/Ec 5.1's, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office

Preference will be given to African Male.

**OFFICE ADMINISTRATOR (OFFICE MANAGER) – QAMATA KINGDOM (WESTERN
THEMBULAND)**

Salary Range: R334 545 – R394 065.00 Commencing Salary: R334 545.00 (Level: 9)

Ref. Cogta (19/11/2017) COFIMVABA

Minimum Requirements: A recognized three year Degree / Diploma in Public Management / Social Sciences/ Development Studies or NQF level 6. Three (3) years working experience as a Senior Admin Officer in the public/ private sector, non-governmental or community based organization in terms of operation and remuneration. Computer literacy. Code 08 driver's license.

KPA's: Coordinate the functions and activities of the Kingdom and Traditional Leadership institution. Assist in coordination of activities of the office of the Kingdom.
Prepare memoranda, reports, and presentations etc. for the Kingdom.
Attend management meetings and prepare minutes of meetings and make follow ups decisions taken.
Liaise and communicate with other Directorates/Branches within the department and also liaise with outside clientele. Prepare budget for the office of the Kingdom.
Follow up resolutions and implementations thereof.
Responsible for efficient management of the Kingdom.
Ensure that the full requirements for the recognition of Traditional Leaders are received.
Ensure the processing of the recognition of traditional leader.
Facilitate and manage the construction and renovation of traditional leadership institutions.
Ensure that physical verification of traditional leaders is done in all regions periodically.
Making regular visits to the construction sites for inspection on progress made.
Compile and submit monthly, quarterly and annual implementation reports.
Responsible for the efficient management of the region, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state

Preference will be given to African Male

ASSISTANT DIRECTOR: BUDGET PLANNING & MANAGEMENT SERVICES

Salary Range: R334 545 – R 394 065.00 Commencing Salary: R334 545.00 (Level: 9)

Re. Cogta (20/11/2017) BHISHO

Minimum Requirement: Bachelor's Degree or equivalent NQF level 6 qualification in Management Accounting/Financial Accounting, Internal Auditing or Financial Information System and a minimum of three years' experience as a Senior State Accountant in Budget Management and Reporting. Knowledge of legislations relevant to Public Service and Budget Management. Highly Analytical and Problem Solving skills. Advanced Microsoft Excel Skills as well as Communication Skills.

KPA's: Assist in the preparation and management of departmental budget including adjustment Estimates as per Treasury instructions. Assist Programmes with the costing of activities during the budget preparation Conduct expenditure analysis and report findings to the Deputy Director Prepare the shifting & virement of funds and ensure implementation on BAS system once approved. Attend to Audit queries pertaining to the office and offer advice. Monitoring of expenditure and offer advice to programmes. Prepare monthly In-Year Monitoring reports for submission to Provincial Treasury and Executive Authority. Identify and correct misallocated funds. Analyze expenditure trends and advise the Deputy Director: Budget Management. Manage sub-ordinates and ensure that they are developed.

Preference will be given to African Female

ASSISTANT DIRECTOR- BID ADMINISTRATION: SUPPLY CHAIN MANAGEMENT

Salary Range: R334 545 – R394 065.00 Commencing Salary R334 545.00 (Level: 9)

Ref. Cogta (21/11/2017) BHISHO HEAD OFFICE

Minimum Requirements: A Degree or National Diploma in Public Administration/Law/Supply Chain Management or equivalent NQF level 6 qualification Three years' experience in Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) support services as a Senior Provisioning Admin Officer. Computer literacy.

KPA's: The incumbent will be responsible for the following: Receiving and signing all BEC and BAC submissions from the Compliance section •Track all movements of BEC and BAC submissions, allocate the BEC and BAC projects to relevant staff, prepare all BEC and BAC submissions for Pre-BEC and Pre-BAC Ensure that BEC and BAC packs are submitted on time. Provide secretariat support to BEC and BAC committees ensure that Bid Committees are established on time. Compile BEC recommendations and BAC recommendations award letters. Implement BAC decisions accordingly, writing circulars, distributing them (BEC, BAC) to all end-users and other stakeholders. Provide technical assistance to cost centres to promote sound financial management. Draw reports a, interpret financial data and present to immediate supervisor in preparation for management meetings. Manage budgets and personnel• Monitor budget spending. Prepare monthly reports quarterly reports. Assist in gathering information and responding to audit queries. Working irregular hours.

