



DEPARTMENT OF COMMUNITY SAFETY

PROVINCIAL ADMINISTRATION: EASTERN CAPE

It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will receive preference. APPLICATIONS: The Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605 OR utilise erecruitment@safetyec.gov.za . **The eRecruitment System Closes at 23:59 on the Closing Date.**

FOR ATTENTION: Ms B.Mndindwa or Ms L.Mazwi

CLOSING DATE: 06 OCTOBER 2023

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, qualifications, and testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

DEPUTY DIRECTOR: HOD'S OFFICE-CLUSTER COORDINATION

SALARY RANGE: R 811 560.00 - R 952, 485 Per Annum (Level 11) REF: DoCS 01/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: National Senior Certificate and appropriate bachelor's degree or National Diploma (NQF level 6/7) as recognized by SAQA in Public Administration/or other relevant social science studies. A minimum of 3 years' proven relevant experience as Assistant Director.

COMPETENCE: Knowledge of the legislative frameworks such as the Public Service Act and public service regulations. Computer Literacy in MS Office. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Work under pressure to

meet deadlines. Apply ethics and integrity in work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution. A valid Driver's license is essential.

DUTIES: The incumbent will be responsible for coordination of cluster: JCPS. Drafting and submission of cabinet memos to cabinet committee and cabinet report. Follow up on cabinet resolutions, coordinate and convene relevant workstreams. Consolidate workstream report to the JCPS, Social Transformation cluster and cabinet committee. Maintain EXCO resolutions and follow up on workstream resolutions. Distribute, follow up and attend to questions in Parliament. Attend relevant Safety and Security workstream meetings. Attend to any activity which may emanate from the cluster. Development of the annual programme of action and drafting of indicators. Making sure Bi-Lateral engagements are convened on interpretation of POA and Bi-monthly PSS meetings convened. Compile presentation and report for TCPS cluster and follow up on resolutions from multi-sectoral stockholders.

Coordinate and attend sub-committee of the PSS workstream i.e School Safety, Anti-Gang Steering Committee, Anti stock Theft Criminal Justice Forum. **Enquiries:** can be directed to Ms. B.Mndindwa / Ms.L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

ASSISTANT DIRECTOR: LABOUR RELATIONS

SALARY RANGE: R 424,104-R 496, 467 Per Annum (Level 9) REF: DoCS 02/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Human Resource Management or Industrial Relations / Labour Law. A minimum of 3 years of relevant experience at supervisory level 7/8. Sound knowledge of labour legislation and prescripts within Public Sector domain. **COMPETENCE:** Sound Knowledge of LRA, BCEA, PSA, PSR, Collective Agreements and Policies in the Public Service. Sound conflict Management and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence is essential.

DUTIES: Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate or coordinate all grievances and complaints lodged by employees in the Department. Represent or coordinate the representation of the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and Commission for Conciliation, Mediation and Arbitration. Attend Departmental Multi-Lateral Labour Forums in the Province and Department. Manage labour related information and records within the Department. Monitor precautionary suspensions and appeals in the Department. Render advisory services to management and employees on

dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters across the Department. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the relevant structure of governance. Management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation, review, and the development of the Departmental labour related policies. Administer the appointment of Presiding Officers and Investigation Officers. **Enquiries:** can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

ASSISTANT DIRECTOR: EXPENDITURE SERVICES

SALARY RANGE: R 424,104 -R 496, 467 Per Anum (Level 9) REF: DoCS 03/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Finance/Financial Management /Accounting/Cost and Management Accounting/Taxation or equivalent. A minimum of 3 years of relevant experience at supervisory level 7/8. **COMPETENCE:** Knowledge of financial systems BAS and LOGIS, Knowledge of financial and administrative processes, Knowledge of Public sector financial policies and payment processes, Proficiency in MS Suite/Office (MS Word, PowerPoint, and Excel) policies and procedures. A valid driver's license is essential.

