

**Director: Executive Support to the Head of the Eastern Cape Planning Commission (ECPC)****(3-year contract)**

Salary: An all-inclusive package of R771 306 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employment contract (Level 13) (Ref. PPT 13/22) • East London

Requirements: An appropriate Honours Degree or equivalent tertiary qualification in Development Studies, Social Sciences or Economics (a Master's degree will be an added advantage) with at least 3 years' experience at management level PLUS the following key competencies: **Knowledge:** • Project management • Development strategy and policy in the Eastern Cape and South Africa • Planning, development and implementation • Strategic management and planning • Monitoring and evaluation. **Skills:** • Proven management and organisational abilities • Computer literacy • Good interpersonal relations at all levels • Good governance and teamwork • Facilitation and implementation • Negotiation and consultation • Problem-solving and analysis • Strategic capability and leadership • Conflict management • Advanced analytical abilities • Communication (verbal and written) • Drafting of reports • Presentation. **Creativity:** • Innovative thinking • The ability to work under pressure • Diplomacy • Accuracy • Logical thinking.

Key responsibilities: • Be overall responsible for the efficient management of the office of the Head of the Planning Commission • Ensure compliance by the office of the Head of the Planning Commission with all statutory, corporate governance and reporting requirements • Provide high-level executive/strategic support to the Head of the Planning Commission • Assist the Head of the Planning Commission in coordinating the implementation and monitoring of Commission and Executive/Top Management decisions • Ensure that Annual Performance Plans and Operational Projects are executed effectively • Draft correspondence and take minutes at all meetings • Assist the Head of the Planning Commission in the collation of strategic and operational plans as well as performance reports • Develop and maintain a correspondence and records management system for the office • Assist with strategic and business planning processes for the Head of the Planning Commission • Coordinate communication with all stakeholders • Assist in collation of reports pertaining to human, financial and material resources attached to the office of the Head of the Planning Commission • Act as a responsible manager for the office of the Head of the Planning Commission • Facilitate the linkage between the office of the Head of the Planning Commission and the Office of the Executive Authority.

Assistant Director: Executive Assistant to the Head of the Eastern Cape Planning Commission**(3-year contract)****Salary notch: R252144 per annum (Ref. PPT 13/23) • East London**

Requirements: A 3-year National Diploma or Degree in Business/Office/Public Administration/Secretarial or any other equivalent qualification with 3 years' experience in office administrative environment or as a Personal Assistant and a valid driver's licence, PLUS the following key competencies: **Knowledge:** Meeting procedures. **Skills:** • Excellent communication (verbal and written) at all levels and with people from different backgrounds • Good interpersonal and organisational • Computer literacy, with knowledge of MS Excel, Word and PowerPoint. **Creativity:** • Confidence • Creativity • Solution and service orientation • A high degree of professionalism • The ability to perform in a deadline-driven environment.

Key responsibilities: • Provide general administrative support to the Head of the Planning Commission • Manage the Head of the Planning Commission's diary, including the events calendar, and arrange meetings and workshops • Provide a secretariat support service to the Head of the Planning Commission • Maintain the confidentiality of all correspondence and documents and ensure a proper filing and document management system is in place in the office • Manage the Commissioners' diaries as they relate to the ECPC • Draft summaries for the Head of the Planning Commission in relation to documents submitted for the Head of the Planning Commission's attention • Coordinate travel and accommodation arrangements for the Head of the Planning Commission and prepare S&T claims.

Application Instructions

Applications must be submitted on the Application for Employment Form (Z83), obtainable from any Public Service Department or at www.gov.za and should be accompanied by a comprehensive CV, including at least 2 contactable referees, and certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed with an original signature).

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA).

The Department of Provincial Planning and Treasury welcomes people with disabilities.

Short-listed candidates will be required to undergo competency assessments.

All short-listed candidates will be required to undergo security clearance.

All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Planning and Treasury, Private Bag X0029, Bisho 5605
- **Hand delivery:** Human Resources Section, Provincial Planning and Treasury, Room No 3052, 3rd Floor, Tyamzashe Building, Bisho

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

Enquiries can be directed to Ms B Ndayi at (040) 609-5521/5801.

Closing date: 27 September 2013

**EASTERN CAPE
PROVINCE**