



**DATE OF ISSUE: 11 JANUARY 2008**

**TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/ORGANISATIONAL COMPONENTS**

**PUBLIC SERVICE VACANCY CIRCULAR NO 02 OF 2008**

**1. Introduction**

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to Departments and employees throughout the Public Service, but also to facilitate the redeployment of employees who have been declared in excess in terms of PSCBC Resolution 7 of 2002.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Components are called upon to give preference in the filling of vacancies, to employees who have been declared in excess if they apply.

**2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of training, qualifications, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should be forwarded to the Department/Provincial Administration Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the department/provincial administration / component where the vacancy exists.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the closing date referred below will not be accepted.
- 2.5 Considering the aim of this circular (see paragraph 1.1 above), advertisements contained herein are **meant for the attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case a vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising Department Provincial Administration / Component).

**3. Directions to Departments/Provincial Administrations/Components**

- 3.1 ***The contents of this Circular must be brought to the attention of all employees.***
- 3.2 Special attempts must be made to ensure that excess employees are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

**4. Directions to departments provincial administrations/components in which vacancies exist**

- 4.1 In respect of vacancies that have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. The advertisements of such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **11 FEBRUARY 2008**

**AMENDMENTS** : **Provincial Administration: Free State: Department of Health:** Kindly note that all the posts advertised in Circular No 01 of 2008 are withdrawn.

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**DEPARTMENT OF AGRICULTURE***This Department Is An Equal Opportunity Affirmative Action Employer*

- APPLICATIONS** : Director-General, Department of Agriculture, Directorate: Human Resources Management, Private Bag X250, PRETORIA, 0001
- FOR ATTENTION** : Ms. J.E. Smith, Room F-GF-06, Agriculture Place
- CLOSING DATE** : 28 January 2008
- NOTE** : Applications must be accompanied by Z 83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. Please take note that no applications, received after the closing date of the said advertisement, will be considered. Only non- RSA citizens who have already been employed and who hold permanent residence permits will be considered. Non-S.A. Citizens must attach a certified copy of proof of permanent residence in South Africa. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the Departments intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Failure to submit the requested documents will result in the application not being considered. Please take note that all qualifications are subject to verification. Successful candidates will be appointed on a probation period of 12 months. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that all applications will be subject to reference checking. The Department reserves the right not to make any appointment in the above post.

**MANAGEMENT ECHELON**

- POST 02/01** : **CHIEF OPERATING OFFICER (REF. NO. 23/2008)**  
Programme: Chief Operating Office, Pretoria
- SALARY** : Remuneration Package of R 770 823, 782 331, 793 998, 805 845, 817 875, 830 085 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. Appointment is subject to entering into a performance agreement.
- REQUIREMENTS** : The successful candidate must be in possession of a post graduate level qualification in management discipline, with strong financial acumen and strategy management experience supported by at least 5 years extensive executive management experience at a high level. A MBA will be an added advantage. Envisaged to this top management position is a dynamic, self-motivated individual with ability to focus on detail, yet think laterally, an effective negotiator and a leader in a large institution. Ability to manage and direct DoA Operations and monitor performance against strategic objectives. The ideal candidate will be a strategic thinker with a thorough understanding of Good Corporate Governance within the framework of the Public Finance Management Act, Public Service Act and Regulations and the Minimum Information Security Standards. Competencies and skills required: Broad knowledge of managing operations of a medium-size to large organisation; broad understanding of Government development objectives, proven leadership and management skills and advanced strategic management skills. Proven project management skills; advanced policy development and analysis skills; well-developed analytical and problem solving skills and facilitation skills. Extensive ICT knowledge and experience. The ability to work under immense pressure

and produce results will be a strong recommendation. Good written and verbal communication skills, ability to manage conflict situations effectively, high level negotiation skills as well as interdepartmental co-ordination and commitment to service delivery are also essential. Once appointed to the post, the individual will need to demonstrate a high degree of autonomy in problem solving, expert good governance analysis, design of solutions, decision making, communication, organisational and management skills on a strategic leadership level.

**DUTIES**

: The successful candidate will have the responsibility to oversee all DoA programmes. Manage and direct DoA Operations and monitor performance against strategic objectives. The incumbent will have the responsibility to formulate strategic frameworks, the monitoring and implementation thereof as well as ensuring service delivery in the areas of functional responsibility which includes Strategic Planning and Monitoring and Evaluation, Information and Communication Technology, and Organisational Transformation. The incumbent will have the responsibility to design frameworks, norms and standards for implementation of departmental and sectoral Corporate and Co-operative Governance systems. Design and implement systems that ensure that the department plays its role in supporting the Ministry in exercising over-sight responsibilities over agricultural public entities. Undertake efficient budgeting and expenditure control on allocated resources. Innovate and initiate legislation and other processes to give effect to departmental policy. Participate in the top-level management structures of the department. Chair and participate in departmental meetings as member of DEXCO. Commitment to the transformation of the Public Service as well as service delivery is also essential.

**ENQUIRIES**

: Mr. M.M. Mbongwa, Tel. Nr. (012) 319-6682

## ANNEXURE B

### DEPARTMENT OF HEALTH

***The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).***

- APPLICATIONS** : Direct your application quoting the above relevant reference number to :  
The Director-General, Department of Health, Private Bag X828, Pretoria,  
0001, Hand delivered applications may be submitted at Reception  
(Application Box), Hallmark Building, Proes Street between Andries and  
Paul Kruger Streets.
- FOR ATTENTION** : Mrs Elsabe Visser
- CLOSING DATE** : 21 January 2008 (Applications received after the closing date will not be  
considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any  
Public Service Department and should be accompanied by a CV  
(experience must be comprehensively detailed) and certified copies of  
qualification certificates. No faxed applications will be considered.  
Applications received after the closing date and those that do not comply  
with the requirements, will not be considered. It is the applicant's  
responsibility to have foreign qualifications evaluated by the South  
African Qualification Authority (SAQA). The department reserves the  
right not to fill the post. The successful candidate will be subjected to  
security clearance procedures. Applicants are respectfully informed that  
correspondence will be limited to short-listed candidates only. If  
notification of an interview is not received within three (3) months after  
the closing date, candidates may regard their applicants as  
unsuccessful. The Department will not be liable where applicants use  
incorrect/no reference numbers on their applications.

### OTHER POST

- POST 02/02** : **SENIOR ACCOUNTING CLERK GRADE I**  
Cluster: Financial Management  
*(This is a re-advertisement, candidates who previously applied for this  
post "Staff Circular Minute P4 of 2007", must re-apply if they are still  
interested).*
- SALARY** : R58 290 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent qualification with  
Accountancy as a passed subject on this level. Computer literacy. Good  
communication skills (written and verbal). A valid code 08 (Code B)  
driver's licence will be an added advantage
- DUTIES** : \*Clear Salary Disallowance and Salary Tax debt accounts \*Appoint  
casual workers on PERSAL within two (2) days of receiving notification  
\*Finalise service terminations for the alphabet range (I-MAK) \*Effect  
leave gratuity payments, inform debtor of debt and prepare a debt take-  
on \*Calculate difference in salaries, allowances and other benefits as  
requested by Human Resources Management \*Update IRP5 records  
immediately after effecting payments on BAS \*Deal with salary related  
enquires \*Comply with policies and regulations.
- ENQUIRIES** : Ms Susan Pretorius at tel. (012) 312 0638.

**INDEPENDENT COMPLAINTS DIRECTORATE**

*The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representativity in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the ICD, will receive preference.*

**APPLICATIONS** : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001  
**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POSTS**

**POST 02/03** : **MANAGER: RESEARCH**

**SALARY** : R311 358 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A degree in Criminology, Sociology, Law or related field, coupled with experience in qualitative and quantitative research. Computer, writing and verbal skills, analytical and project management skills. Knowledge of the South African Criminal Justice Sector. A valid driver's license. Candidates with published work will receive preference. He/she will be required to work under extreme pressure on a regular basis. Note: The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**DUTIES** : Key competencies include. Identify research areas. Conduct research. Allocate research projects. Supervise research. Review research. Communicate research findings. Monitor application of research recommendations. Convene and participate on the Reference Group. Manage the staff in the group

**ENQUIRIES** : Mr M Dlamini @ (012) 392 0443  
**FOR ATTENTION** : Ms O Mazibuko  
**CLOSING DATE** : 28 January 2008

**POST 02/04** : **SPECIAL PROGRAMMES OFFICER**

**SALARY** : R 106 335 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate coupled with extensive experience in Special Programmes, administrative duties and work processes. The incumbent must have good office management skills (document tracking, storage and retrieval systems) as well as general office experience. Applicant must be able to work under pressure, independently and be willing to work overtime when necessary. It will also be expected from the successful candidate to be reliable, flexible, creative, quality orientated and client focused. A valid code 08 driver's license will be an added advantage. The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

**DUTIES** : the successful applicant will be responsible for the following Special Programmes: HIV/AIDS, Gender, Disability, Youth and the Employee wellness programme. Establishing and maintaining a network with the appropriate Interdepartmental Committees and develop action plans on issues relating to Special Programmes; Writing submissions and reports on progress of the special programmes to Senior Management; Developing and implementing departmental programmes on all Special Programmes; Compiling and distributing newsletter; Monitoring and evaluating the implementation of Special Programmes in Provincial

**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**

Offices; Assist with generic Human Resource Management duties when requested to do so.

