



1. DEPUTY DIRECTOR : INFRASTRUCTURE PLANNING

SALARY PACKAGE : R569 538

SALARY LEVEL : 11

REF : PT16/ 01

Purpose: To perform the Provincial Treasury infrastructure provincial mandate to improve infrastructure planning, delivery, monitoring and reporting by the allocated Provincial Departments and Public Entities.

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Accounting /Economics/ Built environment plus Minimum of five (5) years experience in Financial Management/the monitoring of infrastructure projects/programmes post qualification of which of three years at an Assistant Director Level.

KEY PERFORMANCE AREAS:

Analyse relevant provincial infrastructure, provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance

- Analyse Service Plans, U AMPS and C AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value money, financial credibility and compliance
- Analyse the SDA to ensure compliance with Provincial IDMS
- Analyse the alignment of IDPs with Provincial Infrastructure Plans.
- Analyse infrastructure committed budget proposal in terms of norms and standards, affordability, provincial goals and maintenance plans and provide support to infrastructure departments.

- Check that the committed budget proposals and recommendations are correctly captured.
- Analyse the credibility of budgets and financial data and make recommendations
- Assist in analysing projects to ensure that infrastructure projects are closed out timeously and make recommendations for corrective actions
- Draw expenditure reports from the system and analyse these together with infrastructure spending reports
- Conduct an analysis and compile report with recommendations on the alignment and correctness of data between IYM, IRM and BAS
- Assist in compilation of presentations and provincial consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure procurement takes place in line with the approved plans
- Analyse infrastructure projections and assist in providing recommendations to improve performance
- Support departments to comply to DoRA/Provincial Infrastructure Delivery requirements and to institutionalise best practice activities in line with Infrastructure Delivery Management System
- Assist in updating all sector departments with changes in reporting modules and legislative requirements
- Analyse provincial department capacitation challenges (including resourcing and training)

Analyse over/ under spending for infrastructure projects of Provincial departments in terms of value for money considerations and make recommendations for corrective measures

- Analyse and provide assistance so that infrastructure projects comply with the IDMS project management gateway system

- Assist with infrastructure, budget and payments within department to address infrastructure payment bottlenecks as it impacts significantly on time, cost and quality aspects for infrastructure projects.
- Provide assistance on infrastructure projects so that they comply with a framework for standardized unit costing
- Undertake infrastructure site visit to assist in the investigations of elements of value for money (eg payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports)
- Assist in analysing project information from the site visit, make recommendations in terms of corrective actions and update information into the GIS system
- Assist in checking whether departments are utilising project close out guidelines.

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.
- Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously;
- Manage employee performance daily and ensure timely Performance Assessments of all subordinates;
- Monitor expenditure and ensure it is within the budget.

3. DEPUTY DIRECTOR: DATA WAREHOUSING

SALARY PACKAGE	: R569 538 PER ANNUM
SALARY LEVEL	: 11
REF	: PT 16/ 02

Purpose:

To identify relevant financial information systems and related data sources, to cleanse, import and store this data in a datawarehouse and to analyse and monitor this data utilising Business Intelligence tools and techniques.

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Information Systems or Finance or in a related field and Specific certification in database management plus a minimum of 5 years experience in Database Management / Datawarehousing / Business Intelligence of which 3 years must be at Assistant Director level. Knowledge of BAS, PERSAL and LOGIS data will be an added advantage.

KEY PERFORMANCE AREAS:**IDENTIFICATION OF RELEVANT FINANCIAL INFORMATION SYSTEMS AND RELATED DATA SOURCES**

- Financial information systems (BAS, PERSAL and LOGIS) data downloads identified for import
- Key related systems with a financial impact identified and data sources identified
- Periodic analysis of all government systems / data sets to identify data relevant to financial management

CLEANSING AND IMPORTING OF DATA SOURCES INTO DATAWAREHOUSE

- Develop and Review data analytics and data management policies, norms and standards
- Design data-warehouse in accordance with best practice and implement an innovative process to ensure its ongoing improvement
- Provide Periodic Oversight of requisite software and hardware for the data-warehouse to ensure that best practice tools and technologies are in place
- Implement all equipment and software and build and maintain data-warehouse as per all data management policies, norms and standards

- Perform data cleansing, data importing and staging, data integration and data extraction and ensure that it is performed in-line with best practice

