



DATE OF ISSUE: 28 MARCH 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 13 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 **28 APRIL 2008**

AMENDMENTS : **Department of Water Affairs and Forestry:** Kindly note that the posts (for Hartbeespoort Area Office and Pretoria centre), that were advertised in PSVC 11 OF 2008, the closing date should be 28 March 2008 not as stated in the Vacancy Circular minute. The following posts (advertised in PSVC 12 of 2008): Director: Supply Chain Management (post 12/34) and Director: Financial Accounting (post 12/35) should be on five (5) year contract and the posts of Senior Water Pollution Control Officer (5 posts) and Water Pollution Control Officer (2 posts) have been withdrawn.
Provincial Administration: Gauteng Department of Health: Please note that the post of Community Health Specialist Ref no: 70049690, the salary should be All inclusive package and the Enquiry person is Mr DR Nkosi Tel no: (011) 876 1700/1751.

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DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

The National Department of Environmental Affairs and Tourism is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment / promotion / transfer will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.

FOR ATTENTION : 6th floor, HR Registry

NOTE : Applications must be submitted on a Z83 form and should be accompanied by a comprehensive CV and certified copies of qualifications in order to be considered. Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.

OTHER POSTS

POST 13/01 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NR: CM 11/2008**

SALARY : R157 686 per annum (All inclusive package of R221 566.00 per annum)

CENTRE : Cape Town

REQUIREMENTS : A bachelor's degree or equivalent qualification plus knowledge and experience in Supply Chain Management. Strong communication and negotiation skills are necessary. Relevant computer software skills and exposure to computerised procurement systems. Knowledge of accrual accounting principles (GAAP), management reporting and Supervisory skills, Knowledge of relevant prescripts

DUTIES : Responsible for approval of orders in accordance with the relevant prescripts. Apply procurement control and demand assessment and verify BEE points claimed. Maintain and update database of suppliers and report quarterly on BEE spending for the Branch. Manage and supervise accounts payable (creditor / suppliers) and provide assistance with Management reporting in respect of the Annual Financial Statements of the MLRF. Manage general creditor enquiries in respect of payments, deliveries and orders. Ensure regular dissemination of information. Ensure adherence to PFMA, SCM framework, Treasury Regulations and any other applicable legislation. Management of staff development and overall supervision.

ENQUIRIES : Ms Kgopotso Moahloli Tel – 021 402 3687

CLOSING DATE : 31 March 2008

POST 13/02 : **MARINE RESEARCH ASSISTANT III: OFFSHORE RESOURCES (MCM 513/2008)**

SALARY : R106 335 per annum (Total package of R 159 260 p.a.)

CENTRE : Cape Town: Mossel Bay

REQUIREMENTS : Possession of at least a grade 12 qualification with mathematics and a science subject. Be computer literate with demonstrated familiarity using Microsoft Office Excel and Word. Able to provide general research assistance for land and sea based research. Administration of Data at a primary/entry level, Perform general office administration. Exposure to/Experience with public liaison/communication. Valid code 08 drivers or learners licence.

DUTIES : Data registration, input, proof reading, validation and archiving applicable to commercial fisheries. Daily processing of biological and commercial fisheries data. Liaison with fishers, the fishing industry and public, General assistance with research work. Office administration functions including procurement administration, vehicle administration and other general office duties.

ENQUIRIES : Mr. P Sims Tel 044 690 3500

Mr R Cooper Tel 021 4023156

CLOSING DATE : 11 April 2008

NOTE : Persons with disability are targeted but not to the exclusion of persons without disability.

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.

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 application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

MANAGEMENT ECHELON

POST 13/03 : **DIRECTOR: CONDITIONAL GRANTS**
Cluster: Health Economics. Directorate: Health Financing and Economics

SALARY : An all inclusive remuneration package of R540 429 per annum including choice of a basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized three-year Bachelor's degree or equivalent qualification *A post-graduate qualification in Health Economics or related study will be an added advantage *At least six (6) years experience at Middle Management level *Knowledge and experience in Financial Management, Human Resource Management and System Development *Good knowledge and understanding of the administration of conditional grants such as Modernisation of Tertiary Services, National Tertiary Services Grant and Health Professionals Training Grant *Good interpersonal relations *Good communications skills (written and verbal) *Supervisory skills *Good organizational and project management skills *Computer literacy *Must be willing to travel and work irregular hours*A valid Code 08 (Code B) driver's licence

DUTIES : *Responsible for the supervision of personnel, strategic and operational planning, co-ordination of activities, implementation of operational plans and staff development *Develop systems for monitoring and evaluation of health expenditure and outputs of conditional grants *Refining the Medium Term Expenditure Framework (MTEF) *Liaise with high-ranking officials and role players in the Department of Health, provinces, private sector and non-governmental organisations, National Treasury and academic institutions *Develop equitable allocation methods for districts financing, hospital financing as well as specific disease states.

ENQUIRIES : Dr A Pillay at tel (012) 312-3290

CLOSING DATE : 21 April 2008 (Applications received after the closing date will not be considered).

<u>POST 13/04</u>	:	<u>DIRECTOR: PHARMACEUTICAL ECONOMIC EVALUATIONS</u> Cluster: Health Economics. Directorate: Pharmaceutical Economic Evaluations
<u>SALARY</u>	:	An all inclusive remuneration package of R540 429 per annum including choice of a basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognized three-year Bachelor's degree or equivalent qualification *Registerable with the South African Pharmacy Council *An appropriate post-graduate qualification will be an added advantage *At least six (6) years experience at Middle Management level *Knowledge and experience in Financial Management, Human Resource Management and System Development *Supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational, project management and financial management skills *Computer literacy *Must be willing to travel and work irregular hours *A valid Code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Managing the Directorate: Pharmaceutical Economic Evaluations which serves as Secretariat of the Pricing Committee *Establish, manage and continuously update database with all the pharmaceutical intelligence/information to be utilised for the technical activities related to transparent pricing, single exit price, wholesale and distribution fee, dispensing fee for medicine and related matters *Supervise and conduct operational research on relevant topics pertaining to drug prices *Train and manage personnel in the Directorate to perform the required functions *Provide advice and information to the National Essential Drugs List Committee and Provincial Therapeutics Committees
<u>ENQUIRIES</u>	:	Dr A Pillay at tel (012) 312-3290
<u>CLOSING DATE</u>	:	21 April 2008 (Applications received after the closing date will not be considered).
<u>POST 13/05</u>	:	<u>DIRECTOR: PUBLIC PRIVATE PARTNERSHIP</u> Cluster: Health Economics. Directorate: Public Private Partnership
<u>SALARY</u>	:	An all inclusive remuneration package of R540 429 per annum including choice of a basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognized three-year Bachelor's degree or equivalent qualification *An appropriate post-graduate qualification will be an added advantage *At least six (6) years experience at Middle Management level *Knowledge and experience in Financial Management, Human Resource Management and System Development *Knowledge and experience in the development of policies and guidelines *Knowledge and/or experience with relevant Public Private Partnerships legislation is recommended *Good interpersonal relations *Good communication skills (written and verbal) *Good project management and financial management skills *Computer literacy *Must be willing to travel and work irregular hours *A valid Code 08 (Code B) driver's licence
<u>DUTIES</u>	:	*Facilitate national health policies and strategies on Public Private Interactions (PPI's) *Develop, co-ordinate and facilitate implementation of Public Private Partnerships (PPP's) *Co-ordinate management of agreements between the department of health and private service providers *Facilitate mechanisms for revenue generation at facility level *Assist provinces with PPP's during the feasibility stage and provide support thereafter *Assist provincial health departments in ensuring PPP's comply with Treasury and departmental policy and regulations *Develop best practice in PPP's *Monitor and evaluate all health PPP's and PPI's in all provinces *Facilitate improved communication between public and private sectors.

<u>ENQUIRIES</u>	:	For further information regarding the post, please contact Dr A Pillay at tel (012) 312-3290
<u>CLOSING DATE</u>	:	21 April 2008 (Applications received after the closing date will not be considered).
<u>POST 13/06</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION</u> <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act will not be considered for the post)</i>
<u>SALARY</u>	:	R157 686 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cluster: Communicable Diseases: Cluster Managers Office, Pretoria.
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's degree in Public Administration/Human Resources or equivalent qualification. Knowledge and experience in office administration. Experience in the application of the prescripts pertaining to financial management, human resources and procurement of goods and services. At least three years administrative experience related to the duties and responsibilities as specified for the position. The ability to work independently and to keep abreast with the amendment of prescripts pertaining to administrative issues and to give guidance on the application thereof. Good planning coordination and organisational skills. Good communication skills(written and verbal) *Ability to coordinate and monitor programmes. Computer literacy (MS Word, Excel and LOGIS). A valid code 08 (Code B) driver's licence. (Computer and writing skills will be tested during the interview).
<u>DUTIES</u>	:	*Administrative Head of the Cluster and responsible for the administration of the Cluster Manager's office *Quality control of submissions, etc. *Follow up on deadlines and ensure timely submission *Compile advanced submissions on administrative issues *Give guidance on administrative issues to technical and administrative personnel *Evaluate financial documents and prepare budget inputs for the Cluster Manager's office and coordinate such inputs for the Cluster *Responsible for Human Resources matters delegated by the Cluster Manager *Coordinate all inputs requested from the Cluster *Monitor progress of various programmes and activities in the Cluster Manager's office *Chair administrative meetings and take minutes of the Cluster and other meetings *Obtain and maintain goods and services *This includes administrative issues relating to competitive bids and procurement of services and goods *Assist the Cluster Manager with any other administrative tasks *Supervise subordinates *Approval of LOGIS transactions in line with financial delegations.
<u>ENQUIRIES</u>	:	For further information regarding the post, please contact Dr Frew Benson at tel. (012) 312 0943.
<u>CLOSING DATE</u>	:	21 April 2008 (Applications received after the closing date will not be considered).
<u>POST 13/07</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post. This is a re-advertisement of the post with reference number U 2 with closing date 16 April 2007. Applicants who previously applied for the post must re-apply if they are still interested.</i>
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cluster: Health Economics. Directorate: Health Financial Planning and Economics. Pretoria.
<u>REQUIREMENTS</u>	:	*A three-year degree or National Diploma with three years experience in administration or a Senior Certificate (Grade 12) with five years experience in administration *Knowledge in application of the Public Finance Management Act (PFMA) *Knowledge and experience of Logis and procurement procedures *Knowledge of the National Health Reference Price List (NHRPL) would be an added advantage *Computer literacy (MS Office Packages) *Strong exposure to customer liaison *Strong administrative, organizational and general office management skills *Good planning skills, including managing multiple tasks simultaneously *Good communication skills (written and verbal) *A valid code 08 (Code B) driver's licence.