Ms M Smit @ (012) 423 1442

Ms Magana

25 January 2008

**POST 02/05**

**PERSONNEL ASSISTANT TO THE EXECUTIVE DIRECTOR**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R 106 335 per annum

Pretoria

A three year post school qualification in office Administration or a Senior Certificate with extensive Secretarial experience and good word processing skills/knowledge is required. Knowledge of Ms Word, Ms PowerPoint and Ms Excel. Good office management skills (document tracking, storage and retrieval systems) sound minute taking and communication skills as well as general office experience are essential. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful must be reliable, flexible, creative, quality orientated and client focused. Driver's license is essential. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**DUTIES**

The successful candidate will be primarily responsible for general secretarial, administrative and support services to the Executive Director such as: Receiving and making telephone calls, Managing the Executive Director's diary, Making travel and accommodation arrangements, Arranging meetings and taking minutes, Typing of letters/memorandums/submissions/reports, Sending and receiving e-mail and faxes, Fixing, extracting and processing data and dissemination of management information in the context of office automation.

**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**

Ms N Nkosi

MS T MARUMO

25 January 2008

## ANNEXURE D

### DEPARTMENT OF MINERALS AND ENERGY

**APPLICATIONS** : The Director-General, Department of Minerals and Energy, Private Bag X 59, Pretoria, 0001

**FOR ATTENTION** : Ms E Lethole / Ms M Nchabeleng

**CLOSING DATE** : 25 January 2008

**NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

### OTHER POSTS

**POST 02/06** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
This is a re-advertisement. Candidates who applied previously need not re-apply

**SALARY** : R157 686 per annum

**CENTRE** : (Head Office) Pretoria

**REQUIREMENTS** : A Bachelor's degree / National Diploma in Human Resource Management or equivalent relevant qualification PLUS the following key competencies: Knowledge of Performance Management (PMDS), Knowledge of Human Resource Prescripts and Interpretation thereof, Understanding the repositioning of HR in the Public Sector, Knowledge of PERSAL, Knowledge of recruitment and selection, Skills: Facilitation skills, Analytical skills (verbal and written), Good interpersonal relations, Creativity: Innovative and creative thinker, Ability to analyse information and form conclusions.

**DUTIES** : KRA's Develop review Human Resource Provisioning policies, strategies, guidelines and procedures, Provide advice and support to branches on issues pertaining to vacancies, Maintain and provide information and statistics on vacancies on a continuous basis, Observe departmental human resource provisioning and PMDS trends and develop best practices and address such trends, Maintain a database on, amongst others, payments / claims handled in respect of service providers upon HRP & PMDS functions rendered, Manage and develop staff. Supervise staff. Oversee PERSAL administration of recruitment and selection, placements, Probation, translation in rank and PMDS.

**ENQUIRIES** : Mr K Makgohlo, Tel No (012) 317-8039

**POST 02/07** : **SENIOR PERSONNEL PRACTITIONER**

**SALARY** : R132 054 per annum

**CENTRE** : (Head Office) Pretoria

**REQUIREMENTS** : A Degree / Diploma in Human Resource Management or equivalent qualifications PLUS the following key competencies: Knowledge of: Recruitment and Selection process. Performance Management & Development System. PERSAL. Understanding policy research, analysis and development process. HR Legislation (with an emphasis on those applicable to recruitment, selection and placement. Finances relating to recruitment and selection. Skills: Ability to interpret and apply policies. Report writing and formulation. Analytical. Computer literacy. Sound interpersonal skills. Communication: Good verbal and written. Creativity: Must be an innovative thinker and be able to express the creativity.



<b><u>DUTIES</u></b>	:	KRA's Develop, implement and maintain Human Resource Provisioning Policies and practices. Administer the recruitment and selection of human resources as well as the retention of staff. Liase with Employment Relations Management with a view to resolve grievances relating to recruitment, selection and placement. Render professional advise and guidance to line managers on Human Resource Provisioning & PMDS issues. Co-ordinate all assessment information and recording including minutes, work plans/performance agreements and ensure proper documentation, filing, tracking and easy retrieving when requested. Identifying shortcomings and make recommendations on a computerised PMDS. Give advice to employees on PMDS related issues.
<b><u>ENQUIRIES</u></b>	:	Mr K Makgohlo, Tel No: (012) 317-8039
<b><u>POST 02/08</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Port Elizabeth)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with appropriate experience. Sound knowledge of the PFMA, Treasury Regulations and all other relevant prescripts. Knowledge of financial systems i.e. Basic Accounting System (BAS) will be an added advantage PLUS the following key competencies: Knowledge of: Office Administration/Reception duties, including petty cash, telecommunications, registry duties, accounting, issuing of receipts, banking of State monies, allocation & disposal of furniture, stationery control and an understanding of PFMA, and Treasury Regulations, rendering admin functions. Skills: Ability to interpret and apply administrative policies and provide admin support. Good written and verbal communication, computer literacy, numeric skills, good decision making and problem solving skills. Communication: Ability to interact with persons on various levels, sound written and verbal communication. Creativity: Ability to do a large variety of work, and according to prescribed administrative policies and standards, trustworthy, objective and innovative.
<b><u>DUTIES</u></b>	:	KRA's: Attend to Personnel matters. As transport officer, co-ordinate with transport section all matters regarding subsidised & state vehicles, As an asset controller, maintain asset records (furniture & equipment) for the regional office & keep asset register for transfer of furniture/equipment, oversee the procurement process i.r.o requisitioning orders, receiving of goods, process invoices for payment. Make logistical arrangements for booking of venues for meetings / conferences / special projects / accommodation.
<b><u>ENQUIRIES</u></b>	:	Bheki Dladla, Tel No (041) 585-3862
<b><u>POST 02/09</u></b>	:	<b><u>SENIOR SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R85 362 (per annum)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with typing as a fully passed subject or any other computer training course/qualification plus diploma/certificate in Office Administration/Secretarial (not attendance) that will enable the person to perform the work satisfactorily PLUS the following Key Competencies: Knowledge of Ms Office packages e.g. Word, PowerPoint, Excel, E-mail, Internet, etc. Public Relations, Office/telephone etiquette, document tracking, administrative practices, conference and meeting procedures. Filing Systems. Skills: Computer literacy. Good organisational & people skills, Interpersonal skills. Ability to interact with persons on various levels sound written and verbal communication. Ability to maintain a high level of confidentiality. Creative thinking abilities. Attention to detail. Ability to work independently and under pressure. The successful candidate will be required to sign a performance agreement.

<b><u>DUTIES</u></b>	:	KRA's: Provide a secretarial/receptionist support service to the manager. Rendering administrative support service to the manager. Remains up to date with regard to the applicable to her/his work terrain to ensure efficient and effective support to the manager.
<b><u>ENQUIRIES</u></b>	:	Nomvuyo Ketshe, Tel No (012) 317-8452
<b><u>POST 02/10</u></b>	:	<b><u>SENIOR SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	(Head Office) Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with typing as a subject or any other appropriate training course or qualification PLUS the following key competencies: Knowledge of Computer literacy. Public Relations. Telephone etiquette. Conference and meeting procedures. Skills: Sound organisational skills. Good people skills. Ability to act with tact and discretion. Communication: Ability to communicate well with people at different levels and from different backgrounds. Language skills. Basic written communication skills. Creativity: Innovative and creative thinking abilities. High level of reliability. Good grooming and presentation. Short listed candidates will be subjected to a typing test.
<b><u>DUTIES</u></b>	:	KRA's: Receives and refer telephone calls. Keep manager's diary. Typing of documents. Operates office equipment (fax, photocopier). Make events for the manager. Process travel and subsistence claims and invoices. Take minutes at meetings of the manager. Draft routine correspondence and reports. Do the filing of documents for the manager. Administer leave registers and telephone accounts. Receives, records and distributes incoming and outgoing documents. Procurement of standard items such as stationery and refreshments. Collects documents for manager to prepare for meetings. Studies relevant prescripts and policies and other documentation to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.
<b><u>ENQUIRIES</u></b>	:	Ms DVP Mathibali, Tel No (012) 317-8000

## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission is an equal opportunity, representative employer. It sees itself as an employer that embraces and promotes representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.*

**APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X 121, Pretoria, 0001

**FOR ATTENTION** : Ms A West

**NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful

## OTHER POSTS

**POST 02/11** : **SENIOR COMMUNICATION OFFICER (LIBRARY SERVICES)**

**SALARY** : R132 054 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Matric coupled with experience or Degree or three-year Diploma in Library and Information Science or related field •Minimum of three years experience in a library or information management •Basic analytical, numeric and literacy skills •Good research skills. •Understanding of relevant acts and regulations •Computer literacy •Knowledge of Internet searches and various information databases such as SABINET and Inmagic •Good administrative and organizational skills •Ability to work under pressure and meet deadlines •Good interpersonal skills •A valid driver's license and willingness to travel will be an advantage

**DUTIES** : Facilitate access to information and ensure that the PSC Information Resource Centre (IRC) effectively serves as the organization-wide centre for information •Ensure that the IRC acquires and updates required collections of books and other publications, government material, etc •Market IRC products and services •Service the needs of the clients both in-house and externally through various tools such as database searches •Manage documents required in terms of the Promotion of Access to Information Act •Ensure online accessibility of IRC products in keeping with the OPSC' Information Knowledge Management (IKM) System •Management inventories, cataloguing, indexing and the Inter-library loan system •Undertake duties pertaining to maintenance of the PSC website including liaison with internal/external information providers and facilitate publishing of new/updated information •Participate in ongoing evaluation and development (requirements, content, format, style) of the PSC website •Contribute news articles for publication •Render supervisory tasks

**ENQUIRIES** : Mr DH Ramafoko Tel (012) 352 1196

**CLOSING DATE** : 25 January 2008

**POST 02/12** : **ASSET MANAGEMENT CLERK**

**SALARY** : R68 955 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Ideal candidate profile: Senior certificate (Grade 12) •Knowledge of LOGIS and BAS •Appropriate experience in asset management •Excellent communication and interpersonal skills •Computer Literacy

**DUTIES**

(Microsoft Office) •Ability to work under pressure •Valid code 08 drivers' license •Must be able to travel.

