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.

POST: MANAGER – EMPLOYEE RELATIONS & EMPLOYEE WELLNESS

COMPONENT: EMPLOYEE RELATIONS & EMPLOYEE WELLNESS

SALARY LEVEL: 11

SALARY NOTCH: R532 278 p.a. (An all-inclusive remuneration package)

SALARY RANGE: R 532 278 – R 627 000

REF NO. OTP 1 ER & EW

MINIMUM REQUIREMENTS

• A three year tertiary qualification (Degree/ National Diploma) in HRM / Public Administration / Industrial Psychology / Organisational / Behavioural Psychology.

• A post graduate qualification in psychology will be an additional advantage.

• 3-5 years’ experience in Employee Wellness and Labour relations related programmes, preferably at Assistant Management level.


• Report writing skills, Communication skills, Interpersonal relations, Project Management, Planning & organizing skills, Presentation skills, Problem solving skills, Decision making skills, Influencing skills, Leadership skills, Analytical skills.
KEY PERFORMANCE AREAS

• Facilitate the development of departmental labour relations policies, guidelines and processes.
• Facilitate and monitor collective bargaining and dispute resolution processes.
• Facilitate, monitor disciplinary processes and facilitate the relationship between the employer and employees.
• Develop, implement and monitor employee health and wellness strategies and programmes.
• Support the provisioning of Health & productivity management.
• Provide support in management of HIV & AIDS and TB.
• Provide assistance in the implementation of Safety and Healthy Environment programme.
• Ensure Management of Resources.

POST: MANAGER – INNOVATION & KNOWLEDGE MANAGEMENT

COMPONENT: INNOVATION & KNOWLEDGE MANAGEMENT

SALARY LEVEL: 11

SALARY NOTCH: R532 278 p.a. (An all-inclusive remuneration package)

SALARY RANGE: R 532 278 – R 627 000

REF NO. OTP 2 IKM

MINIMUM REQUIREMENTS

• Bachelor’s degree or National diploma in Knowledge Management, Information Management, Human Resource Management or any other relevant qualification.
• 5 years’ experience in Public Service.
• Experience in consulting environment.
• Experience in managing knowledge resource.
• Knowledge of policy development and implementation, human capital management and development, budgeting and financial management, project management, systems, processes and trends analysis, research methodology.
• Consulting, excellent communication, co-ordination and facilitation, analytical, project management and results orientation skills.
KEY PERFORMANCE AREAS

• Develop IKM strategy.
• Support implementation of IKM strategy (s).
• Capture best practices.

POST: ASSISTANT MANAGER: ORGANISATIONAL DESIGN & SYSTEMS SUPPORT
(RE –ADVERTISEMENT)

COMPONENT: OD & SS

SALARY LEVEL: 09

SALARY NOTCH: R270 804 p.a (Plus benefits)

SALARY RANGE: R270 804 – R318 984

REF NO. OTP 3 OD & SS

MINIMUM REQUIREMENTS

• Three (3) year Degree / National Diploma with work-study / organizational effectiveness as a major subject or Three (3) year Degree/ National Diploma in Public Administration plus a certificate in Management Services or Applied Organisational Development. NB: Equate Job Evaluation Certificate is a pre-requisite.
• 3 – 5 years in Work-study / Organisational Development / Management Services. Knowledge of relevant legislation, policies and prescripts the governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act and South African Constitution, Good communication (verbal & written), policy analysis, presentation and statistical analysis. Team building a strong inter-personal skills, Outstanding planning, organizing and computer literacy skills. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. A valid driver’s licence, Code EB.
KEY PERFORMANCE AREAS

• **Conduct organizationally functionality assessments:** Diagnose organisational defects in provincial departments. Facilitate group sessions to determine probable challenges and determine solutions. Use relevant tools for organisational diagnosis and organisational functionality assessment. Make recommendations and monitor the implementation thereof.

• **Render effective secretariat services on the implementation of job evaluation in the province:** Monitor the effective functioning of provincial job evaluation structures. Provide monthly, quarterly and annual reports on the status of job evaluation in the province. Render secretariat services to the provincial job evaluation structures. Facilitate training for job evaluation practitioners. Support the development of job descriptions in line with applicable norms.

• **Support provincial departments on organisational restructuring:** Provide hands on support to departments with inadequate capacity on restructuring. Support the validation of organizational structures submitted by departments for consultation purposes. Provide support on the transfer of functions within the provincial administration.