<u>DUTIES</u>	:	Provide administrative support to the National Health Reference Price List (NHRPL) process and the advisory committee *Ensure compliance with the Public Finance Management Act (PFMA) *Compile and allocate submissions of the NHRPL *Accurate and reliable filing and record keeping of the NHRPL material *Respond to all queries relating to the NHRPL and refer them to the co-ordinator *Manage the database for all submissions for NHRPL from stakeholders *Provide secretarial support to the co-ordinator of the NHRPL *Make travel and accommodation arrangements/bookings *Liaise with at tel (012) internal and external stakeholders.
<u>ENQUIRIES</u>	:	For further information regarding the post, please contact Mr T Chauke 312-0669.
<u>CLOSING DATE</u>	:	21 April 2008 (Applications received after the closing date will not be considered).
<u>POST 13/08</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III</u> <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R85 362 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cluster: Health Economics. Directorate: Health Financial Planning and Economics. Pretoria.
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Appropriate experience in financial and office administration and management (including budget procedures, S&T claims etc) *Experience in organizing meetings and workshops *Basic understanding of provisioning administration *Computer literacy (MS Word, Power Point, LOGIS, Excel and e-mail) *Ability to work independently and under pressure *Good planning and organizational skills *Good communication skills (verbal and written) *Good interpersonal relations *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Administrative support to the Director *Management of the Director's diary *Arrange appointments and meetings *Book venues for meetings and arrange refreshments *Receive visitors *Prepare documents for meetings *Make travel and accommodation arrangements for the Director *Submit claims for transport and accommodation expenditure *Typing of correspondence *Prepare submissions and take minutes for meetings (make the necessary copies and covers) *Distributing of register of incoming and outgoing mail (Ministerial and other submissions) as well as follow up actions on the said registers *Capturing of invoices and non-standard stock items on Logis *Keep the EU Budget up to date with all the necessary documentation *Maintain filing system *Ordering of stationary.
<u>ENQUIRIES</u>	:	For further information regarding the post, please contact Ms Adelaide Maja at tel (012) 312-0587.
<u>CLOSING DATE</u>	:	21 April 2008 (Applications received after the closing date will not be considered).

DEPARTMENT OF HOUSING

APPLICATIONS : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: Response6@Humancommunications.co.za Fax : 0865186538

CLOSING DATE : 11 April 2008

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 13/09 : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: DOH/100/2008**

SALARY : R540 429 per annum All-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Candidates must be in possession of an appropriate recognised Bachelors degree or equivalent qualification in accounting or economic sciences with at least five years relevant experience. Proven managerial and analytical skills coupled with the ability to liaise at the highest level are important. The candidate must have practical knowledge of the PFMA, Treasury Regulations, managements of debtors, creditors and payroll. The successful candidate will portray the following competencies: Good communications skills, good organizing skills, reliable, hardworking and good interpersonal relations and should be prepared to work under pressure.

DUTIES : The successful candidate will be responsible for the following: Managing the provision of financial support services to the Department, including, Management of the Departmental Payroll; Management of the creditors and debtors of the department, Managing the provision of Internal control and contract management services.

ENQUIRIES : Mr N Mbengo Tel no: (012) 421-1568

OTHER POSTS

POST 13/10 : **DEPUTY DIRECTOR: BILATERAL AND MULTILATERAL CO-OPERATION REF NO: DOH/88/2008**
(Chief Directorate: Intergovernmental Relations and International Relations)

SALARY : R311 358 per annum All-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate recognized Bachelor's degree /Diploma in Public Administration, International Relations, Economics or other relevant Social Science. Appropriate experience in and a sound understanding of bilateral and multilateral international relations and South Africa's foreign policy, 3 years relevant work experience Sound understanding of relevant government policies and administrative procedures Proven programme and project management skills Excellent communication skills, both written and verbal Computer literacy, especially MS Word, MS Excel, MS PowerPoint. Must be willing to travel extensively and at short notice. The following will be an advantage: Knowledge and understanding of Housing policy and legislation. Knowledge and/or experience of the housing environment. Knowledge of resource/budget planning and control. Excellent interpersonal skills Knowledge of protocol and etiquette Well

		developed co-ordination skills Ability to work under pressure and long, irregular hours
<u>DUTIES</u>	:	Implement the Department's international programme, Develop and maintain all bilateral and multilateral relations and co-operation agreements (non-donor), Monitor and report on the execution of international agreements, Explore and negotiate new strategic relationships and agreements. Oversee and co-ordinate the implementation of agreements, commitments and undertakings
<u>ENQUIRIES</u>	:	Mr J Leshabane Tel no: (012) 421-1603
<u>POST 13/11</u>	:	<u>ASSISTANT DIRECTOR– INTERNAL AUDIT REF NO: DOH/ 97/2008</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A B-degree/National Diploma in Internal Auditing. •Credible experience in the Internal Auditing field, •Good understanding of the Audit process and Audit approaches, •Good communication and supervisory skills, •Effective report writing skills, •Computer literacy, •Ability to follow a proactive and creative problem solving approach, •Knowledge of standards for the professional practice of Internal Auditing
<u>DUTIES</u>	:	Key duties Assist the Audit Management with the development of the strategic and audit coverage plan. • Assist with the planning of audit projects. • Manage, co-ordinate and monitor allocated internal audit projects as per approved strategic and operational plan • Manage human and financial resources allocated. •Supervise the execution of the audit program regarding risk management, control and governance processes associated with the activities under review. •Develop and communicate to the Internal Auditors, the audit program that establishes the procedures for identifying, analyzing, evaluating and recording information during the audit. •Conduct entrance and exit conference meetings, •Direct audit program steps/procedures that achieve the engagement objectives. •Plan and monitor timeframes, and individuals responsible for the assignment. •Assess and evaluate audit evidence, •Evaluate audit findings. •Develop conclusions on audit findings. •Develop a detail draft and final internal audit reports. •Discuss the internal audit reports with Audit Manager/ Client. •Manage and transfer auditing skills to Internal Auditors. Review performance and provide coaching and guidance to staff. • Build relationships with external auditors and other assurance providers and promote governance.
<u>ENQUIRIES</u>	:	Mr T Mashabane Tel: (012) 421-1670
<u>POST 13/12</u>	:	<u>ASSISTANT DIRECTOR: WOMEN IN HOUSING (WIH) MOBILIZATION REF NO: DOH/101/2008</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Town and Regional Planning and experience on women empowerment and participation in construction programmes. Good interpersonal, planning, organizing, networking, negotiation and coordination skills as well as computer literacy and a valid driver's license. In-depth understanding on gender issues. Ability to function under pressure coupled with project management skills.
<u>DUTIES</u>	:	Coordinate the implementation of the WIH Programme, Develop guidelines for the WIH Programme, Provide implementation support to Provincial and Local Government programmes Mobilize key sector stakeholders for partnership in implementing the WiH programme. Coordinate the National WiH Forum and support the establishment of Provincial WiH Forum; and Compile report on access to socio-economic opportunities by women in the housing delivery programme.
<u>ENQUIRIES</u>	:	Ms S Rammutla Tel: (012) 421-1356
<u>POST 13/13</u>	:	<u>ASSITANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: DOH/91/2008</u> (Directorate: Intergovernmental Co-operation)
<u>SALARY</u>	:	R157 676 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate three-year Bachelors' degree / National Diploma, equivalent qualification or senior certificate/ Grade 12 coupled with appropriate experience. Knowledge of Government's housing policies and programmes General office administration skills. Good interpersonal, planning and organisational skills, Good communication (written, verbal and liaison) skills and the ability to write reports and submissions. Knowledge of government's financial, provisioning and procurement prescripts and procedures, A team player that can work under pressure with good organisational skills and a professional manner. Computer literacy skills (Ms Word, Excel and Power Point) Willingness to travel and a valid Code 08 driver's license.
<u>DUTIES</u>	:	An appropriate three-year Bachelors' degree / National Diploma, equivalent qualification or senior certificate/ Grade 12 coupled with appropriate experience. Knowledge of Government's housing policies and programmes General office administration skills. Good interpersonal, planning and organisational skills, Good communication (written, verbal and liaison) skills and the ability to write reports and submissions. Knowledge of government's financial, provisioning and procurement prescripts and procedures, A team player that can work under pressure with good organisational skills and a professional manner, Computer literacy skills (Ms Word, Excel and Power Point) Willingness to travel and a valid Code 08 driver's license.
<u>ENQUIRIES</u>	:	Mr J Leshabane Tel no: (012) 421-1603
<u>POST 13/14</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DOH/99/2008</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R157 686 per annum
	:	Pretoria
	:	Applicants must be in possession of an appropriate three year post matric qualification in Finance or Auditing with a minimum of three years experience in the internal control environment. The incumbent's knowledge and experience should include: Knowledge of the PFMA , Treasury Regulations, DORA, Public Service Regulations, Public Service Act, Preferential Procurement Policy Framework Act, Supply Chain Management Framework, and other related prescripts; Working knowledge of government transversal systems including BAS, PERSAL and LOGIS; General understanding of contracts or SLA; Ability to communicate at all levels (written and verbal); Intermediate Computer literacy; Project Management; and Presentation skills. Self motivated professional with good leadership skills. The incumbent must also have the ability to work independently, under pressure with good interpersonal and analytical problem solving skills.
<u>DUTIES</u>	:	Supervise subordinates; Implementation, monitoring and evaluation of internal controls; Develop financial related operational policies in the Department; Financial records management; Coordinate all departmental audit queries and report to immediate supervisor; Administration of thefts and losses in the Department; Co-ordinate thefts and losses committees; Monitor contracts and service level agreements in the Department.
<u>ENQUIRIES</u>	:	Ms H Malema Tel: (12) 421-1459
<u>POST 13/15</u>	:	<u>ASSITANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: DOH/92/2008</u> (Directorate: Interdepartmental Co-operation)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R157 686 per annum
	:	Pretoria
	:	An appropriate three-year Bachelors' degree / National Diploma, equivalent qualification or senior certificate/ Grade 12 coupled with appropriate experience. Knowledge of Government's housing policies and programmes General office administration skills. Good interpersonal, planning and organisational skills, Good communication (written, verbal and liaison) skills and the ability to write reports and submissions. Knowledge of government's financial, provisioning and procurement prescripts and procedures, A team player that can work under pressure with good organisational skills and a professional manner. Computer literacy skills (Ms Word, Excel and Power Point) Willingness to travel and a valid Code 08 driver's license
<u>DUTIES</u>	:	Manage all electronic and paper correspondence flowing in and out of the directorate and draft official correspondences. Documentation relating to the