: Ensure proper control of departmental assets •Mark all assets with unique asset numbers and update LOGIS Asset Register •Control and maintain physical movement of assets and update Asset Register with all the movement, additions and disposals •Identify and prepare information on assets for disposal and update LOGIS •Perform physical asset verification in Head Office and Regional Offices and compile an asset verification report •Maintain asset register for privately owned assets as well as assets on a lease basis •Request reports on BAS and LOGIS for reconciliation purposes, correct differences through journals and balance adjustments •Open loss files and take on reported losses as debt on BAS •Allocate credits received for losses on BAS •Maintain Pool cell phone register with issues and returns.

**ENQUIRIES**

: Ms K Grobler Tel (012) 352 1113

**CLOSING DATE**

: 01 February 2008

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

*The Free State Provincial Government and Free State Department of Education are equal opportunity, affirmative action employers.*

**CLOSING DATE** : 31 January 2008 @ 16h00

**NOTE** : Please note the following: the FSDoE will give preference to candidatures in the following order: Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. Lastly, to the candidature of non-public servants. All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: ([www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za)). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's licence (where specified), identity document and a detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; Salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions; and applicants educational qualifications will be verified and references will be checked; and it is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. Please forward your application, quoting the relevant reference number on your Z83 application as well as on the envelope. It will be expected from the successful candidates on level 13 to sign a performance agreement with the Department. Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. Please note that applicants may be subjected to practical testing. This advertisement will also appear on the website of the Department at [www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za).

**OTHER POSTS**

**POST 02/13** : **CHIEF HR OFFICER: GENERAL CONDITION OF SERVICE SUB DIRECTORATE: THABO MOFUTSANYANA DISTRICT OFFICE: REFERENCE NUMBER: 34/2007/1**

**SALARY** : R132 054 – 153 312 pa

**CENTRE** : Phuthaditjhaba

**REQUIREMENTS** : Gr 12 or equivalent qualification. 7 year's relevant experience with at least 3 years in management. Recommendations: Ability to manage and develop down line staff. Sound communications skills (verbal & written). Ability to work under pressure and with minimum supervision. Computer

literacy. Good analytical, problems solving and planning skills. Thorough knowledge of PERSAL system. Good supervisory and interpersonal skills. Knowledge of Public Service Regulation, 2001, Public Service Act 1994, Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997, Labour Relation Act 66 of 1995 and other related prescripts of the Department of Education.

**DUTIES** : Manage and supervise the unit relating to General Condition of Service e.g. Housing, Medical, Resettlement, Injury on duty and Leave. Provide training and presentations to subordinates and employees. Compilation of weekly and monthly reports. Render an advisory service to the managers and other stakeholders. Identify and organise training within the district. Do approvals and authorizations on PERSAL

**ENQUIRIES** : Mr S Maine ☎ (058) 718 4813  
**APPLICATIONS** : The District Director: Thabo Mofutsanyana Education District Office, Private Bag X817, Witsieshoek, 9870

**POST 02/14** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: XHARIEP DISTRICT: REFERENCE NUMBER: 34/2007/2**

**SALARY** : R132 054 – 153 312 pa  
**CENTRE** : Long Term Trompsburg, Short Term Bloemfontein  
**REQUIREMENTS** : An appropriate three year degree/diploma or equivalent qualification obtained after Gr 12. Recommendation: Competent in the use of the logistical system (LOGIS). The post requires an official who can function under pressure, with high precision at all times and work within tight deadlines. Applicable experience; good verbal and written communication skills; Good administrative, organizational and general office management skills; Proficiency in MS Word and Excel (Computer Literacy); Good interpersonal relations and a valid driver's licence. Candidates will be required to pass a practical evaluation before being considered for an interview.

**DUTIES** : Management of the DALM Section in the district by overseeing: the writing of memos, payment of invoices, filing, store administration, deliveries from suppliers/warehouse, deliveries to schools, maintain registers as required by LOGIS, keep track of payments to service providers; Approval of log 1's; Manage Section 20 Schools' procurement needs; Training of district DALM staff; Other administrative duties as may be required.

**ENQUIRIES** : Ms P Raubenheimer ☎ (051) 4044718  
**APPLICATIONS** : Director: Xhariep District, Free State Department of Education, Private Bag X 20513 Bloemfontein 9300.

**POST 02/15** : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: INFRASTRUCTURE & PHYSICAL RESOURCE PLANING DIRECTORATE: REFERENCE NUMBER: 34/2007/3**

**SALARY** : R106 335 – 123 456 pa  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification or equivalent 3 year qualification as well as at least 2 years relevant experience. Recommendation: Highly competent in the following computer programmes: MS Word, Excel and PowerPoint. Good interpersonal relations and communication skills are important. Understanding the procurement process in Government, LOGIS experience.

**DUTIES** : Set up and maintain systems in the office of the Chief Director: Infrastructure & PRP. To ensure smooth flowing, monitoring, tracking and safekeeping of correspondence to and from the office. Handle the correspondence and refer others to appropriate components for action and follow-up on issues on behalf of the Chief Director, to ensure that matters are dealt with effectively. Manage the diary of the Chief Director, in consultation with the Secretary. Render administrative services to the office. Process Subsistence and Travel claims for the

Chief Director. Handle all accommodation, flight and travel arrangements for the CD. Maintain a leave register, payroll control and inventory control in the office of the CD. Typing of confidential letters and documents. Registration of all incoming and outgoing submissions. Other administrative matters as requested. Execute the functions of the Chief User Clerk (LOGIS system) to ensure that the provisioning and procurement needs of the office are met. Render secretarial services for the Chief Director by taking minutes in meetings, to ensure accurate record keeping of decisions.

**ENQUIRIES** : Mr KR Abrahams, ☎ (051) 404 9287  
**APPLICATIONS** : Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)

**POST 02/16** : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: EDUCATORS: PERSONNEL PROVISIONING SUB DIRECTORATE: REFERENCE NUMBER: 34/2007/4**  
 Section: Recruitment and Selection

**SALARY** : R106 335 – R123 456 pa  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognized three year Degree / National Diploma in Human Resource Management / Public Administration or equivalent qualification with a minimum of 3 years relevant experience. A valid driver's license since traveling is required. Recommendations: Strong interpersonal, communication, analytical and writing skills. Knowledge of the Employment of Educators Act, South African Schools Act, Personnel Administration Measures, ELRC/PSCBC Resolutions. Computer skills

**DUTIES** : The successful candidate will be responsible to: Administer HR policies regarding the selection and recruitment processes of educators to ensure effective and efficient service delivery. Conduct training on above policy issues, HR Acts, ELRC/PSCBC Resolutions, procedures and regulations. Investigate complaints regarding selection and recruitment processes. Develop, execute, monitor and co-ordinate HR related projects and policies for the selection and recruitment processes. Handle the selection and recruitment processes of educators. Co-ordinate, monitor, train and advice clients with regard to the selection, recruitment and appointment processes of educators.

**ENQUIRIES** : Ms HB Venter ☎ (051) 404 4217  
**APPLICATIONS** : Director HRM; Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)

**POST 02/17** : **CHIEF ACCOUNTING CLERK: THABO MOFUTSANYANA DISTRICT: REFERENCE NUMBER: 34/2007/5**

**SALARY** : R106 335 – 123 456 pa  
**CENTRE** : Phuthaditjhaba  
**REQUIREMENTS** : Grade 12 or equivalent plus 5 years experience in Finance. Computer literacy. Recommendation: Valid driver's licence (Code EB). Knowledge of Public Finance Management Act 1 of 1999 (29 as amended).

**DUTIES** : Ensure efficient management of District budget, co-ordination of budgetary inputs and financial reporting. Provide assistance to schools on budget compilation. Maintain commitment register for procurement purposes. Monitor all expenditures and compilation of expenditure reports. Facilitation of transfer payments to section 21 schools. Personnel training and supervision.