• **Provide support to provincial departments on business processes re-engineering:** Coordinate workshops and seminars on business process re-engineering. Provide support to task teams responsible for business process re-engineering in the province. Provide support on the development of Standard Operating Procedures (SOPs).

• **Develop and maintain the provincial database:** Develop and maintain the database of organizational structures in the province. Develop and maintain the database on job evaluation. Develop and maintain the database on business processes.
POST: STATE ACCOUNTANT (EXPENDITURE)

COMPONENT: EXPENDITURE MANAGEMENT

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits

SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO. OTP4 EM

REQUIREMENTS

• Bachelor’s degree / National Diploma in finance or relevant NQF 6 equivalent qualification with at least three (03) years’ experience in the relevant field.
• Good knowledge of BAS.
• Communication and Interpersonal skills.
• Ability to work under pressure to meet deadlines.
• Knowledge of PFMA, Public Service Regulations and Provincial Treasury regulations and Public Relations Act.

KEY PERFORMANCE AREAS

• Checking of creditor and sundry payment vouchers.
• Pre-authorities payments on Logis on Line system.
• Attend to Pre-Audit rejections.
• Attend to creditor’s queries /general public.
• Supervise Accounting Clerks.
• Following up on rejected payments.
• Issuing of documents as requested by Supply Chain, Internal Audit and Auditor General.
POST: STATE ACCOUNTANT (SALARIES)

COMPONENT: SALARY ADMINISTRATION

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits

SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO. OTP5 SA

REQUIREMENTS

• Bachelor’s degree / National Diploma in finance or relevant NQF 6 equivalent qualification with at least three (03) years’ experience in the relevant field.

• Good knowledge of Persal and BAS.
• Communication and Interpersonal skills.
• Ability to work under pressure to meet deadlines.
• Knowledge of PFMA, Public Service Regulations and Treasury Regulations.

KEY PERFORMANCE AREAS

• Approval of salary inputs.
• Monitoring filing of salary documents.
• Reversal of overpaid salaries.
• Monitoring of ACB limits.
• Supervision of personnel.
POST: STATE ACCOUNTANT (REBATES)
COMPONENT: EXPENDITURE MANAGEMENT

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits
SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO. OTP6 FM

REQUIREMENTS

• Bachelor’s degree / National Diploma in finance or relevant NQF 6 equivalent qualification with at least three (03) years’ experience in the relevant field.
• Good knowledge of Persal, BAS and thorough knowledge of tax.
• Communication and Interpersonal skills.
• Ability to work under pressure to meet deadlines.
• Knowledge of PFMA, Public Service Regulations and Treasury Regulations.

KEY PERFORMANCE AREAS

• PERSAL/BAS reconciliation.
• Resolving of Persal exceptions.
• Reconcile salary related suspense accounts.
• Monitoring of salary misallocations.
• Perform all tax related functions.
• Supervision of personnel.
POST: STATE ACCOUNTANT (CREDITORS’ PAYMENT AND RECONCILIATION)

COMPONENT: EXPENDITURE MANAGEMENT

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits

SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO: OTP7 EM

REQUIREMENTS

• Bachelor’s degree / National Diploma in finance or relevant NQF 6 equivalent qualification with at least three (03) years’ experience in the relevant field.

• Good knowledge of BAS and Logis.
• Communication and Interpersonal skills.
• Ability to work under pressure to meet deadlines.
• Knowledge of PFMA and Public Service Regulations and Treasury Regulations.

KEY PERFORMANCE AREAS

• Receiving of orders from Invoice section.
• Checking of creditor and sundry payment vouchers.
• Prepare payment cycle, creditor age analysis and accruals.
• Pre-authorise payments on Logis.
• Monitoring of document centre.
• Attend to account queries.
• Supervision of personnel.
POST: PA TO THE GM (PROVINCIAL COMMUNICATIONS)

COMPONENT: PROVINCIAL COMMUNICATIONS

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits

SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO: OTP8 PC

REQUIREMENTS

• 3 year diploma in secretarial services or equivalent qualification plus 2 years’ experience in rendering a support service to Senior Management.

• Language skills and the ability to communicate with people at different levels and from different backgrounds.

• Good telephone etiquette and Computer literacy.

• Written and verbal communication skills.

• Ability to act with tact and discretion.