		Key Performance Areas of the Directorate such as Minutes, Submissions, Agenda's, Reports, Claims and Advances, tender documentation and internal/external correspondences. Assist in the coordination and management of directorate's projects and functions. Assist in the compilation and managing of the Directorate's budget. Ensure proper record keeping and filing of matters concerned with Directorate. Provide secretariat duties for the Directorate. Undertake all the administrative activities of the Directorate.
<u>ENQUIRIES</u>	:	Mr J Leshabane Tel no: (012) 421-1603
<u>POST 13/16</u>	:	<u>PERSONAL ASSISTANT (TO THE CHIEF DIRECTOR: MONITORING & EVALUATION) REF NO: DOH/102/2008</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a minimum Grade 12 certificate; Appropriate qualifications in office administration/secretarial with Min 3 years proven experience in the field of office administration; Good communication skills (verbal and written), Computer literacy, are essential requirements. Good administrative and organisational skills will be a strong recommendation, In addition, the applicants must have the ability to maintain sound interpersonal relations.
<u>DUTIES</u>	:	As Personal Assistant, you will be responsible for: Managing the Chief Director's diary, Managing the mail by prioritising and distributing mail, extracting the essence of documents, Routing mail to the respective managers, advising them on correct and timely responses, and ensuring that documents went through the right channels. Drafting responses to some of the correspondence addressed to the Chief Director as directed; Assisting the Chief Director with her executive obligations and compile her travel itineraries, Organising, filing and tracking of documents for the Chief Director. Co-ordinating information by tracking and following up tasks, ensuring that all documents sent out are responded to on time, and that issues of previous meetings have been handled correctly and/or followed up. Handling all correspondence and arrangements regarding the Chief Director's attendance of meetings. Manage the budget of the CD's office.
<u>ENQUIRIES</u>	:	Ms J Bayat Telephone number: (012) 421-1784

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representatively 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 FOR ATTENTION : Independent Complaints Directorate, Private Bag X941, Pretoria 0001
CLOSING DATE : Ms T Marumo
NOTE : 12 April 2008
 : Application should be accompanied by a Z83 form, certified copies ID, Qualifications and CV. No e-mail and/ or faxed applications will be accepted. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made short listed candidates only. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

OTHER POSTS

POST 13/17 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INVESTIGATIONS**
SALARY : R 85 362 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year post school qualification in Office Administration or equivalent is required. He / she must be computer literate and comfortable with MS Word, MS Excel and MS Power Point and be able to compile various documents and budgets electronically. Sound minute taking and communication skills as well as general office experience are essential. Sound organizing, planning and liaison skills, creativeness and tactfulness. The applicant must be prepared to work under pressure and overtime.
DUTIES : Arranging meetings, keeping of dairy for the Chief Director, typing of letters, Memorandums, reports, PowerPoint presentations, amending of codes/directives, making travelling and accommodations arrangements, dispatching of work, procurement of office equipment and stationery. Handling of incoming and outgoing correspondences, upkeep of budget and monthly expenditure, maintenance of a filing system, tracing of files, preparing and submitting of S and T claims, drafting of less complex letters, create and maintain a database of all correspondences and instructions and make follow . Sending faxes, serving tea and coffee, taking minutes during meeting, perform a variety of tasks as directed by the Chief Director: Investigations, transmitting and follow up on the requests and instructions before and after meetings. Reception of visitors, receiving and making telephone calls.
ENQUIRIES : Ms O Mazibuko @ (012) 423 1455

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA**

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of SA (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. The CV to be completed by applicants is available on the DOJ website www.doj.gov.za or any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. IMPORTANT: Every application for a different reference number should be on a separate Z 83 form with all supporting documents attached. Applications that do not comply with the above mentioned requirements will not be considered. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department and at short notice. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

MANAGEMENT ECHELON

POST 13/18 : **PRINCIPAL LEGAL ADMINISTRATIVE OFFICER REFERENCE: 08/110/CLO**

SALARY : R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A four year legal qualification; A minimum of eight years' legal experience of which five years should be on a management level; Knowledge of the Law and the South African legal system; Administrative management experience. Skills and Competencies: Financial Management skills; Interpretation skills; Analytical skills; Computer literacy; Communication (verbal & written) skills; Project management; Presentation skills; Strategic planning skills; Problem solving; People management.

DUTIES : Provide management of oversight in the operations of the State Attorney Offices; Manage litigation risk; Coordinate litigation analysis; Coordinate inputs for policy development; Coordinate responses to Parliamentary enquiries; Coordinate the ensuring of the liaison with other stakeholders in the profession; Coordinate provision of quality management systems; Coordinate implementation of strategy; Coordinate statistics analysis; Coordinate development of policies (statutory bodies); Coordinate provision of inputs for strategic planning; Coordinate the rendering of advice to improve performance; Coordinate the monitoring and evaluation of implemented corrective action; Professional administrative management

ENQUIRIES : Mr N Gawula ☎ (012) 357 8573

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 14 April 2008

OTHER POSTS

POST 13/19 : **OFFICE MANAGER REFERENCE: 08/112/MAS**

SALARY : R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court, Durban

<u>REQUIREMENTS</u>	:	A Bachelor's degree plus five years experience in Administration; Knowledge of the Public Service Regulations, Public Finance Management Act, Employment Equity Act, Skills Development Act and the Labour Relations Act;; Knowledge of all legislation and policies that inform the Department's Administrative Support Activities; Knowledge of the Core functions of the Masters Office; Valid code EB drivers' license. Skills and Competencies: Good Communication skills (written & verbal); Computer literacy (MS Office); Financial management; Performance management Good leadership and management skills; Inter and intra-personal skills; Public relation skills; Analytical and Presentation skills; Conflict management / resolution; Able to work under pressure; Negotiation and Numerical skills.
<u>DUTIES</u>	:	Ensure that work is allocated in the most effective manner among the support staff in Human Resource support, Budget compilation and reporting, typing support, Security and registry/filing services, Office Building support, procuring of goods/equipment, Library and archive services; Ensure that service level agreements are adhered to; Ensure that the management and development of staff will help them to meet their full potential in order to maintain consistent high level of service; Ensure that all staff are trained in all aspects of their functions in order to render an effective and efficient service to the office of the Master; Prepare all financial reports prescribed and required by management in accordance with generally accepted administration practice; Provide required office administrative expertise to resolve any support problems experienced in the office of the Master; Direct and manage projects to implement amended computer or other systems and processes aimed at improving the administrative efficiency of the Masters Office; Handle day to day management and disciplinary matters in the component.
<u>ENQUIRIES</u>	:	Mr G Masingi ☎ (012) 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/20</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT (EE) (2 POSTS) REFERENCE: 08/27/HR</u>
<u>SALARY</u>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or appropriate qualification in Social Sciences or Human Resources;3 - 5 years relevant experience in Organizational Development projects, including Employment Equity (EE), Change Management, Diversity and Disability Management; Knowledge of labour legislation, including EE & Disability Code of Good Practice, DPSA Change Management and HRP guidelines; A valid driver's license. Skills and Competencies: Proven Project Management skills; Good analytical skills; Interpersonal skills; Computer literacy (MS Office); Counselling skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	The purpose of this position is to provide professional project management support within the Directorate: Organizational Development (OD): with specific reference to Employment Equity and HR Planning Project and Contract management; Coordinate, facilitate and implement several projects simultaneously in EE, HRP, Disability and Change Management; Promote and market EE services; Coordinate research projects such as Climate Surveys, EE audits and Organizational behaviour.
<u>ENQUIRIES</u>	:	Ms S Mekwa ☎ 012 315 1029
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008

<u>POST 13/21</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT (2 POSTS)</u> <u>REFERENCE: 08/26/HR</u>
<u>SALARY</u>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or appropriate qualification in Human Resources; Three - Five years experience in Organizational Development projects, including Transformation Projects, Change Management and Diversity Management; Knowledge of labour legislation, including Transformation guidelines; A valid driver's license. skills and competencies: Proven Project Management skills; Good analytical, writing, presentation and computer skills; Interpersonal skills; Computer literacy (MS Office); Counselling skills; Ability to write and communicate effectively with stakeholders.
<u>DUTIES</u>	:	The purpose of this position is to provide professional project management support within the Directorate: Organizational Development (OD) with specific reference to change management projects: Coordinate, facilitate and implement several projects simultaneously in Change Management; Project and Contract management; Promote and market change management services; Coordinate research projects such as Climate Surveys, Organizational Culture Audits and Organizational behavior;
<u>ENQUIRIES</u>	:	Ms. S Mekwa ☎ (012) 315 1029
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/22</u>	:	<u>ESTATE CONTROLLER (8 POSTS) REFERENCE: 08/115/MAS</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master: Cape Town (1); Durban (1); Port Elizabeth (1); Mafikeng (1); Johannesburg (4)
<u>REQUIREMENTS</u>	:	A Three year legal qualification; Two years' relevant working experience. The following would serve as recommendation: A valid code EB drivers' license. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Attention to detail; Problem solving; Customer focus.
<u>DUTIES</u>	:	Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES</u>	:	Cape Town: Mr P M Gouws ☎ 021 410 8301 Durban: Ms A Tsolekile ☎ 031 306 0175 Port Elizabeth: Ms E Daniëls ☎ 041 502 7400 Mafikeng: Mr M Modibela ☎ 018 381 0003 Johannesburg: Mr S Nevhorwa ☎ 011 429 8092
<u>APPLICATIONS</u>	:	If applying for more than one centre, please specify centre applying for. Submit a separate application for each centre and list centre in order of preference. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>CLOSING DATE</u>	:	14 April 2008