**ENQUIRIES** : Mr MA Mooko ☎ (058) 718 4752  
**APPLICATIONS** : The District Director: Thabo Mofutsanyana Education District Office, Private Bag X817, Witsieshoek, 9870

<b><u>POST 02/18</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: FEZILE DABI</u></b> <b><u>DISTRICT OFFICE: ASSET &amp; FLEET MANAGEMENT SECTION:</u></b> <b><u>REFERENCE NUMBER: 34/2007/6</u></b>
<b><u>SALARY</u></b>	:	R106 335 – 123 456 pa
<b><u>CENTRE</u></b>	:	Sasolburg
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualification (RVQ 13) and 5 years relevant experience. Recommendations: Knowledge of LOGIS system and Procurement Procedures. Certificate in fleet or asset management will be an added advantage.
<b><u>DUTIES</u></b>	:	Direct management, asset, book provisioning and fleet management section. Monitor book deliveries and distribution of books. Implement and maintain, retrieval of textbooks at schools. Prepare requisitions of textbooks and stationary on yearly basis and submit to Head Office. Manage and control of worn-out books at schools. Responsible for the compiling of a yearly stocktaking program and the approval thereof. Manage the updating of asset registers of all educational institutions. Responsible for training of stocktaking officials. Responsible for the disposal of all worn-out and obsolete items. Manage and control GG and subsidized vehicles. Monitor the expenditure of GG vehicles as per allocated funds. Compile needs analysis and advice management accordingly.
<b><u>ENQUIRIES</u></b>	:	Mr HP Jaars ☎ (016) 970 3313
<b><u>APPLICATIONS</u></b>	:	The Director , Fezile Dabi District Office, P. Bag X2007, SASOLBURG, 1947
<b><u>POST 02/19</u></b>	:	<b><u>CHIEF PROVISIONING ADMIN CLERK: DIRECTORATE: DEMAND,</u></b> <b><u>ACQUISITION AND LOGISTICS MANAGEMENT SUB-</u></b> <b><u>DIRECTORATE: LOGISTICS MANAGEMENT: REFERENCE</u></b> <b><u>NUMBER: 34/2007/7</u></b> Section: Accounting
<b><u>SALARY</u></b>	:	R106 335 – 123 456 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and 5 year LOGIS Accounting experience. Recommendations: LOGIS 1 course
<b><u>DUTIES</u></b>	:	Receive and list payment documentation from chief users. Verify all posting transactions and filing of vouchers. Follow-up on outstanding receipts (open commitments). Weekly reports on incorrect payments. Supervising posting section
<b><u>ENQUIRIES</u></b>	:	Ms. A. Lichaba ☎ 051-4044013
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X 20565, Bloemfontein, 9300 (Selbourne Avenue 106, Katleho Building)
<b><u>POST 02/20</u></b>	:	<b><u>LIBRARIAN: ELITS &amp; LR SUB DIRECTORATE: E- EDUCATION</u></b> <b><u>DIRECTORATE: REFERENCE NUMBER: 34/2007/8</u></b> Section: Cataloguing, classification and procurement
<b><u>SALARY</u></b>	:	R85 362 – 99 108 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A recognised relevant qualification ( Degree or Diploma in Library and Information Science) Recommendations: Three years experience in cataloguing and classification. Knowledge of cataloguing tools ,i.e. AACR2, DDC 21, LC Subject Headings. Advanced computer literacy skills. Knowledge of Electronic Library and Information System, e.g. PALS. Competency in library skills (cataloguing, classification, DDC, indexing of Subject Headings and AACR2) management and administration of libraries, online information services, computerised library administration (PALS), planning and budgeting, problem solving skills. Willingness to work for long hours and under pressure as needs arise will serve as an additional recommendation. Experience in using different computer programmes viz: Microsoft Word and Excel



<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to support the schools towards establishing functioning school libraries or media centres through the following duties: Facilitate the process of acquiring learning resources for schools to support curriculum delivery. Catalogue and Classify acquired resources for schools according to set standards and guidelines. Assist with maintenance of the catalogue and control the quality of catalogue records. Ensure that the stock acquired by the Provincial Office is processed to support the schools in ensuring the effective and easy retrieval of materials as well as effective stock control. Ensure that the stock is delivered to schools in time to support curriculum delivery. Liaise with publishers, districts and the Media Learning Facilitators at all times to keep them abreast with latest developments regarding the implementation of the curriculum and the implications of this to learning resources.
<b><u>ENQUIRIES</u></b>	:	Ms Z Gxwati ☎ (051) 447 3411
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)
<b><u>POST 02/21</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR: HRM: EDUCATORS DIRECTORATE: REFERENCE: 34/2007/19</u></b>
<b><u>SALARY</u></b>	:	R58 290 – 67 668
<b><u>CENTRE</u></b>	:	Bloemfontein.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Recommendations: Computer Literacy. Applicable experience. Good verbal and written communication skills. Good administrative, organisational and general office management skills. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Co-ordinate and provide general administrative support for all operational activities in the Directorate. Collect, compile and maintain information material pertaining the Directorate. Facilitate effective administrative functioning of the directorate and provide support to staff in the co-ordinating thereof. Liaise and maintain good working relations with all stakeholders and units within the Directorate. Deal with requests, letters and enquiries as well as document management. Receive and scrutinize documentation received from the different units and co-ordinate the monthly progress reports for each Sub-Directorate. Other administrative duties as may be required.
<b><u>ENQUIRIES</u></b>	:	Mr JP Joubert ☎ (051) 404 4288
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (Selborne Ave. 106, Katleho Building)
<b><u>POST 02/22</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: GENERAL CONDITIONS OF SERVICE: EDUCATORS: REFERENCE NUMBER: 34/2007/9</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Recommendation: Computer Literacy. Good communication skills and Interpersonal Relations. Good writing skills. Knowledge of Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997
<b><u>DUTIES</u></b>	:	Processing of housing loans applications and related matters. Implementation of State Guarantees on PERSAL. Medical Administration, Injury on duty, Long Service recognition, Resettlement, reporting and completion of submissions.
<b><u>ENQUIRIES</u></b>	:	TD Lekgetho ☎ (051- 404 4236)
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)

<b><u>POST 02/23</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: HRM: EDUCATORS (2 Posts):</u></b> <b><u>REFERENCE NUMBER: 34/2007/10</u></b> Section: Personnel Provisioning
<b><u>SALARY</u></b>	:	R58 290 – 67 668 p.a.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Recommendations: Computer literacy. Knowledge of the PAM; Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997. Appropriate experience. Good communication and interpersonal relations. Good writing skills
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to: Administer HR policies regarding relating to the selection and recruitment processes of Educators, to ensure effective and efficient service delivery. Conduct training on above policy issues to ensure uniform application. Investigate complaints regarding selection and recruitment processes regarding appointment of Educators. Execute, monitor and co-ordinate HR related projects for the selection and recruitment processes of Educators. Handle the selection and recruitment processes of Office – Based Educators. Co-ordinate, monitor, train and advice clients with regard to the selection and recruitment processes of Educators (advertising, sifting, short-listing, Interviews, etc.)
<b><u>ENQUIRIES</u></b>	:	Ms HB Venter ☎ (051) 404 4217
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)
<b><u>POST 02/24</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE:</u></b> <b><u>HOUSING AND MEDICAL SECTION: LEJWELEPUTSWA OFFICE:</u></b> <b><u>REFERENCE NUMBER: 34/2007/11</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668
<b><u>CENTRE</u></b>	:	Welkom
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Drivers Licence. Recommendation: Computer Literacy. Knowledge of the PAM; Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997, Public Service Act and regulations and CORE.
<b><u>DUTIES</u></b>	:	Processing of State Guarantee applications, terminations. Auditing and folioing for State guarantee files and the implementation of housing allowances. Implementation of medical applications and terminations of medical. Report writing.
<b><u>ENQUIRIES</u></b>	:	Mr LL Sass ☎ (057) 353 2901
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)
<b><u>POST 02/25</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: POST PROVISIONING:</u></b> <b><u>LEJWELEPUTSWA OFFICE: REFERENCE NUMBER: 34/2007/12</u></b>
<b><u>SALARY</u></b>	:	R58 290 – 67 668 pa
<b><u>CENTRE</u></b>	:	Welkom
<b><u>REQUIREMENTS</u></b>	:	Grade12 or equivalent qualification. Drivers Licence. Recommendations: Computer Literacy. Good verbal communication skills and good interpersonal relations will be added advantage. Knowledge of the PAM; Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997, Public Service Act and regulations and CORE.
<b><u>DUTIES</u></b>	:	Administer and implement: Appointments, Recognition of Higher Qualifications, Amend Basic Personal Information, Termination of Service, Payment of Pro rata Bonus & Allowances.
<b><u>ENQUIRIES</u></b>	:	Mr LL Sass ☎ (057)353 2901
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300.

<b><u>POST 02/26</u></b>	:	<b><u>HUMAN RESOURCE OFFICER: LEJWELEPUTSWA DISTRICT OFFICE: LEAVE SECTION: REFERENCE NUMBER: 34/2007/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R58 290 – 67 668 pa Welkom Grade 12 or equivalent qualification. Recommendation: Computer Literacy. Drivers License. Knowledge of the PAM; Employment of Educators Act 76 of 1998, Basic Conditions of Employment Act 75 of 1997, Public Service Act and regulations and CORE.
<b><u>DUTIES</u></b>	:	Processing of Leave forms and calculation of Leave Gratuities. Incapacity leave. Implement leave form on the PERSAL system. Report writing
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr LL Sass 📞 (057) 353 2901 Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300.
<b><u>POST 02/27</u></b>	:	<b><u>ACCOUNTING CLERK: LEJWELEPUTSWA DISTRICT PAYMENTS SECTION (3 POSTS): REFERENCE NUMBER: 34/2007/14</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Welkom Grade 12 Certificate or equivalent qualification and a valid driver's. Computer Literacy (Ms-Word and Ms-Excel) Recommendations: Sound analytical, statistical and problem-solving skills. Good communication skills. Understanding PFMA.
<b><u>DUTIES</u></b>	:	Compile and capture Water and Electricity Payments on BAS. Responsible for all telephone accounts' payment of schools. Filing and Record keeping for all payments.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L E Moeketsane 📞 (057) 353 2901 Director: Lejweleputswa District, Private Bag X30 Welkom 9460
<b><u>POST 02/28</u></b>	:	<b><u>ACCOUNTING CLERK: LEJWELEPUTSWA DISTRICT PAYROLL AND S &amp; T CLAIMS SECTION (2 POSTS): REFERENCE NUMBER 34/2007/15</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Lejweleputswa District Grade 12 Certificate or equivalent qualification and Valid Drivers Licence, Computer Literacy (Ms-Word and Ms-Excel) Recommendations: Sound analytical, statistical and problem-solving skills. Good communication skills. Understanding PFMA.
<b><u>DUTIES</u></b>	:	Collection of Pay sheets from Head Office and distribute them to Schools. Compile monthly reports of returned pay sheets and follow up outstanding from schools. Attend to queries Regarding the salaries. Compilation of subsistence and travelling allowance and Advance Claims.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L E Moeketsane 📞 (057) 353 2901 Director: Lejweleputswa District, Private Bag X30 Welkom 9460
<b><u>POST 02/29</u></b>	:	<b><u>ACCOUNTING CLERK: LEJWELEPUTSWA DISTRICT BUDGET SECTION: REFERENCE NUMBER 34/2007/16</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Lejweleputswa District Grade 12 Certificate or equivalent qualification and a valid driver's licence. Computer Literacy (Ms-Word and Ms-Excel) Recommendations: Sound analytical, statistical and problem-solving skills. Good communication skills. Understanding of PFMA.
<b><u>DUTIES</u></b>	:	Assist the schools with the budget administration. Compile commitment register and expenditure. Level report on monthly basis. Filing and record keeping.
<b><u>ENQUIRIES</u></b>	:	Ms L E Moeketsane 📞 (057) 353 2901