PERFORM THE ANALYSIS AND APPLICATION OF BUSINESS INTELLIGENCE PRINCIPLES ON ALL DATA IN THE DATAWAREHOUSE

- Plan and oversee periodic reviews to establish best practice procedures for the analysis of all FIS data and draft annual procedure guide
- Develop and implement analysis procedures including the use of Computer Aided Auditing Techniques (CAATS) and Data Analytics procedures
- Perform data mining, identify trends and data integrity challenges
- Identify irregularities or exceptions in data files
- Develop, review and analyse standard and adhoc reports, exception reports and address anomalies
- Create, review and analyse Business Intelligence Reports on all FIS Data for the Eastern Cape
- Engage with FIS Monitoring and Support Specialists to review CAATS results
- Draft Formal correspondence to client departments regarding findings of all reviews
- Review follow on reports to monitor implementation of recommendations

SUPPORT THE AUTOMATION OF TRANSVERSAL BUSINESS PROCESSES E.G. IFMS PROJECT

- Identification of transversal business processes that require automation
- Alignment of these transversal business processes to IFMS and related transversal information systems
- Develop and review provincial guidelines for the implementation of transversal business process automation systems to support legacy systems
- Ensure compliance with Treasury Regulation 17.3.1 "Changes to Financial Systems"

- Support, monitor and review the implementation of the procedure in the Eastern Cape

Applicants must possess the following skills and knowledge:

Applied Strategic Thinking, IT Risk and Governance, Information Technology Systems & Support, Project Appraisals, Configuration change management, Project management knowledge, Information Systems Development and Implementation skills.

3. DEPUTY DIRECTOR: NETWORK CONTROLLER

SALARY PACKAGE : R 532 278 PER ANNUM

SALARY LEVEL : 11

REF : PT 16/ 03

Purpose: To manage the provision of a Secure Network and ICT infrastructure for Provincial Treasury.

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Computer Science/ Information Systems/ Information Technology. A Cisco (CCNA) and/or Microsoft Certifications (MCSE/MCITP) plus minimum of 5 years experience in Network Management and Network Operating System Management is required of which 3 years must have been at an Assistant Director level. A driver's license is required. Demonstrated knowledge and experience in development, installation, management, update and maintenance of Server Infrastructure, LAN Infrastructure (both passive and active network elements), Unified Communications Systems, data and network security, back-up and restoration is required. Knowledge and experience in the management of Network Operating Systems, specifically the Microsoft Environment is essential. Relevant qualifications advantageous e.g. ITIL, Project Management. Knowledge of Public Finance Management Act. Financial Management, Policy Development and Network Policy Development.

KEY PERFORMANCE AREAS:

- Manage and coordinate the day to day activities and operations of the departments Network/ Server Infrastructure and ensure a secure network environment.
- Manage the entire Microsoft Network Environment by managing the administration of Microsoft Active Directory and all related Systems and Services.
- Manage the administration of the Storage Area Network (SAN) of the department and monitor and perform health checks, capacity and maintenance on all server and network infrastructure.
- Oversee the management of the Unified Communications System (telephone system)
- Develop and implement policies and Capacity Plans for the department's Server and Network Infrastructure in line with departmental requirements.
- Manage and monitor the allocation of software licenses to ensure optimum utilisation and to minimise costs.
- Monitor the network to ensure optimum performance and diagnose, resolve LAN/WAN problems.
- Maintain the network infrastructure, software, network operating systems and applications.
- Design and implement back-up routines in line with department's the departments Disaster Recovery Plan.
- Design and install network security systems and manage the security of the network.
- Maintain accurate records of all maintenance, inventory, and security measures associated with the networks.
- Analyzes network data and make recommendations on system and operational problems.
- Development and implement network policies and create security awareness with the department.
- Provide technical support to staff and management.
- Manage and monitor network SLA & contracts and provide input to the ICT Budget.
- Conduct research and development of latest network trends

SKILLS REQUIRED

Ability to design and co-ordinate the installation and maintenance of the Network/Server Infrastructure. Ability to administer Microsoft Active Directory and related Microsoft Systems and Services. Ability to administer and manage the server environment of the department. Ability to Maintain and troubleshoot network hardware, software and peripherals. Ability to develop and implement plans. Provide a range of network systems support activities for users. Determine server problems and co-ordinate hardware and software solutions. Develop policies and plans that improve ICT Security measures within the department. Be flexible and innovative. Provide day to day support to subordinates and users in the department. Ability to lead a team to manage performance and the development of sub-ordinates.