<u>POST 13/23</u>	:	<u>ASSISTANT DIRECTOR: CHILD JUSTICE AND CHILDREN'S COURT (ONE YEAR CONTRACT POSITION) REFERENCE: 08/119/CS</u>
<u>SALARY</u>	:	R157 686 + R58 343.82(37% Benefits) = R216 029.82 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	Four year legal degree (LLB) or equivalent qualification; An additional qualification in administration or public administration, or relevant experience, will be a recommendation; Knowledge of how the courts work, in particular the children's courts and criminal courts, would be an advantage; Previous working experience in the field of Child Justice and/or Child Law/Children's Courts will be an added advantage; Relevant experience in generic administrative processes in a Public Sector Environment; Knowledge of government provisioning and procurement processes; Knowledge of the Public Finance Management Act; and budgetary/financial management will also be an advantage; Experience in research and report-writing; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Monitoring and evaluation skills; Research ability; Problem solving; Judgment and decision making skills; Interpersonal relations; Flexibility and able to perform any other task as may be required by the office; Project management skills; Able to work under pressure and maintain a positive attitude; Willing to work long hours.
<u>DUTIES</u>	:	Research regarding Child Justice and Child Law Monitoring issues; Draft and distribute minutes and agenda's for meetings; Assist in compilation and management of the sub-directorate's budget; Assist the Deputy Director: Child Justice and Children's Courts with any administration work and supervision of the Sub-Directorate where required; Arrange the necessary bookings, seminars, workshops, functions for Sub-Directorate: Child Justice and Child Law; Assist with receiving and making calls from or to stakeholders; Research and monitoring and evaluation of Children in the Criminal Justice System, and in the Child Protection System in Children's Courts; Report-writing regarding children's issues in courts; Develop projects for Child Justice and Child Law.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C S Kok ☎ (012) 315 1259
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/24</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER REFERENCE: 08/126/MAS</u>
<u>SALARY</u>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master Of The High Court: • Bloemfontein
	:	A Bachelor's degree or equivalent qualification in Finance (Accountancy) plus three years relevant experience; Knowledge of PFMA, BBBEE, BAS, JYP, DFI, SCM and the procurement delegations and procedures; Valid drivers licence. Skills and Competencies: Good Communication (written & verbal) skills; Good supervisory skills; Interpersonal skills; Computer literacy; Problem solving; Administrative and Organisational skills; Accuracy and attention to detail; Ability to work under pressure and manage conflict situations effectively.
<u>DUTIES</u>	:	Supervise and train provisioning administration staff; Maintain data base of suppliers; Supervise performance of electronic procurement transactions; Monitor payments to suppliers Receive monies collected (e.g. staff telephone accounts, overpayments from suppliers); Ensure approval of all transactions before capturing; Check claims; Compile the budget for provisioning (as required in terms of DFI); Monitor the provisioning administration budget; Keep securities and manage inventory (equipment such as furniture, recording machines etc.); Control the stores; Maintain asset register.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr JA du Plessis ☎ (051) 411 5500
	:	Separate applications must be made for each centre if applying for more than one and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/25</u>	:	<u>SENIOR STATE ACCOUNTANT REFERENCE: 08/127/MAS</u>
<u>SALARY</u>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master Of The High Court: Polokwane
	:	Three year Bachelor's Degree/National Diploma in Finance plus two years experience in a financial environment; Administration experience; Knowledge of Finance/accounting, quality assurance, the public sector and data analysis. Skills and Competencies: Report writing skills; Interpretation skills; Analytical skills; Computer literacy (MS Office); Communication skills (verbal and written); Problem solving skills.
<u>DUTIES</u>	:	Liaise with the budget coach with regard to finance matters related to the Masters Offices; Oversee expenditure trends in various offices; Table the financial reports of the Masters Offices; Capture statistics and generate reports on financial statistics indicating performance; Issuing early warning reports; Ensuring financial compliance; Collect and consolidate budget inputs for the Masters Office; Coordinate the budget reviews (monthly, quarterly and annually); Handle procurement related matters; Render assistance in monitoring of the budget.
<u>ENQUIRIES APPLICATIONS</u>	:	MUGIVHI F.P ☎ (015) 291 4300
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/26</u>	:	<u>ADMINISTRATIVE OFFICER: CHILD JUSTICE AND CHILDREN'S COURTS REFERENCE: 08/125/CS</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	A Bachelor's degree in Administration or Public Administration or equivalent qualification plus three years' relevant experience; Previous working experience in the field of Child Justice will be an advantage; Relevant experience in generic administrative processes in a Public Sector Environment; Knowledge of government provisioning and procurement processes; Knowledge of the Public Finance Management Act and budgetary/financial management will also be an advantage; Candidate must be willing to work long hours. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Monitoring and evaluation skills; Research ability; Judgment and decision-making skills; Interpersonal relations and problem solving skills; Flexible enough to do any other work as may be required by the strategic needs of the office; Able to work under pressure and maintain a positive attitude.
<u>DUTIES</u>	:	Routine administrative duties, record keeping, photocopying, filing etc; Draft and distribute minutes and agendas for meetings; Assist the Deputy Director: Child Justice and Children's Courts with any administrative work where required; Arrange the necessary booking, seminars, workshops, functions for Sub-Directorate: Child Justice and Child Law; Responsible for the buying, storing and issuing of stationery; Receive and process leave forms and all Human Resources matters of the division; Assist with receiving and making calls from or to stakeholders; Research, monitor and evaluate Children in the Criminal Justice System and in the Child Protection System in Children's Courts.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms C S Kok ☎ (012) 315 1259 or 315 1868
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/27</u>	:	<u>CHIEF ACCOUNTING CLERK REFERENCE: 08/123/SA</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Cape Town
<u>REQUIREMENTS</u>	:	Diploma in Accounting or equivalent qualification with 3 years experience or Senior Certificate with ten years appropriate and experience; Knowledge of the Basic Accounting System (BAS) and reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy; Good communication (written and verbal) skills; Supervising and training skills; Good Interpersonal skills; Able to work under pressure and able to solve problems. The following attributes will be valued: Energy, courtesy and professional approach; Positive attitude.
<u>DUTIES</u>	:	Budgeting; Scrutiny and control of BAS system generated reports; Administer MMT and trust account, procurement and asset management; Daily checking of accounts section; Day to day maintenance (reporting); Supervising of personnel and controlling of work performance; Give training to sub-ordinates; Authorizing of sub-ordinates' work.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Dreyer ☎ (021) 441 9219
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/28</u>	:	<u>ADMINISTRATIVE OFFICER: MAGISTRATE OFFICE, BREDASDORP REF: 0815CSWC</u>
<u>SALARY</u>	:	R106 335 - R123 456per annum
<u>CENTRE</u>	:	Magistrate Office: Bredasdorp
<u>REQUIREMENTS</u>	:	An appropriate three-year's Bachelor's Degree or equivalent qualification and/or appropriate knowledge and experience; Knowledge and skills in financial management and procurement in the Public Service; Computer literacy; Knowledge and skills with regard to compliance with the PFMA, National Treasury Regulations and other relevant statutes or Regulations; Strong interpersonal and communication skills; Application of BAS and JYP would be an added advantage; A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will act as Office Manager; Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends; Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES</u>	:	Mr N Luddy at Tel: (021) 462 5471.

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Eleventh floor Plein Park Building, Plein Street, Cape Town.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/29</u>	:	<u>PERSONNEL OFFICER REFERENCE: 08/120/MAS</u>
<u>SALARY</u>	:	R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of High Court (Johannesburg)
<u>REQUIREMENTS</u>	:	relevant Tertiary qualification; Minimum of one year experience in Human Resources Management within the Public Service; Knowledge of Human Resource Practices, Public Service Act , Public Service Regulations and Human Resource Policies; Working Knowledge of PERSAL will be a strong recommendation. Skills and Competencies: Above average organizational skills; Good analytical and decision- making skills; Good communication (verbal and written) skills; Computer literacy (MS Office);Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.
<u>DUTIES</u>	:	Research and study facets of personnel administration with a view to solve problems and develop policies and/ or make recommendations in this regard within the framework of set guidelines/measures; Render a personnel advice and liaison service and determine best practice with regard to Recruitment, Establishment matters, Service Benefits and Performance Management System; Ensure the correct application of regulations, resolutions, policies or any other legal source of directives related to the specific fields; Execute personnel-administrative, guiding and controlling functions; Process less prescriptive-intensive and more problematic personnel matters; Analyze and report on statistics.
<u>ENQUIRIES</u>	:	Mr Sydney Neshorwa ☎ 011 429 8092
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/30</u>	:	<u>SENIOR ACCOUNTING CLERK REFERENCE: 08/124/SA</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Port Elizabeth
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification; Computer Literacy; Two years appropriate experience; Accounting qualification or experience will serve as A recommendation; Driver's license will serve as recommendation. Skills and Competencies: Good interpersonal skills; Communication (verbal and written) skills; Ability to work under pressure and be self-motivated.
<u>DUTIES</u>	:	Serve as Trust Account Cashier; Compile payments advices; Recover and ensure all State monies are banked; Reconciliation of Accounts; Reconciliation of Agency payments; Handle internal and external enquiries; Assist with General Office duties.
<u>ENQUIRIES</u>	:	R A L Crozier ☎ 041 585 7921
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/31</u>	:	<u>MESSENGER (4 POSTS) REFERENCE: 08/122/MAS</u>
<u>SALARY</u>	:	R58 290 - R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court: Johannesburg (1), Pietermaritzburg (1), Polokwane (1), Mafikeng (1)