Preference will be given to African Female

ASSISTANT DIRECTOR- CONTRACT MANAGEMENT

Salary Range: R334 545 – R394 065.00 Commencing Salary R334 545.00 (Level: 9)

Ref. Cogta (22/11/2017) BHISHO

Minimum Requirements: Degree or Diploma in Law with 3 years' experience at Senior Admin Officer in contract management environment. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc. Computer Literacy i.e. BAS, Logis, Excel, Word, Power point. Etc.

KPA's Assist in reviewing and editing draft contract documents i.e. SLA, Memorandum of understanding. Memorandum of Agreement, etc. Responsible for updating of the project commitment register. Establishment of project management steering committee. Assist in building up good partnership, contract management, record management and repository system. Assist in matters of performance management through project monitoring. Management of budget, human resources and general administrative functions.

Preference will be given to White Female

ASSISTANT DIRECTOR-MIS: INSTITUTIONAL & SOCIAL DEVELOPMENT SUPPORT

Salary Range R417 552.00 –R491 847.00 Commencing Salary: R417 552.00 (Level: 10)

Ref. Cogta (23/11/2017) BHISHO

MINIMUM REQUIREMENTS: A Degree or National Diploma in Social Science Studies coupled with three years relevant experience as Senior Admin Officer in Local Government and / Public Sector. ISD (Institutional and Social Development) experience would be an added advantage. Proven computer literate (MS applications). Valid Code 8 Drivers License .Good Communication Skills.

KPA's Coordinate and facilitate departmental support to the municipal ISD programmes .Coordinate and facilitate the Directorate's IGR forums and other related coordination activities .Support the internalization of ISD in municipalities. Conduct impact assessment and provide baseline survey report on capital and operational projects .Oversee and monitor Admin staff on Facilitate and prepare Financial Management Reports and Commitment Register. Support and coordinate MIS Directorate special interventions to targeted municipalities. Manage and consolidate quarterly Monitoring and Evaluation reports for the directorate.

Preference will be given to Coloured Male

SENIOR ADMIN OFFICERS LED – URBAN & SMALL TOWN DEVELOPMENT

Salary Range: R281 418 – R331 497.00 Commencing Salary: R 281 418.00 (Level: 8)

Ref. Cogta (24/11/2017) JOE GQABI

Minimum Requirements: A recognised three year Degree/Diploma in Public Administration/ Management, Economics/Development Studies or equivalent NQF Level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer or equivalent ranks. Computer Literacy (Microsoft, Ms Excel, Project, PowerPoint are all mandatory. A valid code 8 (B) driver's license is compulsory.

KPA's: Render a fully functional and efficient support office within Urban and Small Town Development Directorate. Assist in compilation, analysis and management of the directorate financial and non-financial reports. Support the implementation of CWP, EPWP, Small Town and Urban Development Programmes. Provide administrative support for effective management of CWP, EPWP, Small Town and Urban Development Programmes.

Preference will be given to African Male

SENIOR STATE ACCOUNTANT - MUNICIPAL FINANCIAL ASSISTANCE

Salary Range: R281 418 – R331 497.00 Commencing Salary: R281 418.00 (Level 8)

Ref. Cogta (25/11/2017) JOE GQABI

Minimum Requirements: A recognised three year Degree/ Diploma in accounting / financial administration / financial management / auditing or NQF level 6 qualification with three years working experience as an Administrative Officer in the relevant field or equivalent ranks. Computer literacy. Valid driver's licence.

KPA's: Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection levels.

Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports

Preference will be given to African Female

SENIOR ADMIN OFFICER – GOOD GOVERNANCE

Salary Range: R281 418 – R331 497.00 Commencing Salary: R281 418.00 (Level 8)

Ref. Cogta (26/11/2017) BHISHO

Minimum Requirements: A recognized three year degree/ diploma in Public Management/Administration/equivalent NQF level 6 qualification coupled with three years' experience as an Admin Officer in public/ private sector, non- governmental organisation or community based organisations Computer literacy. Valid driver's licence.