DUTIES: Monitor the flow of invoices from receipt to payment, to ensure that service providers are settled within 30 days. Ensure that payments are processed on BAS and LOGIS. Verify Standard Chart of Accounts codes and authorize payments on BAS and LOGIS. Ensure compliance to financial prescripts and procedures. Ensure that disbursements are checked after each payment run to ensure that LOGIS payments interface on BAS. Ensure that after reconciliation of payment vouchers with the document control report, the responsible officials submit the payment vouchers to the payment voucher custodian for safekeeping. Preparation and submission of monitoring reports to Management and Provincial Treasury. Provide quarterly and year-end accruals for the preparation of Financial Statements. Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. 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 manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Facilitate training to staff members of the unit with the assistance of Human Resources Development

unit. **Enquiries:** can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

COMMUNITY LIASON OFFICER

SALARY RANGE: R 359 517 - R 420 402 Per Anum (Level 8) REF: DoCS 04/09/2023

CENTRE: Ammathole (District Office)

REQUIREMENTS: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Social Science, Police Science and Public Management or Administration. A minimum of 1-2 years of relevant experience. **COMPETENCE:** Knowledge of the Constitution of RSA, 1996 , Civilian Secretariate for Police Service Act, 2011 , Independent Investigative Directorate Act 1, of 2011 , National Crime Prevention Strategy , 1996 , Domestic Violence Act, 1998 , Child Care Act , 1983 , Criminal procedure Act of 1977 , Promotion of Public Administrative Justice Act of 2000 , Promotion of Access to Information Act , 2000, Report writing skills and Financial management and valid driver's licence is essential.

DUTIES: Conduct effective oversight to the South African Service Police. Conduct Policing accountability engagements. Conduct service delivery at Police Stations. Strengthening Community policy relation in the district. Conduct assessment of functionality of the CPF's structures within the district. Oversee CPF elections. Establish and monitor the functioning of the and village committees. Conduct capacity building programme's for CPF's in the district. Conduct social crime prevention awareness. Support Municipality with the establishment of the, Participate in IDP and IGR sessions. Facilitate the establishment, payments and monitoring of Safety Patrollers. Compile and submit performance reports. Submit verify monthly progress repots on activities conducted as per the district Operational Plan. **Enquiries:** can be directed to Ms. B.Mndindwa / Ms.L.Mazwi at (079 284 6709)For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

SENIOR PROVISIONING ADMIN OFFICER: SCM

SALARY RANGE: R 359 517 - R 420 402 per annum (Level 8) REF: DoCS 05/09/2023

CENTRE: Head Office: Bisho

REQUIREMENTS: National Senior Certificate and appropriate and bachelor's degree/ diploma (NQF Level 6/7) in Supply Chain Management/ Purchasing/ Logistics/ Financial Management/ Management/ Accounting/ Cost and Management Accounting/ Financial Information System/ Internal Auditing/ Business Management/ Public Administration or Public Management/qualification in Economic Management Sciences. A minimum of 1-2 years of experience in supply chain management environment particularly in LOGIS (Applicants must provide LOGIS certificate(s) as proof). **COMPETENCE:** Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act. Practical working experience on

LOGIS & BAS systems and interpretation of the system generated reports. Applicants must be in possession of a valid driver's licence.

DUTIES: Implementing procurement strategies, coordinate implementation of Procurement Plan. The incumbent will be responsible to ensure that the quotation process is complied with i.e. generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorised, and fruitless expenditure. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Perform functions related to Procurement Committee/ Quotation Evaluation Committee. Assist in performing other functions the assigned to the supply Chain Management unit. Advise and provide report to the Assistant Director- Supply Chain Management. **Enquiries:** can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079 284 6709) for e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (2 POSTS)

SALARY RANGE: R 202 233 - R235,611 Per Anum (Level 5) REF: DoCS 06/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: A National Senior Certificate and appropriate NQF level 6 in Finance/ Accounting or equivalent relevant qualification will be an added advantage. With 0 -1 year of relevant experience. Computer skills (MS Word and Excel). Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). **COMPETENCE:** Knowledge of basic financial operating systems (BAS, LOGIS etc.). Skills: Team, Communication (verbal and writing), Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.

