

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICANTS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> and/or at www.ecprov.gov.za. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Qhamisa.Blayi@ecdsd.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.
- CLOSING DATE** : 05 July 2024. No Late Applications Will Be Accepted
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification, and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend/review/withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. For SMS (Senior Management Service) POSTS: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries can be directed to Mr. Y Singqandu at 043 605-5110/5101. For e-Recruitment Enquiries, send an email to: Qhamisa.Blayi@ecdsd.gov.za

MANAGEMENT ECHELON

- POST 22/69** : **DIRECTOR: NPO MANAGEMENT REF NO: DSD 01/05/2024**
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)
- CENTRE** : Provincial Office: KWT
- REQUIREMENTS** : National Senior Certificate plus B Degree (NQF level 7) in Social Sciences / Equivalent qualification. 2-3 years' experience in social sciences environment working with non-governmental organizations and civic organizations. Plus, a minimum of 5 years' experience in middle management. A driver's license is a prerequisite. Competencies: Demonstrate knowledge and capacity in strategic planning and coordination. Actively foster and demonstrate management and leadership qualities for effective community development Programme, mentoring and delegation. Demonstrate innovation and creativity in community development Programme. Demonstrate knowledge of theory and practice of community work as an intervention strategy. Demonstrate ability to formulate policies and translate them into practice. Demonstrate understanding of a developmental approach in supporting, developing and transferring skills to Programme implementation staff. Knowledge and awareness of social

research needs for Programme planning and development. The public service core and process competencies.

DUTIES : Provide a strategic and leadership guidance in the implementation of integrated services in partnership with NPO sector. Design models and align legislations and policies on NPO Management. Coordinate relevant research to inform NPO Management strategies, policies and programmes. Develop strategies, policies, programmes, frameworks and interventions for management of the NPO Sector and effective programme management guided by the Social Development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of Services to NPOs. Facilitate partnerships and undertake stakeholder management including NPO forums with a view to promote mainstreaming and results oriented NPO Management Programs. Participate in Provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness. implementation across the regions. Develop, manage and evaluate specific activities of sub-ordinates to ensure delivery of desired outputs and outcomes.

ENQUIRIES : may be directed to Mr. Y Singqandu Tel No: 043 605 5101/5110
e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

POST 22/70 : **DISTRICT DIRECTOR: AMATHOLE REF NO. DSD 02/05/2024**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (Deputy Director) experience. Sound Knowledge of the Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

DUTIES : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Coordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop a strategy for partnership collaboration and management of such network. Oversee implementation of the Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of operational organizational performance information management systems and practices in the department.

ENQUIRIES : Mr. Y Singqandu at Tel No: (043) 605 5101/5110
e-Recruitment Technical Support: Qhamisa.Blayi@ecdsd.gov.za

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications must be submitted using only the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za> and/or www.ecprov.gov.za (under Careers). The system is available 24/7 and closes at 23:59 on the closing date. For any e-Recruitment enquiries, send an email with your ID Number, Profile Email Address and the Details of your issue to: Simphiwe.Mgudlwa@ectransport.gov.za. Do not send any applications here; should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

CLOSING DATE : 05 July 2024. (No Late Application Will Be Accepted)

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend/review/withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries: Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

MANAGEMENT ECHELON

POST 22/71 : **DEPUTY DIRECTOR-GENERAL: TRANSPORT INFRASTRUCTURE PLANNING REF. DOT 01/05/2024**

SALARY CENTRE REQUIREMENTS : R1 741 770 – R1 962 090 per annum (Level 15) (All-inclusive annual salary range) (KWT)
: National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Civil or Built Engineering. Honour's Degree (NQF Level 8 as recognized by SAQA) in Civil Engineering or Built Environment. Extensive experience in the relevant field (infrastructure delivery and management). 8-10 years' experience at senior management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid driver's license. Knowledge: Knowledge of programme-based engineering operational planning research and development, public service regulations and data analysis. Ability to negotiate with high-level executives in public and private sector, to secure government's investments and opportunities. Programme and project management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of basic HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations and other government policies/Acts pertinent to infrastructure. Ability and willingness to work under pressure and long hours. Engineering norms and standard. Specific knowledge of the transport sector. Public sector governance and administration. Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management, Programmes and Project Management.