4. PROJECT MANAGER AND ELECTRIC ENGINEER: KSD MUNICIPALITY (2 different posts): (3 YEAR CONTRACT)

SALARY PACKAGE	: R674 979 PER ANNUM
SALARY LEVEL	: 12
REF	: PT16/04

Purpose: To oversee the planning, implementation, and tracking of a specific short-term projects which have a beginning and end and specified deliverables.

REQUIREMENTS:

1. A Three year Degree (NQF level 7) Bachelor of Science (BSc) or B tech (Electrical Engineering-Heavy Current) plus two (2) years in the design environment and 3 years project management if possesses a BSc. Possess a valid driver's license.
2. Professional Engineer/Technologist ECSA registered.

KEY PERFORMANCE AREAS:

Plan the project

- Define the scope of the project in collaboration with senior management,
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Determine the resources (time, money, equipment, etc.) required to complete the project.

- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with senior management and all other staff that will be affected by the project activities, revise the schedule as required.
- Determine the objectives and measures upon which the project will be evaluated at its completion.

Staff the project

- In consultation with the appropriate manager, recruit, interview and
- select staff with appropriate skills for the project activities
- Manage project staff according to the established policies and practices of the organization
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.

Implement the project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as
- necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including
- appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Control the project

- Write reports on the project for management and for funders

- Communicate with funders as outlined in funding agreements
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements.

Evaluate the project

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase.

Applicants must possess the following Skills and Competencies: Knowledge of the design of HV, MV and LV networks and Substations. Proficiency in the use of computers for:

- Word processing
- MS Project
- Simple accounting
- Data base management
- Spreadsheets
- E-mail
- Internet

5. EXECUTIVE SUPPORT TO DEPUTY DIRECTOR-GENERAL: FINANCIAL GOVERNANCE

SALARY PACKAGE : R569, 538 PER ANNUM

SALARY LEVEL : 11

REF : PT16 / 05

REQUIREMENTS:

- A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Finance or Auditing, plus 5 years' experience in an accounting environment, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience).
- Having completed articles of clerkship, possession of a relevant postgraduate qualification and experience in the public sector financial environment will be an added advantage.

KEY PERFORMANCE AREAS:

Support the office of the Deputy Director-General on the planning and execution of departmental programmes, including stakeholder management, preparing and reporting on programme budgets, preparation of monthly/annual reports, develop and maintain service standards, develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meeting administration and Performance Management and Development Systems (PMDS) to ensure overall programme effectiveness in line with the applicable legislation and / policies.

SKILLS AND COMPETENCIES:

- Proven record of interacting at a strategic level with advanced project management and communication skills. Advanced technological skills (competent on the use of Microsoft Applications, innovation capabilities and excellent problem solving skills. A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

6. EXECUTIVE SUPPORTS TO DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCIAL GOVERNANCE)

SALARY PACKAGE : R 569, 538 PER ANNUM

SALARY LEVEL : 11

REF : PT16/06

REQUIREMENTS

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Public Administration / Human Resource Management / Public Management, Economic Science or any other relevant field plus Minimum of five (5) years relevant experience in a related environment of which 3 years should have been at an Assistant Director level. Computer Literate.

Applicants must possess the following Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission. HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Change Management. Financial Management .Problem Solving. Decision Making. People Management and Project Management

KEY PERFORMANCE AREAS:

PROVIDE DIRECTION AND GUIDANCE ON THE EFFECTIVE MANAGEMENT OF THE OFFICE OF THE DDG: Ensure staff adheres to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Coordinate and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CD's of upcoming events and the preparations. Recommend and set up of systems that will help support service delivery in the Unit so as to meet set programme objectives.

SUPPORT THE PROGRAMME BY PROVIDING STRATEGIC AND TECHNICAL LEADERSHIP IN ORDER TO ENSURE THE FULL EXECUTION OF DEPARTMENTAL PLANS AND PROGRAMMES: Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all reports and other required submissions are provided to the DDG office timeously, and that these are reviewed and consolidated, as and when required, and submitted to the DDG within stipulated timeframes. Coordinate Deputy

Director General meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously.