DUTIES: Receive order batch for processing of payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditors' reconciliation. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix PAID stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attend to service provider's queries. **Enquiries:** can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

ADMIN CLERK: STRATEGIC PLANNING (2 POSTS)

SALARY RANGE: R 202 233 - R235,611 Per Anum (Level 5) REF: DoCS 07/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: **REQUIREMENTS:** A National Senior Certificate and appropriate NQF level 6 in Business Administration / Economic / Internal Audit / Public Management will be an added

advantage. With 0-1 year of relevant experience. Computer skills (MS Word and Excel). **COMPETENCE:** Knowledge of the Government Planning Processes & Reporting Cycle, monitoring, and evaluation. Understanding of the Public Service Act, PFMA, Treasury Regulations. Guidelines and Frameworks on Strategic Planning and Management of Performance Information. Computer skills required: MS Word – intermediate, MS Excel – intermediate, MS Power Point – intermediate, MS Outlook – intermediate.

DUTIES: To provide technical and administrative support on strategic matters in line with the Mid-Term Expenditure Framework, Mid-Term Strategic Framework, Revised Framework for Strategic Plans and Annual Performance Plans and Guidelines and instruction notes. To ensure that the Department of Community Safety Strategic Plan, Annual Performance Plan, Annual Operational Planning, Monthly Reports, Quarterly Performance Reports. The Incumbent will provide the administrative and technical support during the facilitation of the strategic planning and operational planning processes, monitoring, evaluation, and reporting processes. Administer the strategic planning systems. Capture performance information on the Electronic Quarterly Performance Reporting System (EQPRS) and report to the Departmental Coordinator. To provide administrative support in the Office of the Director: Strategic Management in driving the delivery of strategic programmes and projects. Maintain the register with proper records relating to the office. Co-ordinate logistical requirements for all planning seating's and collate information and consolidate reports. Actively involved during the internal and external audit and implementation of findings and recommendations.

Enquiries: can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

MESSENGER OR DRIVER: AUXILLARY SERVICES

SALARY RANGE: R 171 537 - R 199 461 Per Anum (Level 4) REF: DoCS 08/09/2023

CENTRE: Head Office (Bisho)

REQUIREMENTS: A Grade 10 qualification, standard 8 or Level 2-4–ABET level 4 or NQF level 1 to 3. With 0-1 year of experience. **COMPETENCE:** Report writing, communication skills, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Knowledge of relevant legislation, prescripts, policies, procedures, and a valid code 10 driver's licence is essential.

DUTIES: Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Collect and delivery documentation and related items in the department. Record all mails and documents on register. Transport departmental personnel to various destination e.g, workshops, sports activities, courses etc. Do routine checks or inspection on allocated vehicle before and after trip and report defects timely. Take in and collect vehicles at merchants for maintenance and repairs. Ensure that state vehicles are always clean. Complete all the required and prescribed records and logbooks with regards to the vehicles and the goods handled. Complete trip sheets and logbooks before and after

each trip. Ensure that vehicle accessories are always in the vehicle. Render a clerical support/messenger service in the relevant office. This would inter-alia the following: Copy and deliver documentation and related items in the department. **Enquiries:** can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079 284 6709) For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

GENERAL ASSISTANT

SALARY RANGE: R 125 373 - R 145 077 Per Annum (Level 2) REF: DoCS 09/09/2023

CENTRE: Sarah Baartman (District Office)

REQUIREMENTS: A Grade 10 qualification, standard 8 or Level 2-4–ABET level 4 or NQF level 1 to 3. With 0-1 year of experience. **COMPETENCE.** Communication (verbal & written), customer service orientation, integrity and honest and ability to work under pressure: Report writing, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Knowledge of relevant legislation, prescripts, policies, and procedures.

DUTIES: Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors, cleaning walls, windows, and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the rest rooms. Refilling hand wash liquid soap, replace toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning material.

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