<u>REQUIREMENTS</u>	:	Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience in messenger services; The ability to read and write clearly; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.
<u>DUTIES</u>	:	Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Masingi 📞 (021) 315 1781
	:	Separate applications must be made for each center, if applying for more than one and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/32</u>	:	<u>HELPDESK OPERATOR (8 POSTS) REFERENCE: 08/121/MAS</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Port Elizabeth (2), Polokwane (1), Johannesburg (5)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office and MS Access); Good communication skills (written and verbal); Interpersonal skills; Ability to work under pressure; Ability to manage conflict situations effectively; Literacy.
<u>DUTIES</u>	:	Assist external clients daily over the phone; Contact external clients if there are any queries around their applications; Explain to the Clients procedures of the Guardians Funds, application forms that are being used at the Guardians Funds and also inform them how long it takes to effect the payment; Post application forms to clients; Help the members of the Public, who report to the Office with their queries; Prepare urgent applications when instructed by the supervisor; Keep records of daily outgoing calls; Draw card and Guardians Fund files to the Assistant Masters if there are queries over the files; Keep weekly statistics of work being done at the call center.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Masingi 📞 (012) 315 1781
	:	Specify center applying for, submit a separate application for each center and list center in order of preference. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/33</u>	:	<u>HANDYMAN REFERENCE: 08/128/MAS</u>
<u>SALARY</u>	:	R43 245 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court, Cape Town
<u>REQUIREMENTS</u>	:	Adult Basic Education and Training (ABET) Level 5/Grade 10; Two years general building maintenance experience (Applicants should include references/proof of experience); A valid Code EB driver's license, obtained for at least one year. Skills and Competencies: Must be able to read and write; Sound interpersonal relations; Required to work in all weather conditions and outside normal working hours during emergencies and planned overtime; Must have sober habits; Ability to work without constant supervision.
<u>DUTIES</u>	:	Replace fluorescent lights; General repairs (such as leaking/broken taps, toilets, parquet floors, furniture, windows, electric plugs and switches); Opening of blocked drains; Loading and unloading of truck with stationery; Assist with assembling of modular furniture equipment; Attend to general maintenance of building of minor nature, including security gates; Clean garages; Wash government vehicles; Clean quadrangles and soiled carpets; Moving of furniture and stationery within the office; General tasks which the Office Manager assigned to be done.

ENQUIRIES
APPLICATIONS

: Mr G Masingi ☎ 012 357 8747
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE

: 14 April 2008

DEPARTMENT OF LAND AFFAIRS

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 6 April 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POSTS

- POST 13/34** : **PLANNER**
- SALARY** : R106 335 per annum
- CENTRE** : Provincial Land Reform Office: Worcester District (Reference: S8/3/2008/423)
Provincial Land Reform Office: Bredasdorp District (Reference: S8/3/2008/424)
Provincial Land Reform Office: George District (Reference: S8/3/2008/425)
Provincial Land Reform Office: Beaufort West District (Reference: S8/3/2008/426)
- REQUIREMENTS** : Bachelor's degree or equivalent qualification and work experience in a rural Development context. * An applicant with Grade 12, but no post matric qualification will also be considered if he/she has at least 3 years experience of rural development/land reform. * Computer literacy and report writing. * A valid driver's license will be a strong recommendation. * Ability to communicate in the languages of the region would be an advantage.
- DUTIES** : The incumbent will: * Identify potential projects within an area of Responsibility. * Ensure that individual or group applicants are fully informed of land reform policy and options available. * Inform Potential or existing beneficiaries of support services available (e.g. agricultural training, grants etc). * Produce project identification reports. * Ensure the effective implementation of project procedures within relevant policy and program guidelines. * Ensure the viability and sustainability of individual project. * Ensure accuracy and accessibility of project documentation and records. * Ensure the delivery of agreed projects within deadlines. * Submit accurate recording of financial information and recommendation for project expenditure within approved budget. * Verify project-related expenditure. * Ensure the relevant roleplayer/ stakeholders are fully informed of project support requirements. * Ensure that formal agreements/memoranda of understanding are established to secure post transfer support to beneficiaries.

<u>POST 13/35</u>	:	<u>SENIOR ADMINISTRATION CLERK (REFERENCE: S8/3/2008/422)</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Provincial Land Reform Office: Cape Town
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with relevant/related experience. * An applicant with Grade 10 will also be considered if s/he has extensive previous related experience in the public sector. * Computer literacy and report writing skills. * Ability to communicate in at least two of the official languages of the region.
<u>DUTIES</u>	:	The incumbent will be responsible for: * General office duties/providing general administrative support to district office staff. * Filing and Record-keeping. * Minute-taking and providing general secretarial functions for meetings and committees. * Receptionist/switch-board operation. * Attending to all queries from members of the public. * Assisting with logistical arrangements with reference to Transport, Procurement and Provisioning Administration (including asset management). * Updating and maintaining electronic data bases of various documentation and notices * Administering Petty Cash and Cashiers function.

DEPARTMENT OF MINERALS AND ENERGY

APPLICATIONS : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001

FOR ATTENTION : Mr I Tshabalala/ Ms E Lethole

CLOSING DATE : 04 April 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. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

POST 13/36 : **SENIOR ENVIRONMENTAL OFFICER**

SALARY : R 132 054 per annum

CENTRE : Mpumalanga (Witbank)

REQUIREMENTS : A recognised appropriate National Diploma or Bachelors Degree in Natural Sciences, Environmental Management or Environmental Engineering. PLUS the following key competencies: ☐ Knowledge of: Environmental management and various mining and mineral processing methods and the associated environmental impact thereof • Mitigation methods, goals, standards and actions including rehabilitation and pollution control measures

- Understanding of relevant legislations & environmental documents
- Balanced understanding of environmental management and conservation
- Ability to interpret and apply provision of Mineral & Petroleum Resources Development Act of 2002 Minerals Act and related legislations against the practical observations made during field investigations and inspections • Manage financial provision of mines ☐ Skills : • Ability to interpret and analyse legislation requirements • Sound written and verbal communication • Computer literacy • Negotiation and conflict resolution • Presentation skills ☐ Communication: • Ability to interact with persons on various levels ☐ Creativity: • A creative , assertive and confident approach • Ability to analyse problems • Recommend innovatively corrective actions to exert vision and foresight in dynamics of environmental management • ability to work under pressure

DUTIES : Review Environmental Management Plans (EMP) and Programmes, EMP Performance Assessment Reports and Environmental Liability Assessment Reports • Ensure Environmental Technical Reports compliance before approval is recommended • Conduct Environmental Compliance inspections and compilation of inspections Report thereof • Consult and liaise with Government Departments, Mining industry As well as interested and affected parties and in Environmental issues • Handle enquiries and investigation of complaints. A valid driver's licence is essential for this post

ENQUIRIES : Ms M. Mokonyane ☎ 013-6561448

POST 13/37 : **ENVIRONMENTAL OFFICER**

SALARY : R 106 335 per annum

CENTRE : Limpopo

REQUIREMENTS : An appropriate Batchelor's Degree/ National Diploma in Environmental Sciences or equivalent qualification and appropriate experience PLUS the following key competencies: ☐ Knowledge of: • Environmental management and the function of ecological processes management • Earth sciences • Various mining and mineral processing methods and environmental impacts thereof • Mitigation methods, goals, standards and actions, including rehabilitation and pollution control measures • Understanding of relevant legislation & Public service delivery

		documents • Balanced understanding of environmental management and conservation • Ability to interpret and apply provisions of the Mineral & Petroleum Resources Development Act of 2002, now largely repealed Minerals Act, 1991 and related legislation against the Practical observations made during field investigations and inspections ☐ Skills • Ability to interpret and analyse legislation requirements • Computer skills • Negotiation and conflict resolution • Presentation skills ☐ Communication • Ability to interact with persons on various levels • Sound written and verbal communication ☐ Creativity • A creative, assertive and confident approach • Ability to analyse problems • Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management. A valid drivers licence and ability to work under pressure
<u>DUTIES</u>	:	Evaluate and monitor environmental impacts caused by the mining industry • Conduct site inspections • Assess and manage environmental degradation and controlled mine closure • Investigate and resolve problems, enquiries and complaints • Evaluate Environmental Management Programme Reports and Environmental Management Plans, Closure Plans, Performance Management Plans, Environmental Risk Assessment Reports, etc.
<u>ENQUIRIES</u>	:	Mr. K.G. Tshisikhawe ☎ 057 391 1300
<u>POST 13/38</u>	:	<u>SENIOR ADMIN CLERK: REQUISITIONS & ORDERS</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	HEAD OFFICE
<u>REQUIREMENTS</u>	:	Diploma/ /Certificate in Logistics, Supply Chain Management or related field, coupled with relevant administration experience PLUS the following key competencies: ☐ Knowledge of: • LOGIS PI • Supply Chain Management SCM • Public Finance Management Act (PFMA) • Preferential Procurement Policy Frameworks Act (PPPFA) • Treasury Regulation TR ☐ Skills: • Computer Literacy • Good verbal and written Communication • Ability to communicate at all levels • Financial skills • Report writing ☐ Communication: • Telephone etiquette • Liaising with end users • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem solving • Record keeping • Ability to work under pressure
<u>DUTIES</u>	:	Receive requisitions from the user • Verify budget allocations & allocate correct item codes from SCOA • Advice users with regard to SCM, PPPFA frameworks and treasury prescripts • Capture requisition on Logis PI • Capture inventory request on Logis PI • Approve purchase requisitions • Record & update requisition and order on requisition register • Attend to all enquiries from clients (Internal and external clients)
<u>ENQUIRIES</u>	:	Psyence Makutu ☎ 012 317 8740
<u>POST 13/39</u>	:	<u>ADMINISTRATION CLERK: EXPEDITING</u>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with appropriate relevant experience in SCM PLUS the following key competencies: ☐ Knowledge of: • LOGIS PI • Supply Chain Management (SCM) • Public Finance Management Act (PFMA) • Preferential Procurement Policy Frameworks PPPFA • Treasury Regulation TR ☐ Skills: • Computer literacy • Good verbal and written Communication • Ability to communicate at all levels • Financial skills • Report writing ☐ Communication: • Telephone etiquette • Liaising with end users • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem solving • Record keeping • Ability to work under pressure
<u>DUTIES</u>	:	Expedite orders • Receive invoices and prepare them for payment • Retrieve order from 0-9 file and match with invoices • Forward invoices to user and follow up for certification of receipt for goods or services • Maintain & update the invoice register • Ensure that invoices are processed within the approved turnaround time • Follow-up all invoices that are sent to users for payment authorisation • Attend to all enquiries from clients (internal and external)
<u>ENQUIRIES</u>	:	Sello Maluleka ☎ 012 317 8034

<u>POST 13/40</u>	:	<u>HELPDESK OPERATOR</u>
<u>SALARY</u>	:	R 68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>one year Diploma/ Certificate in Information Technology with relevant experience PLUS the following key competencies: ☐ Knowledge of • Windows 2000/XP, Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server); Desktop Support ☐ Skills: ; MCSE will be an advantage; Telephone Etiquette & Troubleshooting skills critical ☐ Communication: • Should be able to communicate clearly written and verbally. National Diploma in Information Technology; A+ Training and an International Exam will be an advantage</p>
<u>DUTIES</u>	:	<p>Provide First line support to all DME users requiring desktop support answer of Helpdesk telephones • Log calls on Heat for 2nd and 3rd line support • Configure, Install, repair, and arrange replacement of computers • Handle movement of IT Hardware between Head Office and Regional Offices • Liaise with external hardware and software suppliers • Provide remote desktop support to regional users</p>
<u>ENQUIRIES</u>	:	Ms Indiphile Mbalu ☎ (012) 317 8675

NATIONAL PROSECUTING AUTHORITY

APPLICATIONS

: E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria.