PROVIDE SUPPORT TOWARDS ENSURING APPROPRIATE AND SOUND FINANCE, HUMAN RESOURCE MANAGEMENT: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control which is in line with the approved budget. Ensure the management, safekeeping and maintenance of assets in the DDG office. Ensure that full and proper records of the financial affairs of the office of the DDG are maintained. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

7. ASSISTANT DIRECTORS: MUNICIPAL FINANCIAL GOVERNANCE: MUNICIPAL SCM & ASSET MANAGEMENT (CHRIS HANI DISTRICT)

SALARY NOTCH : R289 761 PER ANNUM

SALARY LEVEL : 09

REF : PT16 /07

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial Accounting or related field year plus Minimum of 3 years experience in Finance/Administration and / or related field

KEY PERFORMANCE AREAS:

To assist on improving the understanding on the technical application of accounting standards and financial reporting within municipalities as required by the Municipal Finance Management Act:

- Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance;
- Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director;
- Assist in conducting assessment on selected municipal visits on the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Deputy Director with recommendation to improve compliance with the MFMA;
- Monitor AFS Plan and conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA;
- Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director;
- Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standards of GRAP.
- Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements;
- Conduct analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support;
- Follow up and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements ;
- Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director.

To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM) Asset Management (AM):

- Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director;
- Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework;
- Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director;
- Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance;
- Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data;
- Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report to the Deputy Director on the recommendations to improve compliance with the MFMA;
- Assist Deputy Director in monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury;
- Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director;
- Assist in monitoring SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes;
- Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report with recommendations to the Deputy Director.

Assist in monitoring compliance with financial assets and liabilities and revenue management:

- Assist in monitoring financial asset management compliance and compile a report;

- Collate information for providing comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities.
- Provide hands on support to municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services.
- Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities.

Manage area of responsibility:

- Maintain high standards of work in terms of quality/quantity and timeliness
- Motivate and support subordinates
- Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously
- Manage employee performance daily and ensure timely Performance Assessments of all subordinates
- Assess knowledge and technical capabilities of officials to support training and development of skills.

8. ASSISTANT DIRECTOR: SCM : COMPLIANCE AND SUPPORT

SALARY NOTCH : R289 761 PER ANNUM

SALARY LEVEL : 09

REF : PT16 / 08

Purpose: To provide assistance in the monitoring, evaluating and reporting on supply chain management system and assist the deputy director in the establishment of SCM Policy Norms and Standards

REQUIREMENTS:

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Commerce, Business Admin, Public Admin, Supply Chain Management pr Law plus a minimum of 3 years relevant experience in Supply Chain Management or Procurement or Policy formulation. In depth knowledge and understanding of public sector supply chain management and all relevant legislations, policy

and other National Treasury directives. Good computer literacy in Microsoft Office suite. A valid Code EB (08) drivers licence. Excellent verbal and written communication skills and interpersonal relations. Analytical and innovative skills.

Applicants must possess the following Skills and Competencies: Knowledge of SCM Legislation & Prescripts, Presentation Skills, Policy & Procedure writing skills, Data Analysis (Trend analysis, statistical analysis & causal interpretation), Audit Skills (Ability to verify controls and collect evidence), Interpretation Skills (Cause & effect analysis).

KEY PERFORMANCE AREAS:

Report to the Manager: Policy Formulation and Implementation. Travel from time to time to conduct SCM workshops and road shows across the province and attend meetings and workshops in and out of the Province. Review, formulate and implement provincial SCM policies, practice notes, guidelines and procedures in line with the National Treasury SCM Framework and applicable legislation. Conduct appropriate research in support of policy formulation.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document (with an original certification stamp, 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).
- Short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to some of these posts the department may give preference to the following employment equity target groups if they apply and meet the requirements:

- People with Disabilities,
- Coloured Females;
- Coloured Males;
- White Females;
- White Males

Applications should be forwarded through one of the following options:

- **Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery to:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

Failure to submit a comprehensive CV, qualifications and signed Z83 form will result in the disqualification of the application from the process

Enquiries can be directed to Ms B. Ndayi at 040-1010 072/071

CLOSING DATE: 18 FEBRUARY 2016: TIME 16H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED

NO FAXED APPLICATIONS WILL BE ACCEPTED