<b><u>APPLICATIONS</u></b>	:	The Director: Lejweleputswa District Office, Private Bag X 30 WELKOM 9460
<b><u>POST 02/30</u></b>	:	<b><u>ADMIN CLERK: LEJWELEPUTSWA DISTRICT OFFICE: LEARNER SUPPORT SUB DIRECTORATE: REFERENCE NUMBER: 34/2007/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Welkom Grade 12 or equivalent qualification. Computer Literacy. Valid driver's licence. Recommendations: Good communication skills. Good interpersonal relations. Self motivated. Be prepared to travel extensively.
<b><u>DUTIES</u></b>	:	Monitor learner support programs at school level. Handle all matters related to deliveries and status of food and equipment. Verification of invoices and orders. Record keeping of documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MG Masiu ☎ (057) 353 2901 The District Director, Private Bag X30, Welkom, 9460
<b><u>POST 02/31</u></b>	:	<b><u>ADMINISTRATION CLERK: LEJWELEPUTSWA EDUCATION RESOURCE CENTRE: REFERENCE NUMBER: 34/2007/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Welkom Grade 12 or equivalent qualification. A valid code 08 driver's licence. Good communication skills, coupled with sound knowledge of Windows. Excellent administrative, organizational and general office management skills. Good inter-personal skills. Recommendations: Knowledge of Logis Understanding of PFMA. Sound analytical and problem – solving skills. Ability to work under pressure. Experience in ICT applications, as well as good communication and collaboration skills. Good report writing skills.
<b><u>DUTIES</u></b>	:	Communication with internal and external stakeholders on a regular basis. Obtaining quotations for procurement processes. Completion and capturing of memos on the logis system. Process payments. Filing and proper recordkeeping. Follow-up outstanding invoices and orders. Keep tracks of contracts and keeping up to date with changes. General office administration i.e. Filing, photocopying, faxing and telephone accounts. Transport (government and subsidised) Subsistence and travel claims.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N.P. Cele ☎ (057) 916 7350 The Director Department of Education, Private Bag X 30 Welkom 9460
<b><u>POST 02/32</u></b>	:	<b><u>ADMIN CLERK: EXAMINATIONS AND ASSESSMENT: REFERENCE NUMBER: 34/2007/20</u></b> Directorate Examinations and Assessment
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R49 665 – 57 663 pa Bloemfontein Senior Certificate or equivalent qualification. Recommendations: Sound computing skills. Good interpersonal relations. Good communication skills will be added advantage
<b><u>DUTIES</u></b>	:	Handling of data on computer system. Communication with internal and external stakeholders. Perform general routine administrative duties. Render support services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. P Jafta, ☎ 051 404 8318 Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)

<b><u>POST 02/33</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK: ASSET AND FLEET MANAGEMENT SUPPORT SERVICES DIRECTORATE: REFERENCE NUMBER: 34/2007/21</u></b>
<b><u>SALARY</u></b>	:	R49 665 – R57 663 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent certificate plus 1 year relevant experience. Recommendations: Experience in the administration of government-owned vehicles. Computer literacy.
<b><u>DUTIES</u></b>	:	Keep up-to- date vehicle inventory and full vehicle records. Plan maintenance timetable. Pre- and post trip inspections. Log sheets administration. Accidents administration. Co-ordinate replacement of old vehicles with the Government Garage. Allocation of vehicles to directorates. Liaise with Government Garage on vehicles needs.
<b><u>ENQUIRIES</u></b>	:	Mr M Phoko, ☎ (051) 448 6216
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (Selborne Avenue 106, Katleho Building)
<b><u>POST 02/34</u></b>	:	<b><u>ADMINISTRATION CLERK: XHARIEP DISTRICT: REFERENCE NUMBER: 34/2007/22</u></b> Section: Education Resource Centre
<b><u>SALARY</u></b>	:	R49 665 – R57 663 pa
<b><u>CENTRE</u></b>	:	Koffiefontein
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification. Good communication skills, coupled with sound knowledge of Windows Operating Systems and MS Packages. Excellent administrative organizational and general office management skills. A valid code 8 driver's licence is essential . Good inter-personal skills. Recommendations: Knowledge of Logis systems. A sound knowledge of transformational issues and capacity building processes in administration, including Batho Pele principles. Good analytical and report writing skills.
<b><u>DUTIES</u></b>	:	Communication with internal and external stakeholders. The Logis system and all procurement issues. General office administration, including faxing, photocopying, filing and telephone accounts. General office assistance when needed. Transport (government and subsidized) Subsistence and travel claims. Request quotations, compiling of memos, Capturing memos on Logis and filing of 0-9 files.
<b><u>ENQUIRIES</u></b>	:	Mr TB Mokoena ☎ (053) 205 9700/5
<b><u>APPLICATIONS</u></b>	:	Director: Xhariep District, Department of Education, Private bag x 20513, Bloemfontein, 9300 (Tshebedisano Building)
<b><u>POST 02/35</u></b>	:	<b><u>PROVISIONING ADMIN CLERK (2 POSTS): DIRECTORATE: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT: SUB-DIRECTORATE: LOGISTICS MANAGEMENT: REFERENCE NUMBER: 34/2007/23</u></b> Section: Accounting
<b><u>SALARY</u></b>	:	R49 665 – 57 663 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification
<b><u>DUTIES</u></b>	:	Capturing of receipt and issue vouchers on LOGIS system Capturing of invoices. Checking of payment documentation. Processing of payments to suppliers. Filing of documentation Correspondence with Chief Users.
<b><u>ENQUIRIES</u></b>	:	Ms.A de Bruin ☎ 051-404 4009
<b><u>APPLICATIONS</u></b>	:	Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)

<b><u>POST 02/36</u></b>	:	<b><u>PROVISIONING ADMIN CLERK: DIRECTORATE: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT: SUB-DIRECTORATE: LOGISTICS MANAGEMENT: REFERENCE NUMBER: 34/2007/24</u></b> Section: Accounting
<b><u>SALARY CENTRE REQUIREMENTS DUTIES</u></b>	:	R49 665 – 57 663 pa Bloemfontein Grade 12 or equivalent qualification. Valid driver's license Do inspections with all 62 chief users of the Department on LOGIS procedures. (Needs to travel to towns in the FS Province) Compile inspection reports. Checking of LOGIS documentation. Filing of documentation. Correspondence with Chief Users.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A de Bruin ☎ 051-4044009 Director HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300. (Selborne Ave. 106, Katleho Building)
<b><u>POST 02/37</u></b>	:	<b><u>PROVISIONING ADMIN CLERK: DIRECTORATE: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT: SUB-DIRECTORATE: LOGISTICS MANAGEMENT: REFERENCE NUMBER: 34/2007/25</u></b> Section: Warehouse
<b><u>SALARY CENTRE REQUIREMENTS DUTIES</u></b>	:	R49 665 – R57 663 pa Bloemfontein Grade 12 or equivalent qualification, valid driver's license Store keeping. Responsible for the safekeeping of stock and warehouse keys and to maintain bins. Receive stock from transit-in and update relevant records. Issue stock on receipt of issue voucher. Control stock on hand to ensure it is a true reflection of stock according to system. Verifies quality, quantity and correctness of items received and issued. Issue items and signs/ forwards issue documentation. Do quarterly stock counts. Compare stock on bin cards and stock on system. Report stock discrepancies. Report disposable stock Processing of information on the LOGIS system
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. Lichaba ☎ (051) 404 4001 Director HRM: Public Servants, Department of Education, Private Bag X 20565, Bloemfontein, 9300 (Selbourne Avenue 106, Katleho Building)
<b><u>POST 02/38</u></b>	:	<b><u>ADMIN CLERK: (2 POSTS): DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT DIRECTORATE: REFERENCE NUMBER: 34/2007/26</u></b> Section: Book Provisioning
<b><u>SALARY CENTRE REQUIREMENTS DUTIES</u></b>	:	R49 665 – R57 663 pa Bloemfontein Grade 12 or equivalent qualification. Recommendations: Computer Literacy (MS Word and EXCEL), knowledge of BAS and LOGIS Will be an added recommendation. Send and receive Learner and Teachers Support Material (LTSM) requisition from districts. Check book requisition for corrections. Capture requisitions on LOGIS and EMIS. Receive and capture invoices on EMIS. Prepare payments for processing on LOGIS. Update supplier files.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MS Moloi ☎ (051) 404 4078 Director: HRM: Public Servants, Department of Education, Private Bag X 20565, Bloemfontein, 9300 (Katleho Building, Selbourne Drive)