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

Preference will be given to Coloured Male.

SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES

Salary Range: R281 418.00 - R331 497.00 Commencing Salary: R281 418.00 (Level: 8)

Ref. Cogta (27/11/2017) FINGO REGIONAL OFFICE

Minimum Requirements: A recognized three (3) year Degree / Diploma in Public Administration /Management / Social Science or NQF level 6 relevant qualification coupled with three years working experience as an Admin Officer or equivalent ranks in the relevant field.

KPA's: Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient management of the sub- directorate, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

Preference will be given to African Female.

2 X SENIOR TRAINING OFFICERS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT SERVICES

Salary Range: R281 418.00 - R331 497.00 Commencing Salary: R281 418.00 (Level: 8)

Ref. Cogta (28/11/2017) BHISHO

Minimum Requirements: A recognised Degree/ Diploma in Human Resource Development/ Training and Development/ Public Management/Community Development/Social Sciences or any relevant qualification coupled with three years' relevant experience in the field of training and development. Code 08 driver's licence is compulsory. Knowledge of legislative framework related such as Traditional Leadership and Governance Framework Act, Municipal Structures Act, Skills Development Act (SDA), SAQA, NQF, NSDS III, SETA's Excellent interpersonal relations, ability to handle pressure. Ability to function both independently and as part of the team. Good communication, presentation, facilitation and writing skills. Communicate with clients and service providers, both internal and external Experience in the coordination and implementation of skills development programmes. **Willingness to work extended hours & travelling when required.**

KPA's: Identifying training and development needs through skill audit analysis, regular consultation with capacity building committee and traditional leaders. Designing and developing training programmes for the institution of Traditional Leaders. Responsible for compiling and maintaining Traditional Leaders Database. Conduct basic research on training needs and advice traditional leaders on the variety of appropriate learning interventions. Responsible for taking care of all Logistics for Training. Liaise with the relevant stakeholders e.g. SETA's, Office of the Premier, and SALGA on capacity building matters of Traditional Leaders. Developing terms of reference for bid documents, drafting proposals for funding of programmes for Traditional Leaders Liaising with training providers that deliver training, evaluating training programmes, ensuring that statutory training requirements are met. Conduct assessment visits to gather information on the impact of training conducted Compile and submit Capacity Building reports.

Preference will be given to African Male & African Female.

SENIOR ADMIN OFFICER: DISASTER INSTITUTIONAL CAPACITY

Salary Range: R281 418 - R331 497.00 Commencing Salary: R281 418.00 (Level: 8)

Ref. Cogta (29/11/2017) BHISHO

Minimum Requirements A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

KPA's: Support and monitor meetings for the Intergovernmental Disaster Management Structure (Advisory Forum). Support and monitor the implementation of Disaster Management Frameworks and Plans. Support District Municipalities in response and recovery.

Preference will be given to African Female.

SENIOR ADMIN OFFICER: DISASTER: PREPAREDNESS AND RESPONSE

Salary Range: R281 418 - R331 497.00 Commencing Salary: R281 418.00 (Level 8)

Ref. Cogta (30/11/2017) BHISHO

Minimum Requirements A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

KPA's: support and monitor meetings for the Intergovernmental Disaster Management Structure (Advisory Forum). Support and monitor the implementation of Disaster Management Frameworks and Plans. Support District Municipalities in response and recovery.

Preference will be given to Coloured Female.

SENIOR ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE SERVICES

Salary Range: R281 418 - R331 497.00 Commencing Salary: R281 418 (Level 8)

Ref. Cogta (31/11/2017) BHISHO

Minimum Requirements: A recognized three (3) years Degree/Diploma in Public Admin/Management, Economics/ Development Studies or equivalent NQF level 6 relevant qualification. Three (3) years relevant working experience as an Admin Officer. Computer literacy (Microsoft, MS Excel, Project and PowerPoint are all mandatory. A valid code 8 driver's license is compulsory.