DUTIES : Manage the implementation of the branch's programmes (Transport Infrastructure and Expanded Public Works Programme). Oversee the management of the provincial implementation of infrastructure programme through regional centres, according to best management practices. Oversee monitoring and evaluation requirements. Oversee operations through a well-developed data-management system and ensure regular reporting against approved plans. Ensure strategic leadership and overall management for the branch. Manage the development and provision of data management, monitoring and evaluation of infrastructure performance. Manage and co-ordinate the development and deployment of Provincial interventions in order to achieve development goals of the province. Co-ordinate EPWP, reporting, and provide monitoring and evaluation and information management systems support to the programmes funded by the Branch. Manage and implement an effective monitoring protocol for the Branch. Manage the evaluation function for Branch activities. Prepare and circulate framework documents to programme managers. Ensure focused value and resourcing as well as monitoring and evaluation. Co-ordinate research, planning, quality assurance, and establishment and review of norms and standards for the programmes funded by the branch. Manage and control prioritised roads projects towards eradicating infrastructure investment backlog. Co-ordinate the Branch administration services. Oversee roads construction and provision of engineering services. Ensure the construction and maintenance of roads and related structures (including development of policies, norms, and standards). Oversee the

procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the design and implementation of programs and projects to empower vulnerable groups. Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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 the manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. In terms of Departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including People with Disabilities.

ENQUIRIES : Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: simphiwe.mgudlwa@ectransport.gov.za

OTHER POSTS

POST 22/72 : **CHIEF ARTISAN GRADE A REF: DOT-GFMS 04/05/2024**

SALARY : R455 223 per annum (OSD)

CENTRE : East London

REQUIREMENTS : Trade Test Certificate in Motor Mechanics (Diesel/Petrol) 3 years' experience in a technical workshop environment Post Trade Test Qualification, Minimum 3 years relevant technical working experience in a technical workshop/field. A valid code 10 driving license is essential. Experience in the motor industry, Original Equipment Manufacturer (OEM) or Fleet management will be an added advantage. Skills And Competencies: Decision Making. Communication. Problem Analysis. Self-Management. Technical Proficiency. Technical report writing. Risk management. Strategic thinking. Knowledge of merchant management.

DUTIES : Manage and provide specialist technical and advisory services. Manage the administration of fleet maintenance. Manage the allocated financial resources of the Sub-Unit. Manage the fleet maintenance strategy. Manage fleet Maintenance risk register. Manage and Supervise subordinate staff in 6 districts. Apply knowledge management practices for the Sub-Unit.

ENQUIRIES : Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 22/73 : **ASSISTANT DIRECTOR: DISTRICT SCHOLAR TRANSPORT (02 POSTS)**

SALARY : R444 036 - R532 602 per annum (Level 9) (Annual salary range)

CENTRE : Joe Gqabi (Ref.DOT01/05/2024) (1 Post)

Sarah Baartman (Ref.DOT 02/05/2024) (1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management / Project Management / Social Science / Communication / Developmental Studies. 3 year's relevant supervisory experience (Level 7/8) in Public Transport Management. A Valid Driver license. Knowledge: Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Resource Management.

DUTIES : Administer Road-based public transport contracts. Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and Analyse reports from supervising and monitoring firms. Financial Management. Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation, and utilization of human resources for the sub-directorate to ensure a competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises, and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions

ENQUIRIES : Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 22/74</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: DOT-GFMS 01/05/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	B Degree/ B Tech (NQF Level 7) in Finance/ Auditing majoring in accounting with at least 3 years' relevant working experience at supervisory level or salary level 7/8 in finance in an accrual environment, of which 2 years must be in asset management in an accrual accounting environment. A valid code 08 Driving license is essential. Applicants must attach transcripts or provide detailed major subjects in the curriculum vitae. Skills And Competencies: Practical knowledge of Accounting Standards. Analytical thinking skills, Attention to Detail, Creative thinking, Decision Making, Problem Solving, Team Player and Technical Proficiency.
<u>DUTIES</u>	:	Manage the maintenance of registers for fixed assets, operating leases and vehicle inventories, Maintenance of finance lease registers and reconciliations, Coordinate logistics management relating to fixed assets and consumables for the Trading Entity, Review of all reconciliations for PPE, Operating leases and inventory, Promote correct implementation of sound asset management practices and Supervise employees to ensure an effective asset management services and undertake all administrative functions required.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/75</u>	:	<u>ASSISTANT DIRECTOR: FLEET LOSS CONTROL MANAGEMENT REF: DOT-GFMS 02/05/2024</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) / B Degree (NQF level 7) in Forensic Investigations/ Policing / Legal with at least 3 years relevant working experience at supervisory level or salary level 7/8 in a Loss control environment / General Investigations / Motor Vehicle accident-related investigations. A valid code 08 driving license is essential. Skills And Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organizational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency
<u>DUTIES</u>	:	Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc). Conduct and manage other investigations (theft, fraud, corruption, etc). Support GFMS planning processes. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/76</u>	:	<u>WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT REF: DOT-GFMS 03/05/2024</u> (One year contract)
<u>SALARY</u>	:	R444 036 per annum (Level 09) plus 37% in lieu of benefits
<u>CENTRE</u>	:	Gqeberha Government Garage
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Logistics / Public Administration/ Public Management / Transport Management/ Transport Economics/ Management with at least 3 years' relevant working experience in a Warehouse/ Depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills, Team player, Self-management, Problem Solving and Decision Making and Computer Literacy.
<u>DUTIES</u>	:	Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs (towed in vehicles), rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Manage decommissioning of non-compliant vehicles (removal of vehicle accessory). Safe keeping of vehicles accessories and vehicle keys. Vehicle stock reconciliation and reporting. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .

<u>POST 22/77</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES (02 POSTS)</u>
<u>SALARY CENTRE</u>	:	R376 413 – R443 403 per annum (Level 8) (Annual salary range) Joe Gqabi (Ref.DOT 03/05/2024) (1 Post) Alfred Nzo (Ref.DOT 04/05/2024) (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in financial environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing journals into the system. Capturing journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter-departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 Se-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/78</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES (07 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) (Annual salary range) Alfred Nzo (Ref.DOT 05/05/2024) (1 Post) Chris Hani (Ref.DOT 06/05/2024) (1 Post) OR Tambo (Ref.DOT 07/05/2024) (2 Posts) Sarah Baartman (Ref.DOT 08/05/2024) (3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication / Business Administration / Transport Management / Transport Economics. 1-2 years' relevant experience in the environment. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management–ensure the development, motivation, and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/79</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF.DOT 09/05/2024</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) (Annual salary range) Amathole

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in the environment. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS. In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
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<u>POSDT 22/80</u>	:	<u>INTERNAL AUDITOR: PRE-AUDIT (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Sarah Baartman (Ref.DOT 10/05/2024) (1Post) Chris Hani (Ref.DOT 11/05/2024) (1Post) Amathole (Ref. DOT 12/05/2024) (1Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the Internal Audit environment. Knowledge: Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA), Knowledge of Teammate, Data Analytics systems such as ACL. Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook, and Excel); Communication (written and verbal) skills.
<u>DUTIES</u>	:	Render control, compliance, and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates regarding all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/81</u>	:	<u>SCM CLERK: (SUP) LOGISTICS AND DISPOSAL MANAGEMENT SERVICES (07 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Joe Gqabi (Ref. DOT 13/05/2024) (2 Posts) Chris Hani (Ref.DOT 14/05/2024) (1 Post) Amathole (Ref:DOT 15/05/2024) (2 Posts) OR Tambo (Ref.DOT 16/05/2024) (1 Post)

<u>REQUIREMENTS</u>	: Alfred Nzo (Ref.DOT 17/05/2024) (1Post) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	: Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/82</u>	: <u>SCM CLERK (SUP): ACQUISITION MANAGEMENT (06 POSTS)</u>
<u>SALARY CENTRE</u>	: R308 154 – R362 994 per annum (Level 7) Annual salary range King Williams Town (Ref.DOT 18/05/2024) (3 Posts) Alfred Nzo (Ref.DOT 19/05/2024) (1 Post) Joe Gqabi (Ref.DOT 20/05/2024) (1 Post) Chris Hani (Ref.DOT 21/05/2024) (1 Post)
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 in Acquisition / Purchasing / Logistics Management / Finance / Accounting / Supply Chain Management. 1-2 years' experience in demand and acquisition. BAS or LOGIS is compulsory. Knowledge: procurement procedures; administrative procedures; financial management and personnel management. Ability to interpret and apply policies, strategies, and legislation. Knowledge of acquisition and contract management. Knowledge of public service legislative frameworks. Problem identification and solving skills. Organizing and presentation skills. Interpersonal and diplomacy skills; decision making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.
<u>DUTIES</u>	: Allocate bid number and closing date for bids to be advertised. Preparation of advertisement documents to be emailed Government Printers for publication in the Government Tender Bulletin. Ensure Timeous advertisement /publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids/quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the departmental website. Updating the bid and quotation registers. Facilitating briefing sessions. Verify compiled attendance register for briefing session meetings.
<u>ENQUIRIES</u>	: Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/83</u>	: <u>SCM CLERK (SUP): DEMAND MANAGEMENT SERVICES (02 POSTS)</u>
<u>SALARY CENTRE</u>	: R308 154 – R362 994 per annum (Level 7) Annual salary range Amathole (Ref.DOT 22/05/2024) (1 Post) Alfred Nzo (Ref.DOT 23/05/2024) (1 Post)
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Financial Management / Purchasing. 1-2 years' relevant experience in the Demand Management environment. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	: Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal.

		Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work, Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/84</u>	:	<u>REGISTRY CLERK (SUP): LOGISTICS & DISPOSAL MANAGEMENT SERVICES (04 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Joe Gqabi (Ref.DOT 24/05/2024) (1 Post) Amathole (Ref.DOT 25/05/2024) (1 Post) Chris Hani (Ref.DOT 26/05/2024) (1 Post) Alfred Nzo (Ref.DOT 27/05/2024) (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the records management environment. Knowledge: National Archives Act. Teamwork. 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.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/85</u>	:	<u>FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES (06 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 7) Annual salary range Chris Hani (Ref.DOT 28/05/2024) (1 Post) Joe Gqabi (Ref.DOT 29/05/2024) (1 Post) Sarah Baartman (Ref.DOT 30/05/2024) (2 Posts) Amathole (Ref.DOT 31/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. 1-2 years working experience in salaries and expenditure environment. PERSAL Introduction Certificate will be an added advantage. Knowledge: Sound knowledge of financial administration. Knowledge of the PFMA, Treasury Regulations, Provincial Treasury Instructions, and other relevant prescripts good communication skills (verbal and written) Computer literate
<u>DUTIES</u>	:	Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	Ms. Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/86</u>	:	<u>LEGAL ADMINISTRATION OFFICER (OSD) REF: DOT-GFMS 05/05/2024</u>
<u>SALARY</u>	:	Grade 3: R307 659 – R351 774 per annum (OSD) Grade 4: R368 145 – R420 924 per annum (OSD) Grade 5: R440 412 – R625 059 per annum (OSD)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	LLB Degree qualification or equivalent law degree with at least 2 years or more post qualification experience. Admission as an Advocate or Attorney of the High Court of South Africa will be an added advantage. Valid Code 8 driving license is essential. Skills And Competencies: Knowledge of the Public Finance Management Act. Promotion of Access to Information Act, Labour Relations Act. Promotion of Administrative Justice Act. Public Service Act. Public Service Regulations and all legislations relevant to the Public Service. Court Rules and Procedures. Batho Pele Principles. Performance Management. Financial Management.
<u>DUTIES</u>	:	Attend to drafting of contracts and relevant documents. Provide legal advice and opinions to the GFMS Trading Entity. Attend to litigation on behalf of the GFMS. Liaise with third parties including the State Attorney. Represent the GFMS on all legal matters.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/87</u>	:	<u>ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS) REF: DOT-GFMS 06/05/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) with at least 1-2 years' relevant working experience in Fleet Management. A valid code 8 driving license is essential. Skills And Competencies: Good Communication skills. Team Player. Self-management. Problem Solving and Decision Making. Technical Proficiency. Computer Literacy.
<u>DUTIES</u>	:	Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de – registration, CFOs, Police clearance services, change of ownership, Auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply. For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>POST 22/88</u>	:	<u>ADMINISTRATION OFFICER: FLEET DEVELOPMENT & PROVISIONING REF: DOT-GFMS 07/05/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 7)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Mechanical Engineering / Industrial Design/ Automotive Engineering/ Auto Trade Test Diesel or Petrol mechanic with at least 1-2 years relevant working experience in a technical field/ fleet management environment. A working knowledge of engineering drafting and designing. A valid Code 08 driving license is essential. Experience in the motor industry or fleet management will be an added advantage. Skills And Competencies: Creative Thinking. Decision Making. Communication. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.
<u>DUTIES</u>	:	Researching and assessing suitability and fit for purpose fleet vehicles. Facilitating the vehicle needs analysis process. Investigating and resolving technical queries and complaints on vehicle performance problems. Coordinating and organising technical and driver training sessions. Development of vehicle modification specifications to satisfy the special needs of client departments. Monitoring and quality control of vehicle conversion projects. Managing the disposal of defleeted vehicles. Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan. Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan. Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule. Manage the allocated resources of the sub-unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.