CLOSING DATE

: 11 April 2008

NOTE

: Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. Postal applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that the postal application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal delays. Late postal applications will not be processes. The NPA advise applicants that postal applications be forwarded by registered mail. Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicants attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries : Directed to the specific NPA Business Unit. NOTE: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be

terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

<u>POST 13/41</u>	:	<u>EXECUTIVE ASSISTANT</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R157 686 per annum housing allowance, service bonus, pension and medical aid benefits.
<u>CENTRE</u>	:	DPP-Grahamstown
<u>REQUIREMENTS</u>	:	Three year degree or diploma and more than 5 years relevant experience. Excellent writing and verbal communication.
<u>DUTIES</u>	:	Providing typing for the Director of Public prosecutions and Management as / and when required. Provide Secretarial support to the Director of Public Prosecutions. Make travel arrangements, arrange meetings and book accommodation. Answering telephones, keeping a diary, filing, making photocopies, ordering stationery and submitting claims for travel/accommodation expenses. Ensure operational efficiency within the office. Co-ordinate the implementation of relevant systems in the office. Implement an effective filing and tracking system for the office. Handle all logistical support for the office. Attend and record proceedings of meetings when required and facilitate follow-up action. Draft reports, prepare briefing notes, make presentations, and handle other documentation as required. Attend to all correspondence addressed to the Head. Report to the Head of the office. Ensure the management of Administrative affairs within the office. Conduct internet research.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0989@npa.gov.za Fax no. 012 843 4225 Ref no. Recruit 0989
<u>POST 13/42</u>	:	<u>TRANSLATOR</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R157 686 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	CPP-Klerksdorp
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a senior certificate or equivalent qualifications. A Tertiary qualification will be an advantage. Specialization in translation will serve as a strong recommendation. Language ability of English, Afrikaans, Zulu Xhosa, Tswana. 2-3 years proven translating/interpreting experience as a sworn translator/interpreter in the above mentioned languages. Good written and verbal communications skills. Computer literacy (MS Office). Ability to maintain interpersonal relations. Accuracy and attention to detail. Ability to work under pressure. Knowledge of the National language Policy, Experience in translating in the public sector. SATI accreditation as a translator and/ or accreditation as a sworn translator in the relevant languages. A valid code 8 driver's licence is required
<u>DUTIES</u>	:	Translation of a wide variety of legal documents, statements and / or exhibits from Afrikaans into English and vice versa. Interpret during consultations or in court for the prosecutor and /or witness from Afrikaans to English. Giving language advice. Liaising with customers of the NPA. Exercising quality control. Safeguarding official documents. Perform any other duties that he or she may be assigned to in terms of translation or the prosecution functions in the office. To perform all duties in accordance with the code of conduct and the policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0990@npa.gov.za Fax no. 012 843 4226 Ref no. Recruit 0990
<u>POST 13/43</u>	:	<u>ASSISTANT MANAGER: GENERAL</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R132 054 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	DPP: Pretoria

<u>REQUIREMENTS</u>	:	Three years degree or diploma and more than 3 years experience or Grade 12 plus relevant experience, preferably within the Criminal Justice System. Strong administrative, decision making, organizational and general office management skills. Communication skills (written and verbal). Good planning and supervisory skills. Computer literacy preferably, experience in programmes such as MS "Access" and "Excel". A code EB driver's licence will be a recommendation. Performance measurement skills. Execution and interpretation of policies and procedures.
<u>DUTIES</u>	:	Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g. responsible for work flow and document tracking in the office, drafting of memorandum, drafting of correspondence with members of the public and other organizations and state departments. Pursue material lodged to identify issues and to initiate appropriate research and to pursue avenues of enquiry or research as indicated. Supervise the work of subordinates and divide the incoming work amongst administrative assistants. Perform certain less complicated leadership functions in respect of the giving of guidance, technical and specialized advice. Interpretation and application of directives and policy. Planning, budgeting, labour relations and performance assessment of typist and the exercising of control and guidance. Perform other tasks as may be delegated.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0991@npa.gov.za Fax no. 012 843 4227 Ref no. Recruit 0991
<u>POST 13/44</u>	:	<u>SPECIALIST OFFICE ADMINISTRATOR</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R132 054 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	CPP- Johannesburg, CPP- Mthatha, CPP- Port Elizabeth
<u>REQUIREMENTS</u>	:	Three years degree or diploma and more than 3 years experience or Grade 12 plus more than 5 years relevant experience, preferably within the Criminal Justice System. Strong administrative, decision making, organizational and general office management skills. Communication skills (written and verbal). Good planning and supervisory skills. Computer literacy with experience in programmes such as MS "Access" and "Excel". A code EB driver's licence will be a recommendation. Performance measurement skills. Execution, interpretation of policies and procedures.
<u>DUTIES</u>	:	Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g. responsible for work flow and document tracking in the office. Drafting of memorandum, drafting of correspondence to members of the public and other organizations and state departments. Pursue material lodged to identify issues and to initiate appropriate research and to pursue avenues of enquiry or research as indicated. Supervise the work of subordinates and divide the incoming work amongst administrative assistants. Perform certain less complicated leadership functions in respect of the giving of guidance, technical and specialized advice, Interpretation and application of directives and policy. Planning, budgeting, labour relations and performance assessment of typists and the exercising of control and guidance. Perform other tasks as may be delegated.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0992@npa.gov.za Fax no. 012 843 4228 Ref no. Recruit 0992
<u>POST 13/45</u>	:	<u>PERSAL CONTROLLER</u> Corporate Services
<u>SALARY</u>	:	R132 054 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Bachelor's degree/diploma with relevant experience; Knowledge of PERSAL System(PERSAL) in general; Successfully completed PERSAL Controllers Course; Knowledge and skills of Public Sector Human Resource Management. Knowledge and skill regarding the HR regulatory framework such as the Public Service Act, and Regulation, the Basic Conditions of Employment Act etc. General computer literacy skills and knowledge of MS Word, PowerPoint, Excel, etc.

<u>DUTIES</u>	:	Manage the utilization of PERSAL within the Department. Ensure compliance and monitor access to PERSAL. Register Users on the system and monitor selective allocation of functions. Create and maintain departmental codes; Generate PERSAL reports. Develop and maintain Departmental manuals and procedure. Ensure that exception reports are generated and implemented. Co-ordinate PERSAL training for the entire Department. Advice users, Personnel and Salary Controllers on the effective use of PERSAL.
<u>ENQUIRIES</u>	:	Mncedisi Sineke 012 845 6167 Recruit0982.gov.za Fax no. 012 843 4218 Ref no. Recruit 0982
<u>POST 13/46</u>	:	<u>CHIEF ADMINISTRATIVE OFFICER: BIDS</u> Corporate Services
<u>SALARY</u>	:	R106 335 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate three year degree/diploma back by appropriate experience. Sound knowledge of the PFMA, Public Service Regulations, Treasury Regulations and Basic Accounting System (BAS), A high standard of communication, Computer Literacy: MS Word, Excel and Power Point, Strong organisational and leadership skills, Ability to think strategically and innovatively; Clients service management, Knowledge of the public Sector legislation, policies and regulations; Knowledge and skills with regard to compliance with the PFMA, tender administration and National Treasury Regulations; Knowledge of Logis will be an advantage;
<u>DUTIES</u>	:	Receive and register request for bids. Assess request for value Check specification for compliance with standards Prepare bid documents Arrange evaluation meeting Liaise with internal and external clients Secretariat to the Bid committee Invitation and closing of bids.
<u>ENQUIRIES</u>	:	Mncedisi Sineke 012 845 6167 Recruit0983@npa.gov.za Fax no. 012 843 4219 Ref no. Recruit 0983
<u>POST 13/47</u>	:	<u>CHIEF ADMINISTRATIVE ASSISTANT: LOGISTICS</u> Corporate Services
<u>SALARY</u>	:	R106 335 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or diploma plus 2 years experience . At least 3 years experience in Logistics will be an advantage. Strong organizational skills, Good communication skills, writing skills. Computer literacy i.e. MS Word, Excel, Power Outlook. Ability to think strategically and innovatively. Client service management . Knowledge of the PFMA and National Treasury Regulations. Knowledge of Logis and BAS. Knowledge of Supply Chain Management
<u>DUTIES</u>	:	Assist the Assistant Manager with the overall administration of payments. Attend to queries relating to invoices. Identify irregular expenditure. Do reconciliations. Provide administrative and provisioning support to the NPA. Close orders on the system Capture receipt and issue vouchers
<u>ENQUIRIES</u>	:	Mncedisi Sineke 012 845 6167 Recruit0984@npa.gov.za Fax no. 012 843 4220 Ref no. Recruit 0984
<u>POST 13/48</u>	:	<u>CHIEF ADMIN ASSISTANT: GENERAL: AFU</u> Asset Forfeiture Unit (AFU)
<u>SALARY</u>	:	R106 335 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus 3-5 years' experience in general office administration. Strong interpersonal and presentation skills. Good written and verbal communication skills. General Computer skills and knowledge of programmes such as MS Word and Excel. Ability to think independently and innovatively. Knowledge and understanding of Public Service will be a strong advantage.

