

EASTERN CAPE PROVINCIAL TREASURY

ELECTRICAL ENGINEER: KSD MUNICIPALITY (ONE YEAR CONTRACT)

Salary Package : R779 295 per annum (Level 12)

(Ref. PT 44 /10/2017) Mthatha

Purpose: To provide Engineering solutions to the Challenges within the municipality and implement Maintenance Plans for existing and new infrastructure. Assist in the planning and implementation of specific short term projects which have a beginning and end and specified deliveries.

Minimum Requirements: A Four 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. Professional Engineer/Technologist ECSA registered.

KPA's: Engineering Solutions: Assist the Planning sections with the Scope of Works for identified problems on the network. Assist the Manager in Chairing of Technical Investigations and bringing about solutions that will assist in future. Assist the Department in Fault Finding mechanisms and registration plans.

Maintenance Plans: Analyze inspection Sheets done in order to determine criticality of network status. Define the scope to be carried out in order to correct defects found from Inspect Sheets. Create plans for the execution of the scope in collaboration with the Operational Staff and Management. Determine the resources require to do the work (contracting money, equipment etc).

Planning of Short term Projects: Create a detailed work plan which identifies and sequences the activities need to successful complete the project. Compile a Project specification that can be utilized for the appointment of contractors. Determine project costs upfront for sourcing for funding and budgeting purposes.

Implement the project: Provide Engineering Support through the implementation of the project by carrying out random audits, going to site to resolve scope discrepancies and scope creeps, checking drawings submitted by contracts for approval approving Scope Deviations and motivating them if they result in Variation orders.

Evaluate the project: Ensure that the project done according to Specification with 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 and Internet.

REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES

Salary Notch: R152 862 per annum (Level 05)

(Ref. PT 45/10/2017) Bhishe

Purpose: To render registry services.

Minimum Requirements: A senior certificate (Matric) coupled with a minimum of one (1) year experience in field of registry environment.

Skills and Competencies: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices.

KPAS: Render administrative duties to the records management services of the department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that

records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. **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. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.

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, driver's 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).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

PLEASE FURTHER NOTE:

FOR ALL POSTS: People with disabilities will be given preference.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

CLOSING DATE: 03 NOVEMBER 2017

EASTERN CAPE PROVINCIAL TREASURY

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho. **Enquiries: Ms B. Ndayi** 040 1010 072/071