		For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 22/89</u>	:	<u>SCM CLERK (PROD): ACQUISITION MANAGEMENT (06 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5)
	:	Sarah Baartman (Ref.DOT 32/05/2024) (1Post)
	:	Chris Hani (Ref.DOT 33/05/2024) (1 Post)
	:	King Williams Town (Ref. DOT 34/05/2024) (1 Post)
	:	Amathole (Ref.DOT 35/05/2024) (3 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Framework. Promotion of Access to Information Act, 2 of 2000. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render Acquisition Clerical Support: Place orders. Compile Commitment and LED reports. Render secretariat duties to bid committees. Filing of tender documents. Issue letters of award, regrets of bids and cancellation thereof. Deal with administration of bids. Keep awarded and cancelled bids safe.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 22/90</u>	:	<u>FINANCE CLERK: FINANCIAL MANAGEMENT REF. DOT 36/05/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5)
<u>REQUIREMENTS</u>	:	Sarah Baartman
	:	National Senior Certificate. No previous experience required, however, exposure in financial management will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification, and approval (internal control). Process invoices (e.g., capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services Receive salary advices. Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/91</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT REF. DOT 37/05/2024 (02 POSTS)</u>
<u>POST 22/ CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range
<u>REQUIREMENTS</u>	:	OR Tambo
	:	A National Senior Certificate. No experience, however, exposure in the environment will be an added advantage. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for deregistration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive

and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings

<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/92</u>	:	<u>FINANCE CLERK (PROD): EXPENDITURE MANAGEMENT SERVICES (14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Joe Gqabi (Ref. DOT 38/05/2024) (2 Posts) Chris Hani (Ref.DOT 39/05/2024) (3 Posts) Amathole (Ref: DOT 40/05/2024) (5 Posts) Sarah Baartman (Ref. DOT 41/05/2024) (2 Posts) OR Tambo (Ref.DOT 42/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification, and approval (internal control), Process invoices (e.g., capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advice, Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, distribute documents regarding the budget, file all documents, Receive, and capture cash payments.
<u>ENQUIRIES</u>	:	Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/93</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT (10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Alfred Nzo (Ref.DOT 43/05/2024) (2 Posts) Joe Gqabi (Ref.DOT 44/05/2024) (2 Posts) King Williams Town (Ref.DOT 45/05/2024) (1 Post) Chris Hani (Ref.DOT 46/05/2024) (3 Posts) Amathole (Ref.DOT 47/05/2024) (2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an added advantage. Knowledge: 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.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/94</u>	:	<u>REGISTRY CLERK (PRODUCTION): DEMAND MANAGEMENT REF.DOT 48/05/2024 (1 POST)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Amathole

<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. However, exposure in the environment would be an added advantage. Knowledge: 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.
<u>DUTIES</u>	:	Render Demand Clerical Support: Request quotations, draft internal memorandum, capture requisitions on LOGIS, administer filing, photocopying, and faxing and email Orders to Service Providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Provide Administrative Support in Bid Processes: Issue and receive bid documents. Provide secretariat or logistical support during the briefing sessions and contracts conclusion process. Assist in the compilation of bid documents. Assist in opening bid documents. Provide Supply Chain Clerical Support Services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Capture specification on the electronic purchasing system. Provide Personnel Administration Clerical Support Services within the component: Maintain incoming and outgoing requisitions.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/95</u>	:	<u>SCM CLERK (PROD): LOGISTICS MANAGEMENT (08 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range King Williams Town (Ref.DOT 49/05/2024) (1 Post) Alfred Nzo (Ref.DOT 50/05/2024) (1 Post) OR Tambo (Ref.DOT 51/05/2024) (1 Post) Chris Hani (Ref.DOT 52/05/2024) (2 Posts) Amathole (Ref.DOT 53/05/2024)(3Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Act as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504. e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/96</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES REF.DOT 54/05/2024 (03 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 5) Annual salary range Chris Hani
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (verbal & written).
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g., databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 22/97</u>	:	<u>ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF: DOT-GFMS 08/05/2024</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 5) East London

