Minimum requirements: An appropriate three (3) year degree or National Diploma in Public Management or equivalent qualification at NQF level six (6). 3-5 years management experience in coordinative environment. Proven strategic management, programme management, people management, financial management and leadership capabilities. Good interpersonal, persuasive, influential, planning, organising and coordination skills. Excellent communication (verbal and written), report writing and administrative skills. Strong knowledge of the regulatory framework, PFMA, Treasury Regulations and Public Service Act and Regulations. Computer literacy and analytical skills.

Key Performance Areas: The successful candidate will be responsible for overall management of the Office of the DDG (also CFO) and perform the following functions:- Provide high level executive/strategic support to the DDG. Oversee effective management of the DDG’s diary and ensure its alignment with plans and priorities. Provide secretarial support to DDG’s meetings. Represent the DDG in meetings as and when required and report. Analyse correspondence addressed to the DDG, direct accordingly and follow through. Assist the DDG to implement Executive Management decisions and monitor implementation thereof by relevant sub-programs. Assist the DDG with coordination and consolidation of strategic and annual planning processes for the branch. Assist the DDG with monitoring and managing branch performance and compiling periodic reports. Manage the DDG’s office budget, track expenditure trends across the branch and compile reports. Manage physical resources allocated the DDG's office.

NB: Short-listed candidates will be subjected to Persona Suitability Checks, security clearance and competency assessment, depending on the level of the post and the nature of the job. Appointment is subject to the signing of a performance agreement and contract with the Department.

The Eastern Cape Provincial Government is an equal opportunity affirmative action employer. Applications must be submitted on form Z83, obtainable from any Public Service department or from www.dpsa.gov.za and should be accompanied by a comprehensive CV together with certified copies of qualifications. A SAQA evaluation report must accompany foreign qualifications.

Please forward your application and the name of the publication in which you saw this advertisement for the attention of the Senior Manager: Employee Support and Talent Management, Office of the Premier, Private Bag X0047, Bisho 5605 or hand deliver it to the Office of the Premier, ECDC Building, Independence Avenue, Bisho.

The Office of the Premier serves the right not to make any appointment. No faxed, E-mailed or late applications will be accepted. Correspondence will be limited to short-listed candidates only and should you not hear from us within 2 months of the closing date, please consider your application unsuccessful.

Enquire can be directed to Ms L Nzoyi on (040) 609-6241. Closing date 23 January 2015.