KPA's: To facilitate and coordination of bookings for facilities and workshops at provincial level. Organize all documents and administration related documents. Coordination of departmental Supply Chain Management and HRDM related matters. To facilitate preparation for financial management reports and commitment registers.

Preference will be given to African Male

SENIOR STATE ACCOUNTANT: SALARY CONTROLLER & MANAGEMENT (FINANCIAL ACCOUNTING SERVICES)

Salary Range: R281 418- R331 497.00 Commencing Salary: R226 611 (Level 7)

Ref. Cogta (32/11/2017) BHISHO

Requirements: An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems. At least three (3) years relevant experience or 8 year relevant experience with grade 12. Must have working knowledge of Government Financial systems namely BAS and PERSAL. A strong understanding of Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Computer skills (MS Word, Excel, and PowerPoint & Access). A valid

driver's license. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. . Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills.

KPA's: Manage salary records and other personnel inputs, maintain personnel pay progression, leave gratuities and other promotional expenditures. Manage ACB control account and rejections. Manage salary control functions. Handling of cheques and their mapping. Scrutinize all documents to ensure compliance with prescripts. Monitor compliance with all relevant policies and procedures when implementing payments. Implement and maintain proper payment processes and administration.

SENIOR STATE ACCOUNTANT: BUDGET PLANNING & MANAGEMENT SERVICES

Salary Range: R281 418- R331 497.00 Commencing Salary: R281 418 (Level)

Ref. Cogta (33/11/2017) BHISHO

Minimum Requirements: A recognized Diploma/ Degree in Management/Financial Accounting, Internal Auditing or Financial Information Systems. Three years' experience as an Accounting Clerk in the field of Financial Planning and Financial Management. Advanced Microsoft Excel Skills.

KPA's: 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. Assist in ensuring monthly monitoring of programme budgets against the plans. Assist in coordinating the gazetting of transfers. Assist in Preparing and submitted weekly / monthly Cash Flows to Provincial Treasury. Assist in Coordinating internal MTEC Hearings for the department to ensure that budget is aligned to priorities. Assist in Coordinating of Roll-Over Application and submission of such. Assist in daily checking and reviewing of expenditure approval of funds. Load Consolidated Departmental Budget on BAS.

Preference will be given to White Female.

PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT

Salary Range: R211 194- R266 943.00 Commencing Salary R211 194

(Level: 7)

Ref. Cogta (34/11/2017) BHISHO

Minimum Requirements: A recognized three (3) years Degree/Diploma in Public Admin/Management or NQF Level 6 qualification coupled with three years working experience as a Senior Provisioning Admin Clerk or equivalent. Computer Literate. Valid Drivers' Licence.

KPA's: Issuing of trip authorities. Carry out vehicle inspections. Capturing of Log returns. Arrange for repairs and vehicle servicing. Supervise staff. Provide drivers services when required. Receive and control incident/ accident reports and traffic fines. Capture and maintain records in required internal registers such as vehicle lease register. Vehicle management register. Process reports and fines in line with prescribed procedures. Receive and verify accuracy of log sheets.

Preference will be given to Coloured Male.

PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL ADMINISTRATION

Salary Range: R226 611- R266 943.00 Commencing Salary: R226 611

(Level: 7)

Ref. Cogta (35/11/2017) BHISHO

Minimum Requirements: Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer Literacy. Relevant experience in this field will be an added advantage.

KPA's: Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by

the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.

Preference will be given to African Male.

PERSONAL ASSISTANT TO DIRECTOR: FINANCIAL ACCOUNTING SERVICES

Salary Range: R226 611- R266 943.00 Commencing Salary: R226 611 (Level: 7)

Ref. Cogta (36/11/2017) BHISHO

Minimum Requirements: Senior Certificate coupled with secretarial certificate or equivalent qualification. Degree/ Diploma will be an added advantage. Computer Literacy. Relevant experience in this field will be an added advantage.

KPA's: Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.

Preference will be given to African Male.