<b><u>POST 02/39</u></b>	:	<b><u>ADMINISTRATIVE CLERK (3 POSTS): DIRECTORATE: E-EDUCATION: REFERENCE NUMBER: 34/2007/27</u></b> Section: Information Technology
<b><u>SALARY</u></b>	:	R49 665 – R57 663 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification.
<b><u>DUTIES</u></b>	:	Obtaining quotations for procurement purposes. Capturing of memos on the LOGIS System. Updating a Procurement database. Performing other general administration duties. Recommendations: Knowledge of and experience in using the LOGIS System. Working knowledge of Microsoft Office software including MS Access. Exposure to general office practices. A valid driver's license will be an added advantage
<b><u>ENQUIRIES</u></b>	:	Dr F J Wilkinson ☎ (051)404 8414
<b><u>APPLICATIONS</u></b>	:	Director: HRM: Public Servants, Private Bag X 20565, BLOEMFONTEIN (Katlheho Building, 106 Selborne Ave)
<b><u>NOTE</u></b>	:	Candidates will be required to pass a practical evaluation before being considered for an interview.
<b><u>POST 02/40</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE CLERK: XHARIEP DISTRICT: REFERENCE NUMBER: 34/2007/28</u></b>
<b><u>SALARY</u></b>	:	R49 665 – R57 663 pa
<b><u>CENTRE</u></b>	:	Short Term: Bloemfontein, Long Term: Trompsburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualifications and Computer Literacy. Recommendations: Applicable experience; Good verbal and written communication skills; Good administrative, organizational and general office management skills; Good interpersonal relations; valid driver's license; willingness to learn; experience in office environment.
<b><u>DUTIES</u></b>	:	Writing of memos; Payment of invoices; Filing; Store Administration; Maintain registers; Keep track of payments to service providers.
<b><u>ENQUIRIES</u></b>	:	P Raubenheimer ☎ (051) 404 4718.
<b><u>APPLICATIONS</u></b>	:	Director: Xhariep District, Free State Department of Education, Private Bag X20513, Bloemfontein, 9300
<b><u>NOTE</u></b>	:	Candidates will be required to pass a practical evaluation before being considered for an interview.
<b><u>POST 02/41</u></b>	:	<b><u>TELECOM OPERATOR: XHARIEP DISTRICT: REFERENCE NUMBER: 34/2007/29</u></b>
<b><u>SALARY</u></b>	:	R49 665 – R57 663 pa
<b><u>CENTRE</u></b>	:	Short Term: Bloemfontein, Long Term: Trompsburg.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualifications Recommendations: Good interpersonal and communication skills. Must be able to communicate in and understanding of Afrikaans and English. Computer Literacy. Experience in operating a switchboard.
<b><u>DUTIES</u></b>	:	Management of switchboard, incoming and outgoing calls, Management of telephone accounts, recording of messages and Management of Fax Machines.
<b><u>ENQUIRIES</u></b>	:	Mr AT Molatole ☎ (051) 404 4834
<b><u>APPLICATIONS</u></b>	:	Director: Xhariep District, Free State Department of Education, Private Bag X20513, Bloemfontein, 9300
<b><u>POST 02/42</u></b>	:	<b><u>REGISTRY CLERK: XHARIEP DISTRICT OFFICE: REFERENCE NUMBER: 34/2007/30</u></b>
<b><u>SALARY</u></b>	:	R49 665 – R57 663 pa
<b><u>CENTRE</u></b>	:	Bloemfontein: Short term: Bloemfontein Long term: Trompsburg.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Recommendations: A valid driver's license and computer knowledge. Ability and knowledge of effective customer service. Ability to handle confidential documents.

<b><u>DUTIES</u></b>	:	Opening of all post. Draw files and book out in Register. Receive files and book them back in Register. Handle all files and documents according to registry procedures. File documents. Manage pending system. Keep register of all files on route. Do follow-ups on route register. Trace missing files. Keep registers and shelves neat. Draw personnel record cards and update such records. Help with duties of person on leave. Control and manage franking machine. Handle and manage incoming and outgoing post/post register. Handle distribution of post /documents to relevant officials. Handle and manage personal files of all District officials.
<b><u>ENQUIRIES</u></b>	:	Mr AT Molatole, ☎ (051) 4044834
<b><u>APPLICATIONS</u></b>	:	The Director: Xhariep District, Private Bag X20513, Bloemfontein, 9300.
<b><u>POST 02/43</u></b>	:	<b><u>GENERAL ASSISTANT: ASSET &amp; FLEET MANAGEMENT &amp; SUPPORT SERVICES DIRECTORATE: REFERENCE NUMBER: 34/2007/31</u></b>
<b><u>SALARY</u></b>	:	R38 610 - 43 062 pa
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Junior certificate or equivalent qualification Valid code EB and code 10 driver's license. Recommendations: Knowledge and experience with regard to the erecting of structures. Knowledge and experience with regard to laying of foundations.
<b><u>DUTIES</u></b>	:	Laying of foundations. Erection of structures. Assist with the moving of officials to different buildings/offices. Packing/sorting of LTSM/furniture/equipment with regard to disposal of assets.
<b><u>ENQUIRIES</u></b>	:	Ms G de Wet ☎ (051) 448 6825
<b><u>APPLICATIONS</u></b>	:	Director: HRM: Public Servants, Department of Education, Private Bag X 20565, Bloemfontein, 9300 (Katlheho Building, Selbourne Drive)
<b><u>POST 02/44</u></b>	:	<b><u>DRIVER/MESSENGER: LEJWELEPUTSWA DISTRICT OFFICE: REFERENCE NUMBER: 34/2007/32</u></b>
<b><u>SALARY</u></b>	:	R38 610 – 43 062 pa
<b><u>CENTRE</u></b>	:	Welkom
<b><u>REQUIREMENTS</u></b>	:	ABET or Equivalent qualification and a valid code Code 14 drivers license
<b><u>DUTIES</u></b>	:	Maintain effective route for delivery of mail and articles between sections, registry office and service points (Satellite Offices) and Head Office.
<b><u>ENQUIRIES</u></b>	:	Ms L Motitimi, ☎ (057) 353 2901
<b><u>APPLICATIONS</u></b>	:	The Director, Lejweleputswa District Office, Private Bag X30 Welkom, 9460
<b><u>POST 02/45</u></b>	:	<b><u>CLEANER: THABO MOFUTSANYANA DISTRICT OFFICE REFERENCE NUMBER: 34/2007/33</u></b>
<b><u>SALARY</u></b>	:	R38 610 – 43 062 pa
<b><u>CENTRE</u></b>	:	Phuthaditjhaba
<b><u>REQUIREMENTS</u></b>	:	ABET 4 or equivalent qualification. Recommendation: A self motivated person with good handyman skills.
<b><u>DUTIES</u></b>	:	Provide cleaning services outside and inside the District building, responsible for the cleaning of windows and floors, responsible for the movement of office furniture and equipment when necessary, operate cleaning machines and basic maintenance thereof, responsible for the cleaning of toilets each day, placement of toiletries in toilets, wash and polish corridors and conference hall, request cleaning material in advance, clean the water cooler and make sure that there is sufficient water at all times and assist with off loading and loading of goods.
<b><u>ENQUIRIES</u></b>	:	Mr TB Tau ☎ 058 718 4750



**APPLICATIONS**

: The District Director: Thabo Mofutsanyana Education District Office,  
Private Bag X817, Witsieshoek, 9870

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

**POST 02/46** : **CHIEF DIRECTOR (HOSPITAL SERVICES) REF NO: 70048102**  
Chief Directorate: Hospital Services  
5 year performance based contract

**SALARY** : R635 874 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs)

**CENTRE REQUIREMENTS** : Central Office, Johannesburg  
A recognized postgraduate tertiary qualification, backed by extensive experience & delivery track record. Extensive experience in leading/ managing hospital services. Good understanding of health sector & hospital services. Strategic management competency & ability to work independently. Good people management skills & ability to develop relationships across diverse & many groups of stakeholders, including universities. Driver's licence.

**DUTIES** : Facilitate & ensure an overall system & process for strategic planning, monitoring, implementation & review of delivery against strategic objectives for hospital services. Performance management of central hospital Chief Executive Officers on key health & services priorities. Drive modernization of tertiary services & service plan implementation. Implement creative models for hospital transformation. Ensure equity of access to higher specialized hospital services. Achieve excellence within Gauteng hospital system, comparable to world standards. Oversee hospital policy & systems development, human resources & financial management.

**ENQUIRIES** : Dr. A. Rahman, Tel No: (011) 355 – 3858/3849  
**CLOSING DATE** : 25 January 2008

**OTHER POSTS**

**POST 02/47** : **DEPUTY DIRECTOR: PLANNING AND CO-ORDINATION REF NO: 70048103**  
Multi-sectoral AIDS Unit

**SALARY** : R369 000 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs)

**CENTRE REQUIREMENTS** : Central Office, Johannesburg  
Degree with post graduate training in relevant field. Expertise in planning, project and contract management (3 years). Good conceptual and writing skills. Experience in government administration (3 years). AIDS experience is recommended.