<u>DUTIES</u>	:	Provide a high level of administrative support to the head of the office and other staff. Deal with all finance, procurement, travel and human resource matters. Render general administrative support such as filling, photocopying, faxing, receiving, and dispatching of documents. Liaise with the head office in respect of all matters pertaining to the functioning of the office. Draft correspondence, memoranda and reports to management. Maintain records and management information relating to all asset forfeiture matters. Perform other functions as and when requested by the office.
<u>ENQUIRY</u>	:	Cherol Bharosa 012 845 6712 Recruit0988@npa.gov.za Fax no.012 843 4224 Ref no. Recruit 0988
<u>POST 13/49</u>	:	<u>CHIEF ADMINISTRATIVE ASSISTANT</u> Specialised Commercial Crime Unit (SCCU)
<u>SALARY</u>	:	R106 335 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	SCCU: Durban
<u>REQUIREMENTS</u>	:	Grade 12, 3-5 years relevant experience, Administrative skills, Decision Making, General office management, Good planning skills, Good communication and interpersonal skills, Computer skills.
<u>DUTIES</u>	:	Ensure that HR and Document Management policies and procedures are adhered to. Ensure proper implementation of filing system, Co-ordinate service benefits of staff, Follow up on HR administration (resignations, retirement, leave, pension, etc) Co-ordinate appointment of staff, Carry out other administrative functions.
<u>ENQUIRIES</u>	:	Sophy Seema 012 401 0420 Recruit0985@npa.gov.za Fax no. 012 843 4221 Ref no. Recruit 0985
<u>POST 13/50</u>	:	<u>CHIEF ADMINISTRATIVE ASSISTANT: HRM</u> Asset Forfeiture Unit (AFU)
<u>SALARY</u>	:	R106 335 per annum, plus medical, housing subsidy and pension benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification plus three (3) years relevant experience. Sound knowledge of PERSAL, Knowledge of Public Service Act and Public Service Regulations etc. Good communication (written and verbal). Strong inter-personal skills and the ability to work under pressure. Computer literacy in MS Word, PowerPoint, Excel, MS Outlook, MS Project.
<u>DUTIES</u>	:	Prepare memoranda for remunerations and service benefits. Processing of state guarantees, housing allowances, long service recognition, leave, IOD, acting allowances, service bonus, performance rewards, pay progression, SMS/MMS, general salary adjustments, overtime etc.
<u>ENQUIRY</u>	:	Cherol Bharosa 012 845 6712 Recruit0987@npa.gov.za Fax no. 012 843 4223 Ref no. Recruit 0987
<u>POST 13/51</u>	:	<u>CHIEF ADMINISTRATIVE ASSISTANCE: FINANCE</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R106 335 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	DPP- Pretoria
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Financial Management plus experience in government Finance. Excellent writing and verbal communication skills. Ability to work under pressure and deadlines driven. Experience in the public Sectors financial environment is essential. Knowledge of all legislation pertaining to government. Knowledge of BAS, Subsistence and travelling claims, PERSAL, LOGIS, PFMA, Treasury and Tax Regulations. Supply Chain Management, Finance and procurement Policies and Procedures and Supervisory skills.
<u>DUTIES</u>	:	Process payments of service providers. Process subsistence and travelling claims for the unit in line with the available budget. Render support in compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement Policy. Manage petty cash. Liaise with corporate services regarding all matters pertaining to Finance.

<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0993@npa.gov.za Fax no. 012 843 4229 Ref no. Recruit 0993
<u>POST 13/52</u>	:	<u>OFFICE ADMINISTRATOR: FINANCIAL OPERATIONS & BUDGET</u> Corporate Services
<u>SALARY</u>	:	R106 335 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a fully passed subject. A person applying for this job should have effective writing and organizational skills, as well as the ability to use a computer. Good interpersonal and excellent communication skills. An excellent telephone skill is essential. Computer skills in programmes such as MS Word, PowerPoint, Excel, ect. The ability to maintain confidentiality of privileged information obtained in the course of work. General office management skills and an ability to establish and maintain effective working relationships with everyone.
<u>DUTIES</u>	:	Plan, organize and coordinate office activities. Serve as secretary to two Senior Managers; receive and screen calls and visitors; screen mail; compile and review various written materials; schedule appointments and maintain calendar. Establish and maintain filing systems. Read, interpret and follow organisational rules, regulations, policies and procedures. Establish and implement revised office procedures as needed and according to established guidelines. Perform a variety of clerical duties such as filing, duplicating materials, receiving and transmitting messages and opening and routing mail. Compile and type a variety of written materials, involving independent judgment and requiring accuracy and speed, such as letters, submissions, internal memoranda, requisitions, lists, reports and statistical data. Arrange meetings, traveling and accommodation. Administer stationery.
<u>ENQUIRIES</u>	:	Mncedisi Sineke 012 845 6167 Recruit0981@npa.gov.za Fax no. 012 843 4217 Ref no. Recruit 0981
<u>POST 13/53</u>	:	<u>OFFICE ADMINISTRATOR</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R106 335 per annum, plus housing subsidy, pension and medical aid benefits
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A Senior certificate with typing as subject. Three to five years secretarial experience. Good communication skills (written and verbal), general computer skills and knowledge of programmes such as MS Word, PowerPoint, Excel etc. Strong organizational abilities. Strong interpersonal relations
<u>DUTIES</u>	:	Provide high quality administrative support to the Manager i.e.: Maintain a well organized administrative and functional filing system. Ensure proper functioning of the office of the manager and coordination of daily activities. Management of the diary of the manager, typing, faxing and making photocopies. Recording incoming and outgoing mail, reports and distribute to relevant stakeholders. Organize planned events for the office of the manager. Draft and forward invitations. Proper preparation, recording of meetings, appointments and agendas. Accurate minute taking and assist with compilation of reports. Arrange logistical requirements for the office. Procurement of stationary and screening of incoming and outgoing calls. Ensure efficient flow of information; receive visitors. Ensure proper functioning of the office of the manager.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0994@npa.gov.za Fax no. 012 843 4230 Ref no. Recruit 0994
<u>POST 13/54</u>	:	<u>PRINCIPAL ADMINISTRATIVE ASSISTANT: DOCUMENT MANAGEMENT</u> Corporate Services
<u>SALARY</u>	:	R85 362 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	Pretoria (Head Office)

<u>REQUIREMENTS</u>	:	This position calls for a person with the necessary exposure/knowledge of public relations, office/telephone etiquette, document tracking, storage and retrieval systems, administrative practices and minute taking skills. In depth knowledge of applicable software packages & high computer literacy including Ms Office. Knowledge of government practices and procedures relating to administration and procurement. Good time management skills as well as good communication & active listening skills. Experience in providing administrative support to the Managers. A valid driver's licence is recommended. At least 2-5 years experience as a secretary/office manager in a similar environment.
<u>DUTIES</u>	:	The person will have to demonstrate reliability, initiative, flexibility and be quality orientated. Independent, self starter with a client focused attitude. Ability to interact with persons on various levels. Ability to function efficiently under extreme pressure. Demonstrate assertiveness, trustworthiness, honesty and emotional maturity. Ability to maintain a high level of confidentiality. The successful candidate will be responsible for Administrative support to the Senior Manager: Document Management which entails, amongst others, the following: Receiving and distributing of mail. Office Management & administration including filing and helping with the storeroom. Planning and organising activities of the Senior Manager. Typing of documents. Answering and making the telephone calls on behalf of the Senior Manager. Arrange meetings and receive visitors. Ensuring that all messages are accurately and timeously attended to. To work on an Electronic Document Management system.
<u>ENQUIRIES</u>	:	Mncedisi Sineke 012 845 6167 Recruit0980@npa.gov.za Fax no. 012 843 4216 Ref no. Recruit 0980
<u>POST 13/55</u>	:	<u>PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE & PROCUREMENT</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R85 362 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mthatha
	:	The minimum requirement for this position is a Matric certificate with relevant experience. Experience in government procurement procedures. Computer literacy in MS Office (MS Excel, MS Word, MS PowerPoint), Knowledge of Financial Management (Budget, expenditure control, cashflow, etc). Knowledge of government financial systems (PERSAL, Logis, BAS). Knowledge of PFMA and Treasury regulations.
<u>DUTIES</u>	:	Process payment of service providers for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any discrepancies. Distribute pay slips and IRP 5's. Procure and distribute stationery for the unit. Manage petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 944 Recruit0995pa.gov.za Fax no. 012 843 4231 Ref no. Recruit 0995
<u>POST 13/56</u>	:	<u>PRINCIPAL ADMINISTRATIVE ASSISTANT: HUMAN RESOURCES</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R85 362 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE REQUIREMENTS</u>	:	DPP: Mthatha
	:	Matric certificate plus relevant experience. Knowledge of Persal, Knowledge of Human Resource Management in the Public Service. Good communication (Verbal and written) skills. Good organizational and people management skills. Computer Literacy, particularly Windows packages. Ability to work under pressure. Good interpersonal skills .
<u>DUTIES</u>	:	Perform a variety of Human Resource functions and tasks in the region. Assist in formulating, implementing and maintaining HR Policies, Assist with the interview process. Liaise with Corporate Services with regard to all