- REQUIREMENTS** : National Senior Certificate/ (NQF Level 4) with at least one-year relevant working experience in fleet management environment. A valid Code 08 Driving license is essential. Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills. Skills And Competencies: Good Communication Skills, Good Self-Management, Detail Orientated and work well in a team environment. Computer Literacy.
- DUTIES** : Provide clerical support services within fleet logistics. Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Key management of all vehicles. Perform any other duties assigned by your supervisor.
- ENQUIRIES** : Ms. S. Nomnganga Tel No: 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- NOTE** : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
- POST 22/98** : **SECRETARY/ ADMIN CLERK: INTERNAL AUDIT AND FLEET DEVELOPMENT & PROVISIONING REF: DOT-GFMS 09/05/2024**
(One year contract)
- SALARY** : R216 417 per annual (Level 5), plus 37 % in lieu of benefits.
CENTRE : East London
REQUIREMENTS : National Senior Certificate/ (NQF Level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. Skills And Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning & Organising. A valid Code 08 driving license is essential.
- DUTIES** : Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service to other governance structures relating to Internal Audit. Scrutinize, re-direct correspondence and follow up on due responses and actions. Be the governance champion for the unit. Manage unit budget. Respond to queries in person, via telephone or email. Implement office procedures. Maintain general unit record systems to uphold accurate files. Compose letters, memos, and emails. Screen documents, book meeting rooms, set up conference calls and take messages, perform administration tasks including filing and photocopying.
- ENQUIRIES** : Ms. S. Nomnganga 043 731 1249 / Ms. U. Ntshoko or 043 731 1081.
For e-Recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- NOTE** : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
- POST 22/99** : **DATA CAPTURER: SCHOLAR TRANSPORT REF.DOT 55/05/2024**
- SALARY** : R183 279 – R215 892 per annum (Level 4) annual salary range
CENTRE : Alfred Nzo
REQUIREMENTS : A National Senior Certificate. No experience, however, exposure in the environment will be an advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
- DUTIES** : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
- ENQUIRIES** : Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

GFMS INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/25-2025/26 (24 MONTHS)

- NOTE** : This advertisement is issued to all unemployed applicants younger than the age of 35 including persons with disabilities in the Eastern Cape Province (proof of residence not older than 3 months will be required on or before the interview date), who are in possession of a 3-year qualification Degree or National Diploma from an accredited Tertiary Institution and has good communication skills (Verbal and Written). Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship

program in government is acquisition of skill, knowledge, and experience in order to compete in the open market and Public Service.

OTHER POSTS

- POST 22/100** : **INTERN REF NO: DOT-GFMS 01/05/2024 (3X POST)**
Directorate – Human Resource Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/ Degree in Human Resources Management/Personnel Management/Labour Relations/ Industrial Relations. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in Recruitment and Selection sessions. Assist in capturing Leaves on Persal. Assist on filing of the newly appointed officials. Assist on leave gratuity process. Assist in processing Housing Allowance. Assist in capturing pension documents
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/101** : **INTERN REF NO: DOT-GFMS 02/05/2024 (1X POST)**
Directorate– Facilities and Security Management
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Environmental Health/Safety Management/Facilities Management and Property Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in clerical support in the area of Facilities Management Services. Assist in clerical support in the area of Security Management Services. Assist in clerical support in Central document and Records management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/102** : **INTERN REF NO: DOT-GFMS 03/05/2024 (1X POST)**
Directorate– Legal Services
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : Bachelor of Law or equivalent degree in Law. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in reviewing contract that the entity enters into. Assist in ensuring that the entity complies with the relevant applicable laws. Assist my immediate supervisor with amending the unit's standard operating procedures. Assist with keeping track of the state attorney quarterly progress reports.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/103** : **INTERN REF NO: DOT-GFMS 04/05/2024 (1X POST)**
Directorate– Finance (Supply Chain Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Finance/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in the provisioning of Demand management services. Assist to monitor and update procurement register. Assist on secretariat functions to the quotation committees. Assist in providing document management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/104** : **INTERN REF NO: DOT-GFMS 05/05/2024 (1X POST)**
Directorate– Head of Entity
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/ Public Management/ Office Management/Office Administration. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Ensures effective flow of information and documents to and from the office of senior Manager and HOE. Ensure safekeeping of all documents /correspondence in the office of senior manager in line with relevant filing index, legislation.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.