**DUTIES** : Write annual provincial programme plan, budget and report (outputs, expenditure, outcomes). Manage large contracts (write contracts, collate reports, monitor according to government systems). Co-ordinate multi-sectoral implementation in Gauteng province (government, civil society

and NGOs). Produce and distribute information and documentation. Facilitate strategic planning and programme reviews. Develop expertise in effective programme implementation  
 : Dr. Liz Floyd, Tel No: 082 372 0552  
 : 25 January 2008

**ENQUIRIES**  
**CLOSING DATE**

**POST 02/48** : **DEPUTY DIRECTOR: PROJECT SUPPORT REF NO: 70048104**  
 Multi-sectoral AIDS Unit

**SALARY** : R369 000 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs).

**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Degree with post graduate training in health or social sciences. Expertise in project management (3 years). Expertise in NGO or community development projects (3 years). Government administration (2 years). AIDS experience is recommended.

**DUTIES** : Manage NGO programme of R20 million. Develop the community response to HIV and AIDS for over 10 sectors. Lead implementation of peer education for special risk settings in Gauteng province. Manage contracts and staff. Produce plans, budgets, reports and reviews of programmes. Develop technical expertise of stakeholders. Support the Gauteng AIDS Council. Support the Municipal AIDS response.

**ENQUIRIES** : Dr. Liz Floyd, Tel No: 082 372 0552  
**CLOSING DATE** : 25 January 2008

**POST 02/49** : **DEPUTY DIRECTOR: RESEARCH REF NO: 70048105**  
 Multi-sectoral AIDS Unit

**SALARY** : R369 000 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs).

**CENTRE** : Central Office  
**REQUIREMENTS** : Masters degree in Health or Social Sciences. Expertise in research (4 years). Expertise in monitoring and evaluation (2 years). Experience in project management (2 years). AIDS experience is recommended.

**DUTIES** : Commission large surveys and programme evaluation. Manage large research contracts. Develop expertise in behavior change methods. Lead monitoring and evaluation of psycho-social interventions for HIV and AIDS. Support monitoring and evaluation system. Measure programme outcomes.

**ENQUIRIES** : Dr. Francis Akpan, Tel No: (011) 355 - 3242  
**CLOSING DATE** : 25 January 2008

**POST 02/50** : **DEPUTY DIRECTOR: AIDS MEDIA CAMPAIGN REF NO: 70048106**  
 Multi-sectoral AIDS Unit

**SALARY** : R369 000 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs).

**CENTRE** : Central Office  
**REQUIREMENTS** : Degree with post graduate training in communication or education. Expertise in communication (3 years). Expertise in project management (3 years). AIDS expertise is recommended.

**DUTIES** : Manage the multi-sectoral media campaign for AIDS in Gauteng. Commission and manage large media contracts (adverts, print, production, supplies). Develop annual strategy, plan, budget, report and review of media campaign with consultation. Support civil society, education programmes and departments. Collaborate with media agencies and role-models. Produce relevant materials: small media, reports, DVDs, website, directory, photographs, etc. Manage staff, contracts, supplies and campaigns.

**ENQUIRIES** : Dr. Liz Floyd, Tel No: 082 372 0552  
**CLOSING DATE** : 25 January 2008

<b><u>POST 02/51</u></b>	:	<b><u>DENTAL PRACTITIONER REF NO: 70048126</u></b> Directorate: Central Wits (Region A)
<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Wits Dental Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the HPCSA as a Dentist. Five years experience. Recommendation: Experience in teaching and training of under-graduate students.
<b><u>DUTIES</u></b>	:	The examination of patients with oral medical or periodontal diseases, disorders or anomalies. Patient management with preventive, therapeutic and curative measures. Promotion, restoration and maintenance of oral health as part of the overall health of their patients and community. Teaching of under-graduate students. Perform administrative duties related to the above areas.
<b><u>ENQUIRIES</u></b>	:	Prof J.C. Petit, Tel No: (011) 488 - 4887
<b><u>CLOSING DATE</u></b>	:	25 January 2008
<b><u>POST 02/52</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REF NO.70048022</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R286 203 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB. Registration with HPCSA.
<b><u>DUTIES</u></b>	:	Provide a comprehensive and holistic clinical services to Output Patient Department and Casualty. Able to do audit in O.P.D. Supervise junior doctors, participate in clinical and management meetings, C.P.D activities, comply with policies and protocol of the institution. Able to perform minor surgery procedures. Render fixed overtime duties.
<b><u>ENQUIRIES</u></b>	:	Dr. I.Kabale, Tel (011)681-2018
<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/53</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REF NO.70048015</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R286 203 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB. Registration with HPCSA. Appropriate experience in Internal Medical. Adequate knowledge, experience and skills to manage critical ill patients.
<b><u>DUTIES</u></b>	:	Provide a comprehensive and holistic clinical services to Out Patient Department and casualty. Able to do audit in O.P.D. Supervise junior, doctors, participate in clinical and management meeting, C.P.D. activities, comply with policies and Protocol of the institution. Able to minor surgery Procedure. Render fixed overtime duties.
<b><u>ENQUIRIES</u></b>	:	Dr.I.Kabele, Tel (011) 681-2018
<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/54</u></b>	:	<b><u>SENIOR MEDICAL OFFICER IN THE DEPARTMENT OF PAEDIATRICS REF NO: 70048151</u></b> Directorate: Paediatrics
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MB ChB, plus registrable specialist qualification in paediatrics. Must be prepared to undergo training in paediatric gastroenterology
<b><u>DUTIES</u></b>	:	Clinical service and patient care in paediatric gastroenterology, teaching and research. This is a term appointment for 2 years.
<b><u>ENQUIRIES</u></b>	:	Prof. D.F. Wittenberg, Tel No: (012) 354-5277
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	28 January 2008

<b><u>POST 02/55</u></b>	:	<b><u>MIDDLE MANAGER: FINANCE AND PROCUREMENT REF NO: 70048127</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Cullinan Care And Rehabilitation
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate degree or diploma. Minimum five (5) years experience in Supply Chain, Asset, Facilities and Financial Management. Knowledge of SAP, PFMA, PPPFA, Treasury Regulations and Supply Chain Management. Management and Leadership skills. Computer literacy. Knowledge of the departmental procurement and tendering processes.
<b><u>DUTIES</u></b>	:	Management of revenue collection. Procurement, stock taking and inventory control. Budget and Financial management. Ensure sound Financial management systems, financial planning in line with MTEF, effective financial control and budget monitoring of Procurement systems and stores management. Manage the petty cash and control the suspense account. Management and development of all procurement and finance staff. Liaise with GSSC and end users to resolve queries and problems. Verify and submit monthly reports to the CEO.
<b><u>ENQUIRIES</u></b>	:	Mr J Ngcobo, Tel (012) 734-7004
<b><u>CLOSING DATE</u></b>	:	01 February 2008
<b><u>POST 02/56</u></b>	:	<b><u>SENIOR PHARMACIST REF NO.70048017</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R144 426 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	B.Pharm./equivalent accredited qualifications as a Pharmacist. Registration with S.A. Pharmacy Council. Knowledge of National and Provincial Health Policies and Pharmaceutical Legislation. Good communication and good interpersonal skills. Computer Literacy. Cope with pressure and high volume of work.
<b><u>DUTIES</u></b>	:	Provision of health information. To ensure proper surveillance of medication, procurement and consumption of medicines at the Hospital. Exercise ordering of medicine and controlling budget, good pharmacy practice norms and standards. Quality assurance. Flexibility in staff rotation. Participate in research with regards to pharmacy services. Adhere to policies and procedures (Batho-Pele Principles).
<b><u>ENQUIRIES</u></b>	:	Mr.J.Tshimbalanga, Tel (011)681-2057
<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/57</u></b>	:	<b><u>SENIOR ADMIN OFFICER (LABOUR RELATION) REF NO. 70048018</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or post matric qualifications will be advantageous. Two years experience in the handling of Labour Relation issues. Verbal and written communication and report writing skills.
<b><u>DUTIES</u></b>	:	Ensure a healthy labour relations climate. Facilitate and handle disciplinary and grievance cases. Manage disputes and resolution processes. Provide training on labour relations and equity issues to all employees. Participate in negotiations with employee organisation. Arrange bi and multi lateral meeting and record proceedings. Administration duties pertaining to all labour management function, ie, .correspondence, enquires report .Knowledge of legislations, policies and ACTs on labour management Advice management on labour matters. Ability to work independently as well as in a team. Develop and maintain labour relations policies.
<b><u>ENQUIRIES</u></b>	:	Mrs.S. Lebeko (011) 681-2009

<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/58</u></b>	:	<b><u>FOOD SERVICE MANAGER REF NO.70048023</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	3 years National Diploma in Food Services Management. Excellent communication skills, organizational and interpersonal skills, computer literacy. Experience in a hospital food service unit will be an advantage.
<b><u>DUTIES</u></b>	:	Exercise direct control and supervise workers. Plan menus and recipes for normal diet. Do ordering of perishable and non-perishable supplies and control receiving, storage and issuing thereof. Ensure that production, portioning, distributing and serving of meals are done according to the guidelines. Apply quality control measures, give input in the planning of food service budget and apply cost effective measures (PFMA). Monitor maintenance of equipment, do inventory and monitor condemning. Ensure that safe and healthy systems of work are maintained. Assist with management of staff evaluation, plan and implement staff development and train students.
<b><u>ENQUIRIES</u></b>	:	Ms. S.Lebeko, Tel (011)681-2000
<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/59</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REF NO.70048021</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R85 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Tertiary Bachelors degree in Occupational Therapy. Registration with HPCSA as an Occupational Therapist. Computer literacy and Good communication skills. Appropriate experience.
<b><u>DUTIES</u></b>	:	Render an Occupational Therapy service in a physical, psychiatric area of work incorporating group and individual therapy. Participate in continuous professional development and quality assurance of self and department. Supervision of students and contribute towards related training activities. Work with-disciplinary team. Knowledge of PDMS.
<b><u>ENQUIRIES</u></b>	:	Ms. Lauren Sourgen, Tel (011)681-2009
<b><u>CLOSING DATE</u></b>	:	31 January 2008
<b><u>POST 02/60</u></b>	:	<b><u>SECRETARY (OFFICE OF THE CHIEF EXECUTIVE OFFICER) REF NO.70048020</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R64 143 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/12 or equivalent, Secretarial Diploma, Computer Literate (power point, MS Word, MS Excel) Communication skills, verbal and written. Office management skills, ability to think fast and creative, planning skills.
<b><u>DUTIES</u></b>	:	Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement, distribute notice of meetings and agenda: take, prepare and disseminate minutes. Provide administrative support, update and safe-keeping all records, office provisioning, manage telecommunications system, receive correspondence (hard and electronic) interpret, redirect and maintain internal filing system. Order stationery, miscellaneous items and other labour saving device. Perform all general secretarial duties that will be assigned to her/him. Be prepared to work long hours if there is a need. Keep the CEO's diary.
<b><u>ENQUIRIES</u></b>	:	Ms. S.Lebeko, Tel (011)681-2009
<b><u>CLOSING DATE</u></b>	:	31 January 2008

