The Office of the Premier co-ordinates functions of the provincial administration through provision of strategic leadership in policy development, planning and implementation.

We are looking for talented individuals who are interested in becoming part of leading the development of the Eastern Cape with excellence and integrity.

**DIRECTOR – GENERAL (Ref OTP/1/2015) (BHISHO) (Five-year performance based contract)**

All inclusive remuneration package of R1 570 254 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**Requirements:** An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Executive Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Strong coordination, influencing and negotiation skills are required, as well as a sound approach towards managing and strengthening the political and administrative interface.

In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**Key Responsibilities:** The successful candidate shall be the Head of Department and Accounting Officer of the Office of the Premier and will be responsible to ensure integrated delivery to the citizens of the Eastern Cape through strategic leadership, critical intervention and coordinating effective Provincial governance. This entails: Serving as Secretary to the Executive Council • Administering intergovernmental relations between the Province of the Eastern Cape and other provinces as well as national departments and national government components • Administering intra- governmental co-operation between the Office of the Premier and the various Eastern Cape Provincial departments, including the co-ordination of their actions and legislation • Providing institutional development and organisational support services to ensure that the Provincial Administration has sufficient capacity to effectively and efficiently deliver on its mandate • Ensuring monitoring and evaluation of performance of the Provincial Administration, and coordination of provincial policy and planning • Rendering effective and efficient executive, communications and legal support services and implement intergovernmental and stakeholder relations • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Medium Term Strategic Framework • Implementing good governance systems and compliance monitoring frameworks • Efficiently managing corporate services in the department.

**CLOSING DATE: 27 FEBRUARY 2015**

Enquiries: Mr L van Zuydam on 040 609 6460 / 6424 / email to: lauwrence.vanzuydam@otp.ecprov.gov.za

Short-listed candidates may be subjected to security clearance and competency assessment. The successful incumbent will be required to enter into a performance agreement. Females and disabled persons are encouraged to apply.

The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer.

Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver’s license must be attached. Failure to comply with the above may result in immediate disqualification. Applications should be posted to the Director-General, Private Bag X0047, Bhisho, 5605 / hand delivered to room no 1041A / 1038, 1st floor, Office of the Premier, Bhisho / e-mailed to: lauwrence.vanzuydam@otp.ecprov.gov.za.

Applicants are advised that, should they not be informed otherwise within two months from the closing date of the advertisement, their applications were unsuccessful.