For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

- POST 22/105** : **INTERN (REF NO: DOT-GFMS 06/06/2024 1X POST)**
Directorate– Finance (Accounting and Reporting)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/Financial Information Systems/Taxation/Financial Management/. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in the financial reporting in terms of PFMA and GRAP standards. Assist in managing GFMS's General Ledger. Assisting on maintaining GFMS' bank and investment accounts. Assist on checking the availability of budget before procurement process
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/106** : **INTERN REF NO: DOT-GFMS 07/05/2024 (1X POST)**
Directorate– Finance (Billing and Debt Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in technical assistance with the development and maintenance of the GFMS 'S revenue collection policies, systems and procedures in line with PFMA imperatives, treasury guidelines and GRAP Std's. Assist in rendering client billing services. Assisting in client department account management services. Assist in client department debt management services.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/107** : **INTERN REF NO: DOT-GFMS 08/05/2024 (1X POST)**
Directorate– Finance (Payables and Expenditure)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist on recording invoices in the invoice register. Assist in filling of payments accordingly and ensure that all documentation is intact for payment voucher. Assist in producing data and reports for the monitoring of expenditure, payables for reporting processes.
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/108** : **INTERN REF NO: DOT-GFMS 09/05/2024 (2X POST)**
Directorate– Finance (Asset Management)
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Finance/ Internal Audit/ Cost Management/ Financial Information Systems/ Taxation/ Financial Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist in implementation of the processes for maintenance of the Fleet register and administering of support documents. Assist in implementation process of recording, documenting and reconciliation of property, plant and equipment. Assist in logistical support services with regards to management of vehicle. Assist in input for development and maintenance of entities policies and processes. Assist in asset verification process
- ENQUIRIES** : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
- POST 22/109** : **INTERN REF NO: DOT-GFMS 10/05/2024 (1X POST)**
Directorate– Fleet Development and Provisioning
- STIPEND** : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Accounting/Finance/Economics/Business/ Economics/Transport Management/Public Management/Logistics. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
- DUTIES** : Assist on the disposal preparation and execution. Assist in the vehicle procurement and conversion process. Assist in compiling ad-hoc and routine reports. Assist in data analysis and rate card formulation.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 22/110 : **INTERN REF NO: DOT-GFMS 11/05/2024 (1X POST)**
Directorate– Fleet Development and Provisioning

STIPEND : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Mechanical Engineering/ Industrial Design/Automotive Engineering/ Automotive Mechanic. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.

DUTIES : Assist in vehicle disposal. Assist on vehicle procurement and conversions. Assist on data analysis and reporting. Assist in all clerical administration.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 22/111 : **INTERN REF NO: DOT-GFMS 12/05/2024 (1X POST)**
Directorate– Fleet Maintenance Management

STIPEND : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.

DUTIES : Assist clerical support services with fleet maintenance and repairs authorizations, receive and capture all authorization requests from service provider. Liase on behalf of supervisor with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally. Assist clerical support services with the provisioning of fleet maintenance and repair services. Assist in all administrative functions in the office and in support of district staff.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 22/112 : **INTERN REF NO: DOT-GFMS 13/05/2024 (1X POST)**
Directorate– Small, Medium and Macro Enterprises (SMME)

STIPEND : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Public Administration/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.

DUTIES : Assist clerical support services with fleet maintenance and repairs authorizations, receive and capture all authorization requests from service provider. Liase on behalf of supervisor with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally. Assist clerical support services with the provisioning of fleet maintenance and repair services. Assist in all administrative functions in the office and in support of district staff.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 22/113 : **INTERN REF NO: DOT-GFMS 14/05/2024 (1X POST)**
Directorate– Fleet Logistics (eNATIS)

STIPEND : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : Any NQF Level 6/7 qualification. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.

DUTIES : Assist in licensing and registration of new government vehicles. Assist in renewal of licensing government vehicles. Assist in filling vehicle files. Assist in preparing payment for eNatis transaction. Assist in compiling billing pack for Manage Maintenance (MM) vehicles for revenue.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

POST 22/114 : **INTERN REF NO: DOT-GFMS 15/05/2024 (1X POST)**
Directorate– Loss Control Management

STIPEND : R7 450.75 per month for graduates.
CENTRE : East London
REQUIREMENTS : National Diploma/Degree in Forensic Investigation/Policing/Law. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.