<b><u>POST 02/61</u></b>	:	<b><u>GROUNDSMAN REF NO.70048016</u></b> Directorate: Region A
<b><u>SALARY</u></b>	:	R40 227 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	South Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet Level 1 to 3. Good verbal and written communication skills. Healthy and physically strong person. Be prepared to work extra hours if there is a need.
<b><u>DUTIES</u></b>	:	Keep grounds and garden neat and tidy at all time. Cleaning services at Nurses Home. Seal and remove full containers of medical waste and replace them with new containers. Assist in moving furniture when there is a need.
<b><u>ENQUIRIES</u></b>	:	Mrs S Lebeko, Tel (011)681-2009
<b><u>CLOSING DATE</u></b>	:	31 January 2008

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**CLOSING DATE** : 1 February 2008  
**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 02/62** : **SENIOR CLINICAL PSYCHOLOGIST/LECTURER**  
 (Associated Psychiatric Hospitals)

**SALARY** : R 196 815 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

**CENTRE** : Lentegour Hospital, Mitchell's Plain  
**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and postgraduate teaching in the health sciences. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Advanced experience or a tertiary qualification in Neuropsychology. Experience or interest in child and adolescent psychology.

**DUTIES** : Develop and manage the clinical psychology service in the Intellectual Disability Service at Lentegour Hospital. Manage the Neuropsychological Assessment Service at Lentegour Hospital. Diagnose and treat complicated clinical conditions in the Intellectual Disability Service. Supervise clinical psychology interns, registrars in Psychiatry and Clinical Psychologists. Teach selected modules at the Faculty of Health Sciences at the University of Cape Town. Perform clinical research and publish its findings.

**ENQUIRIES** : Ms E Benjamin, Tel No. (021) 370-1359  
**APPLICATIONS** : The Director: Associated Psychiatric Hospitals, Private Bag X 2, Mowbray, 7705.

**FOR ATTENTION** : Ms B Houston

**POST 02/63** : **PRINCIPAL PHARMACIST**  
 (Associated Psychiatric Hospitals)

**SALARY** : R157 686 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary

**CENTRE** : Valkenberg Hospital, Observatory  
**REQUIREMENTS** : Registration with the South African Pharmacy Council as Pharmacist plus appropriate experience. The following will serve as recommendations: The ability to function within a team environment. The ability to work accurately under pressure and maintain a high standard of professionalism. The ability and willingness to manage, supervise, tutor and train staff. Good interpersonal and communication skills. The ability to communicate in two of the three official languages of the Western Cape. Computer literacy. Experience in a public hospital or similar state facility.

**DUTIES** : Ensure quality of pharmaceutical care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Ensure the safe and reliable procurement, storage, control and distribution of products. Co-ordination and control of the manufacturing, compounding and packaging of



pharmaceutical products. Monitoring and advising on pharmaceutical expenditure, implementation and evaluation of budgetary control measures and promotion of rational drug use. Professional advisory service, including the training, education and development of pharmacy staff and other health workers and promotion of public health. Co-ordination and monitoring of research to ensure the optimal use of medicine. Perform managerial functions as required.

**ENQUIRIES** : Ms LP Burgers, tel.no. (021) 440-3146, fax: (021) 447-6041  
**APPLICATIONS** : The Senior Medical Superintendent, Valkenberg Hospital, Private Bag X 1, Observatory, 7935.  
**FOR ATTENTION** : Mr AK Barends

**POST 02/64** : **INDUSTRIAL TECHNICIAN (LIFE SUPPORT)**

**SALARY** : R106 335 per annum.  
**CENTRE** : Tygerberg Hospital, Parow Valley (Although the successful candidate will be on the establishment of the mentioned Hospital, he/she will be expected to perform Clinical Engineering duties in Hospitals across the Province as and when required.)

**REQUIREMENTS** : Qualified technician. Electro/mechanical with a National Diploma, N- T or S stream in Engineering. Knowledge of hydraulics, pneumatics, fine mechanics and electronics. Excellent ability to fault find down to component level. Valid driver's licence. The following will serve as recommendations: Computer literate. Hands on experience in repair of life-support equipment. Ability to do lathe, milling, weld and solder work. Note: Candidates may be subjected to a practical test.

**DUTIES** : Carry out maintenance, repairs, calibration, modifications and installation of anaesthetic, respiratory and related equipment. Ensure that equipment meets the legal and safety requirements of the manufacturers, users and statutory bodies, and that it is safe for patient use. Handle call-outs to hospitals. Do standby duties for after hour repairs. Assist with general administration, reports, specifications and record keeping. Ensure compliance with the Occupational Health and Safety Act.

**ENQUIRIES** : Mr Carstens, tel.no (021) 938-4805.  
**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X 3, Tygerberg, 7505.

**FOR ATTENTION** : Ms V Meyer

**POST 02/65** : **INDUSTRIAL TECHNICIAN (ELECTRONICS) (2 POSTS)**

**SALARY** : R106 335 per annum.  
**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch (1 post) Tygerberg Hospital, Parow Valley (Although the successful candidates will be on the establishment of the mentioned Hospital, they will be expected to perform Clinical Engineering duties in Hospitals across the Province as and when required.)

**REQUIREMENTS** : Qualified technician with a National Diploma, N-, T or S stream in Electrical engineering – Light Current or Bio-medical Diploma. Excellent ability to fault find on electronic equipment, and be able to trace faults and perform PCB repairs down to component level. Valid driver's licence. The following will serve as recommendations: Computer literate. Hands on experience in repair of medical equipment. Note: Candidates may be subjected to a practical test.

**DUTIES** : Carry out maintenance, repairs and installation of electronic and related medical equipment. Assist with general administration and day to day running of workshops. Assist with reports, specifications, record keeping and general administration duties. Do standby and after hour repairs. Ensure compliance with the Occupational Health and Safety Act.

**ENQUIRIES** : Mr D Stockwell, tel. no. (021) 938-4636.  
**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X 3, Tygerberg, 7505.

<b><u>FOR ATTENTION</u></b>	:	Ms V Meyer
<b><u>POST 02/66</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT</u></b> Directorate: Policy and Planning
<b><u>SALARY</u></b>	:	R85 362 per annum.
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Secretarial diploma or equivalent qualification. Extensive experience in rendering a support service to senior management. Computer literacy (MS Word, Excel, PowerPoint, email) and facsimile literate. The following will serve as recommendations: Excellent verbal and written communication skills. Good planning and organisational skills, including office management. Strong interpersonal skills. Ability to function independently. Ability to work in a team environment. Ability to handle conflict. Show ability to be innovative and creative. Responsible, reliable and diligent.
<b><u>DUTIES</u></b>	:	Provides a receptionist support service to management for example records the engagements of the manager by taking into account his/her work schedule based on the importance/urgency of matters, compiling realistic schedules of appointments, responsible for operation and maintenance of office equipment. Rendering a secretarial service to the manager, for example perform advanced typing, utilises discretion to decide whether to accept or decline or refer other employees requests for meetings, based on the assessed importance and urgency of the matter. Renders administrative support services, for example ensuring the effective flow of information and documents to and from the office of the manager, filing of documents and ensuring the safekeeping of documentation for the manager and the unit, scrutinising incoming documents for urgent issues, making effective well coordinated travel arrangements, managing the leave register and telephone accounts of the unit, handling the procurement of all requirements for the unit, managing and maintaining the asset register of the unit, responding to internal and external enquiries. Provides support to manager regarding meetings for example scrutinises documents to determine actions/information required for meetings, compiles necessary documents, makes appropriate logistical arrangements regarding venue etc., performs secretariat functions, e.g. taking of minutes, communicating of decisions to relevant role-players and follow-up on progress made. Supports the manager with the administration of the manager's budget, for example compiles and collates the documents relating to the budget, assists manager in determining funding requirements for purpose of MTEF submissions, maintains a record of expenditure commitments and monitors expenditure, checks and correlates BAS reports to ensure that expenditure is allocated correctly. Studies the relevant Public Service and departmental prescripts or policies and other documents to ensure effective and efficient support to manager.
<b><u>ENQUIRIES</u></b>	:	Ms VY Dettling, tel. no. (021) 483-4464
<b><u>APPLICATIONS</u></b>	:	The Director: Human Resource Management, Department of Health, P O Box 2060, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr RA Merton