MESSENGER DRIVER: DEPUTY CHAIRPERSON – PHOTL

Salary Range: R127 851-R150 606.00 Commencing Salary: R127 851.00 (Level: 4)

Ref. Cogta (37/11/2017) BHISHO

Minimum Requirements: Grade 10/Standard 8 or equivalent qualification with relevant experience. Driver's license code 8. 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.

KPA's: Provide transportation of the Deputy Chairperson to official destinations. Liaise with the office of the Deputy Chairperson to ensure that the Deputy Chairperson arrive on time to his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best conditions at all times. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.

Preference will be given to African Female.

DRIVER: RHARHABE KINGDOM

Salary Range: R127 851-R150 606.00 Commencing Salary: R127 851 (Level 4)

Ref. Cogta (38/11/2017) MNGQESHA GREAT PLACE

Minimum Requirements: Grade 10/Standard 8 or ABET. Valid code 10 driver's licence. Five (5) years' experience in driving for high risk profile / institution.

KPA's: Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders.

Preference will be given to African Male.

DRIVER: QAMATA KINGDOM

Salary Range: R127 851-R150 606.00 Commencing Salary: R127 851 (Level 4)

Ref. Cogta (39/11/2017) QAMATA GREAT PLACE

Minimum Requirements: Grade 10/Standard 8 or ABET. Valid code 10 driver's licence. Five (5) years' experience in driving for high risk profile / institution.

KPA's: Provide messenger driving services to the Kingdom of Rharhabe. Assisting on protocol, security and safety of the Principal. Proper maintenance of the vehicle. Submission of the logbook returns to the department. Submission of officials/ correspondence to Traditional councils, governments and other stakeholders

Preference will be given to African Male.

CLEANER: RHARHABE KINGDOM

Salary Range: R107 886-R127 086.00 Commencing Salary: R107 886 (Level: 3)

Ref. Cogta (40/11/2017) MNGQESHA GREAT PLACE

Minimum Requirements: Grade 10/Standard 8 or ABET. Two years' experience in relevant position.

KPA's: Provide cleaning services for the Office of the Kingdom. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.

Preference will be given to African Male.

CLEANER: CHRIS HANI DISTRICT SUPPORT CENTRE

Salary Range: R107 886-R127 086.00 Commencing Salary: R107 886 (Level: 3)

Ref. Cogta (41/11/2017) CHRIS HANI

Minimum Requirements: Grade 10/Standard 8 or ABET. Two years' experience in relevant position.

KPA's: Provide cleaning services for the Chris Hani District Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.

Preference will be given to African Male.

PERSONAL ASSISTANT TO DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT (CORPORATE SERVICES)

SALARY RANGE: R226 611- R266 943.00 Commencing Salary: R226 611 (Level: 7)

REF COGTA (42/11/2017) BHISHO

Minimum Requirements: Senior Certificate coupled with three (3) year diploma in Office Management or relevant secretarial certificate of equivalent NQF level to the aforementioned. 3 years relevant and continuous experience working with a senior manager in this field. A driver's licence will be an added advantage.

KPA's: Facilitate the smooth running of Deputy Director General's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated to you by the office manager and the Deputy Director General. Manage the diary of Deputy Director General. Manage the resources of the office of the Deputy Director General. Digital and manual filing of documents, preparation, recording and submission of the DDG's claims to the approving authority, monitoring the submission of weekly plans for both the DDG and the General Managers, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the DDG, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

Required skills. Computer Literacy, proficient knowledge of the 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, Use of computer accounting software. Eg. Quickbooks.

CLOSING DATE: 15/12/2017 @ 15:30

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

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.eccogta.gov.za or www.dpsa.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Hand Delivery: Tyamzashe Building, at Foyer **or Post** to: The Head of Department to the attention of Mr. M. Matebese : Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605. **Enquiries: Ms N. Nyembezi at (040) 609 5239/5351/5352/5350/5258**

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), academic record, [Matric certificate must also be attached] 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 six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Successful candidates will be appointed on a probation period of twelve (12) months. **Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.** The Department reserves the right not to make appointment(s) to the advertised post(s). **Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.**