• Ability to draft relevant reports and communicate them to the relevant stakeholders.

• Knowledge of the relevant legislation/policies/prescripts and procedures.

• Self-management and motivation.

• Basic knowledge of financial administration.

KEY PERFORMANCE AREAS

• Provides a secretarial/receptionist support service to the General Manager.

• Renders administrative support services, including, amongst other document management for the office, compiling reports and procurement.

• Provide support to the General Manager with the administration of the manager’s budget.
• Provide support to the General Manager regarding meetings.
• Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly.

POST: HR PRACTITIONER: CONDITIONS OF SERVICE

COMPONENT: CONDITIONS OF SERVICE

SALARY NOTCH: R183 438 p.a. (Level 7) plus benefits

SALARY RANGE: R 183 438 - 216 084 p.a.

REF NO: OTP9 CS

REQUIREMENTS

• National Diploma / Degree in Human Resources Management and/or Public Management.
• Persal Certificates in Introduction.
• 2 years relevant experience in government.
• Knowledge of all HR prescribed polices.
• Knowledge of PERSAL numeracy.
• Ability to conceptualize client requirements.
• Methodical planning and organizing.
• Effective communication with senior officials.
• Deadlines driven.
• Ability to work under pressure.
• Ability to work in a team.

KEY PERFORMANCE AREAS

• Plan and execute employee salaries and benefits.
• Render administrative and legislative advice to line managers in relation to leave management.
• Prepare and provide reports in relation to service conditions to Line Managers.
• Ensure adherence to effective implementation of Human Resources Policies, acts, regulations, guidelines, processes and procedures.
• Contribute to the promotion of Human Resources best practices.
• Provide effective advice on matters regarding conditions of service and service benefits.
• To provide reconciliation reports on all matters of conditions of service.
• To establish and maintain service conditions registers for proper referencing and record keeping.
• Administer all allowances of employees.
• Administer all forms of termination of service.
POST: ACCOUNTING CLERK (CREDITORS’ PAYMENT AND RECONCILIATION)

COMPONENT: EXPENDITURE MANAGEMENT

SALARY NOTCH: R123 738 p.a. (Level 5) plus benefits

SALARY RANGE: R123 738 – 145 584 p.a.

REF NO: OTP10 FM

REQUIREMENTS

• A grade 12 certificate plus National Diploma or Degree in financial management.
• Minimum of one (1) year + experience in Public Service environment.
• Computer literacy.
• Knowledge of BAS and Logis will be advantageous.

KEY PERFORMANCE AREAS

• Compile creditors and sundry payments.
• Capture creditor payments on Logis and sundry payments on BAS.
• Prepare data advice for submission to Pre-Audit.
• Attend to Pre-Audit rejections and re-submit.
• Attend to account queries.
POST: REGISTRY CLERK

COMPONENT: KNOWLEDGE & RECORDS MANAGEMENT

SALARY NOTCH: R123 738 p.a. (Level 5) plus benefits


REF NO: OTP11 KRM

REQUIREMENTS

- A grade 12 certificate or equivalent.
- Minimum of one (1) year + experience in rendering a support service.
- Language skills and the ability to communicate well with people at different levels and from different backgrounds.
- Good telephone etiquette.
- High level of reliability.
- Knowledge of registry duties, practices as well as the ability to capture data, and operate computer.
- Working knowledge and understanding of the legislative framework governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment.
- Understanding of the work in registry.

KEY PERFORMANCE AREAS

- Provide registry counter services.
- Handle incoming and outgoing correspondence.
- Render an effective filing and record management service.
- Operate office machines in relation to the registry function.
- Process documents for archiving and disposal.

The Eastern Cape Provincial Government is an equal opportunity affirmative action employer.
NB: Kindly note that for the re-advertised post of Assistant Manager: OD & SS, applicants who have applied before should NOT re-apply as their applications will still be considered. 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. Short-listed candidates will be subjected to Personnel Suitability Checks, security clearance and competency assessment. Appointment is subject to the signing of a performance agreement and contract with the Department. Females and disabled persons are encouraged to apply.

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, Bhisho 5605 or hand deliver it to the Office of the Premier, ECDC Building, Independence Avenue, Bhisho.

The Office of the Premier reserves 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.

Enquiries can be directed to Ms L Nzoyi @ (040) 609-6241 or Mr K.M Javu @ (087) 357 3885.

Closing date: 27 March 2015