DUTIES : Assist in vehicle accident investigation. Assist in compiling investigation report. Assist in updating investigation register. Assist in filling accident reports.

ENQUIRIES : Ms. N Mafani Tel No: 043 731 1249.
For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.

<u>POST 22/115</u>	:	<u>INTERN REF NO: DOT-GFMS 16/05/2024 (3X POST)</u> Directorate– Fleet Logistics Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Logistics/Transport Management/Business management/Public Administration/ Transport Economics/Management/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in receiving new vehicles from OEM's. Assist in monitoring the work in progress on the new vehicles (Licensing & registration; installation of tracker, decal and ordering of the fuel cards). Assist in introducing new vehicles to RT46 service provider (WesBank). Assist in releasing of new vehicles to the client departments. Assist in updating the on-floor report. Assist in receiving non-complaint vehicle by the clients. Assist in checking and verifying vehicle in the yard and capture them on the spreadsheet. Assist in releasing vehicle to the merchant for repairs and release them to the client departments once repaired. Assist in issuing the Adhoc vehicles and relief vehicles to the client department. Assist in inspecting the returned Adhoc and relief vehicles.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/116</u>	:	<u>INTERN REF NO: DOT-GFMS 17/05/2024 (2X POST)</u> Directorate– Fleet Risk Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Logistics/Transport Management/Business management/Public Administration/ Transport Economics/Management/Public Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in receiving accident document from the client departments. Assist in capturing the accident document. Assist in sending the RT46 form and quotation to Maintenance Unit for approval. Assist in sending the RT46 form and approved quote. Assist in facilitation of request clearance and authorisation from RT46 service provider (Wesbank). Assist in filling of accident documents, and thirds party claims. Assist in submitting of write of certificate to other business units and capture them in a spreadsheet. Assist in receiving the third-party claims from the claimants or clints departments. Assist in requesting fuel cards from RT46 service provider and issue them. Assist in requesting the driver tags RT46 service provider (EKS vehicle tracking and monitoring). Assist in payment of third-party claims
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/117</u>	:	<u>INTERN REF NO: DOT-GFMS 18/05/2024 (1X POST)</u> Directorate– Internal Audit
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Audit. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in Audit planning. Assist on performance of Audit field work. Assist in preparing Audit report. Assist in project administration and staff meetings.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/118</u>	:	<u>INTERN REF NO: DOT-GFMS 19/05/2024 (2X POST)</u> Directorate– Information and Communication Technology
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information and Communication Technology. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist User support services management. Assist in Business analysis services. Assist in the provisioning and maintenance of the Entity ICT infrastructure.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/119</u>	:	<u>INTERN REF NO: DOT-GFMS 20/05/2024 (2X POST)</u> Directorate– Client Relations Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London

<u>REQUIREMENTS</u>	:	National Diploma/Degree in Marketing/Public Management/Business Management/Management/Public Administration. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in Client Relations management. Assist in administering area of responsibility. Assist in providing traffic fines management services. Assist in managing areas of responsibility.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/120</u>	:	<u>INTERN REF NO: DOT-GFMS 21/05/2024 (1X POST)</u> Directorate– Strategy and Planning Coordination
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Public Administration/Public Management/Monitoring and Evaluation. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in providing technical and strategic support for planning process to all business units. Assist in monitoring and evaluation of performance information. Assist in providing technical support to policy development. Assist administrative support to the business unit.
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.
<u>POST 22/121</u>	:	<u>INTERN REF NO: DOT-GFMS 22/05/2024 (1X POST)</u> Directorate– Risk Management
<u>STIPEND</u>	:	R7 450.75 per month for graduates.
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Internal Audit/Risk Management/ Any diploma or degree in Commerce majoring in Auditing/Risk Management. Good communication and interpersonal skills. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Assist in implementing GFMS enterprise-wide Risk Management Framework. Assist in implementation of GFMS Ethics and Integrity Management Framework. Assist in departmental planning processes. Assist in filling and office administration
<u>ENQUIRIES</u>	:	Ms. N Mafani Tel No: 043 731 1249. For e-recruitment technical support email to: Sibusiso.Nonkqoza@ectransport.gov.za.