		matters pertaining to HR functions. Assist in the training and development programmes of the office. Assist in the Performance Assessments Process.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0996@npa.gov.za Fax no. 012 843 4232 Ref no. Recruit 0996
<u>POST 13/57</u>	:	<u>ASSISTANT OFFICE ADMINISTRATOR</u>
<u>SALARY</u>	:	R85 362 per annum plus housing subsidy, pension and medical benefits
<u>CENTRE</u>	:	CPP- Mthatha (Mthatha, Lusikisiki,) CPP- Modimole (Nylstroom), CPP- East London (Mdantsane)
<u>REQUIREMENTS</u>	:	Matric / senior certificate plus administration experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer Literacy, especially MS packages, including Word and Excel.
<u>DUTIES</u>	:	Provide high quality administrative support to the manager. Maintain a well organized administrative and functional filing system. Ensure proper functioning of the office of the manager and coordination of daily activities. Management of the diary of the manager, typing, faxing and making photocopies. Recording incoming and outgoing mail, reports and distribute to relevant stakeholders. Organize planned events for the office of the manager. Draft and forward invitations, proper preparation, recording of meetings, appointments and agendas. Accurate minute taking and assist with the compilation of reports. Arrange logistical requirements for the office. Procurement of stationary and screening of incoming and outgoing calls. Ensure efficient flow of information and receive visitors. Ensure proper functioning of the office of the manager.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0997@npa.gov.za Fax no. 012 843 4233 Ref no. Recruit 0997
<u>POST 13/58</u>	:	<u>SENIOR ADMINISTRATIVE ASSISTANT: GENERAL</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R68 955 per annum plus housing subsidy, pension and medical benefits
<u>CENTRE</u>	:	DPP-Pretoria
<u>REQUIREMENTS</u>	:	Matric / senior certificate plus administration experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer Literacy, especially MS packages, including Word and Excel.
<u>DUTIES</u>	:	Provide high level of support service to the office. Design and keep a well-organized administrative system for the office. Provide support and administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, logistical and human resources. Good office practice. Delivering of mails and faxes within the office.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0998@npa.gov.za Fax no. 012 843 4234 Ref no. Recruit 0998
<u>POST 13/59</u>	:	<u>SENIOR ADMINISTRATIVE ASSISTANT</u> Specialised Commercial Crime Unit (SCCU)
<u>SALARY</u>	:	R68 955 per annum plus medical, housing subsidy, pension and medical benefits.
<u>CENTRE</u>	:	SCCU: Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 and 1-2 years relevant experience
<u>DUTIES</u>	:	Office Administration, Capturing, distribution and backing up of case plans, Case Register, Receiving and making copies of case dockets, Capturing of incoming cases, Generate letters to complainants, IT System administrator, Administer access to electronic case register
<u>ENQUIRY</u>	:	Sophy Seema 012 401 0420 Recruit0986@npa.gov.za Fax no. 012 843 4222 Ref no. Recruit 0986
<u>POST 13/60</u>	:	<u>ADMINISTRATIVE ASSISTANT: GENERAL</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R58 290 per annum plus housing allowance, annual service bonus, pension and medical benefits

<u>CENTRE REQUIREMENTS</u>	:	DPP Pietermaritzberg, CPP- East London (Mdantsane)
	:	Matric/Senior certificate plus Procurement Section Logistics administration. Ability to organize and prioritise work; Good communication (verbal and written) skills; Computer Literacy, especially Ms packages, including Word and Excel. Knowledge of supply chain management and relevant procurement prescripts.
<u>DUTIES</u>	:	Eliminate or reduce fruitless and wasteful expenditure Monitor & control the usage of contract/Govt vehicles Safeguard Departmental assets, Monitor Departmental Inventory, Maintain Departmental service contracts. Manage all travel & accommodation arrangements for Provincial staff Perform other Procurement related tasks, Perform any other task as requested by the Deputy Manager or Corporate Manager
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit0999@npa.gov.za Fax no. 012 843 4235 Ref no. Recruit 0999
<u>POST 13/61</u>	:	<u>SWITCHBOARD OPERATOR</u> National Prosecuting Services (NPS)
<u>SALARY</u>	:	R58 290 per annum plus housing allowance, annual service bonus pension and medical benefits
<u>CENTRE REQUIREMENTS</u>	:	DDPP Port-Elizabeth
	:	Matric Certificate. Computer literacy with and understanding of Ms Office, MS Excel. Good interpersonal skills are additional requirements
<u>DUTIES</u>	:	To answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices or where there are staff changes. Registration of daily incoming inquests in the section. Report faulty machines when out of order. Attend to the public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain a register of outgoing mail. Maintain telephone lists.
<u>ENQUIRIES</u>	:	Gija Maswanganyi 012 845 6944 Recruit1000@npa.gov.za Fax no. 012 843 4236 Ref no. Recruit 1000

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications must be sent to the Head of HR: Private Bag X916, Pretoria, 0001 or delivered to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Monday, 14 April 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers
- an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note: The Department of Public Service and Administration will not be handling any responses. Candidates must apply directly to Human Communications. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

- POST 13/62** : **ASSISTANT DIRECTOR: OFFICE OF THE DG**
- SALARY** : R157 686 per annum, Annual progression up to maximum salary of R183 066 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year Bachelor's degree (or equivalent qualification) plus appropriate experience to fulfil the requirements inherent to the post, OR as alternative, a Senior Certificate (or equivalent qualification) plus sufficient appropriate experience to fulfil the requirements inherent to the post. Thorough knowledge of Government systems and processes. Excellent writing, communication, networking and organisational skills. Interpersonal and liaison skills. Problem solving, analysis and flexibility. Hardworking and highly motivated. Computer literacy. Willing to work long hours when required and able to work under pressure. Knowledge of Corporate Secretariat and Government procedures will be an advantage.
- DUTIES** : Reporting to the Deputy Director in the Office of the Director-General. Provide secretariat services to management meetings and other meetings. Render logistical support. Draft minutes and agendas. Co-ordinate and consolidate departmental inputs. General administration, Handle ad-hoc tasks.
- ENQUIRIES** : Ms M Phalane, tel. (012) 336-1291

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue
<u>FOR ATTENTION</u>	:	Ms K Mashifane
<u>CLOSING DATE</u>	:	11 April 2008
<u>NOTE</u>	:	Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

<u>POST 13/63</u>	:	<u>MANAGER PUBLIC PARTICIPATION</u> Directorate: Public Participation and Public Relations
<u>SALARY</u>	:	R311 358 per annum all inclusive salary package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates should be in possession of relevant tertiary qualifications and appropriate years of experience in coordinating and managing public participation processes. Knowledge of the Government Programme of Action and Protocol, Public Service Regulatory Framework, sound understanding of the political situation in the country and internationally and knowledge of The Presidency policy and procedures. Skills: Interpersonal relations, conflict management, communication, networking, negotiation, facilitation, presentation, report writing, political astuteness and computer literacy.
<u>DUTIES</u>	:	The successful candidate will manage the public participation sub-unit, which is responsible for coordinating and organizing public participation campaigns and programmes, including izimbizo; draft public participation programmes for The Presidency; interact with provinces and other government departments on public participation programmes; develop and manage a database on public participation stakeholders; ensure the participation of all relevant stakeholders in Presidency public participation activities; liaise and maintain good working relations with stakeholders; handle requests and enquiries pertaining to public participation programmes; gather and collate information for preparing briefing documents for the principals prior to the hosting of izimbizo and other public public participation programmes; co-ordinate follow-up activities on Presidential Izimbizo and other public participation programmes in consultation with relevant government departments.
<u>ENQUIRIES</u>	:	Mr D Mahlasela, 012 300 5251
<u>POST 13/64</u>	:	<u>ASSISTANT DIRECTOR: FINANCE</u> Directorate: Finance
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or Diploma in Finance/Accounting and extensive years of experience in government finance. Sound knowledge of Basic Accounting System (BAS). Knowledge of the government's financial prescripts, policies and regulations. Computer literacy. Good communication and interpersonal skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following key performance areas: management of accounts payable and receivable, management of petty cash and cash book services. Supervision and development of staff. Ensure compliancy with all financial prescripts, rules

		and regulations. Report on the activities of the department. Attending to all queries relating to the post. Perform any other reasonable tasks and be able to work under pressure.
<u>ENQUIRIES</u>	:	Mr D Mandiwana: 012 300 5605
<u>POST 13/65</u>	:	<u>STATE ACCOUNTANT</u> Directorate: Budget Office
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification and at least three years experience in budgeting in the Public Service. Knowledge and experience of PFMA and Treasury Regulations. Knowledge and experience in Basic Accounting Systems (BAS) and Vulindlela. Knowledge of MS-Excel (Intermediate) and MS-Word. Experience in compiling Financial Statements. The successful candidate must also possess the following skills: Computer literacy, Report writing, Communication and Time Management.
<u>DUTIES</u>	:	The successful candidates will be responsible for: monitoring expenditure trends against the budget and cash flow projections, monitoring expenditure allocations and amending erroneous allocations, maintaining budget on BAS, completing ENE and MTEF database, calculating and requesting the required monthly funds, compiling early warning system reports (EWS),preparing expenditure forecast for the EWS, assisting with the completion of the annual financial statements, liaising with the responsibility managers and compiling treasury submissions. The candidate must be prepared to travel.
<u>ENQUIRIES</u>	:	Ms C Pillay, 012 300 5624

DEPARTMENT OF TRANSPORT*The Department of Transport is an equal opportunity representative employer*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Sekgala Group, P O Box 7086, Halfway House, 1685 OR Unit B6 Greenoaks Office Park, Cor Bekker Road and Gregory Avenue, Vorna Valley, 1685. Fax number: (011) 440 5611. E-mail: careers@sekgala.co.za . Enquiries: 086 172 6267
- CLOSING DATE** : 7 April 2008 Applications received after the closing date will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for.
- NOTE** : Applications must be accompanied by form Z.83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being 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 candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. People with disabilities are encouraged to apply.

OTHER POSTS

- POST 13/66** : **DEPUTY DIRECTOR: BUS OPERATIONS (REF: 40326/1)**
(Branch: Public Transport)
(Chief Directorate: Public Transport Management)
(Directorate: Bus Operations)
(Sub-Directorate: Bus Operations)
- SALARY** : All inclusive salary package of R369 000 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised tertiary qualification in Economics or Transport related courses or an equivalent qualification and at least 3 years' relevant experience. Note: The following will serve as a recommendation: Previous experience in the bus industry, Ability to liaise and communicate professionally with all stakeholders, Clear understanding of land transport policy issues, Understanding of the Public Finance Management Act (PFMA) and the National Land Transport Transitional Act (NLTTA). Ability to multi-task and work under pressure, Knowledge of business ethics, Experience in dealing with public transport issues, Extensive project management skills and experience, Extensive contract management skills and experience, Financial management experience, Understanding and involvement in the tender processes, Understanding of the Supply Chain Management Framework, Report writing and budget management, Administrative support, Computer literacy, Willingness to travel and work irregular hours
- DUTIES** : The successful candidate will: Assist in the rationalization and redesigning of existing road based public transport services into integrated networks, Assist with the development and implementation of high quality rapid public transport systems, Assist metropolitan and urban local municipalities with the development and implementation of public transport network plans. Facilitate the setting up structures for the implementation of gross cost based subsidised services, Engage and co-ordinate different spheres of government for the integration of public transport services, Attend and represent the Department on inter-departmental committees and other stakeholder meetings, Compile reports and perform financial and general office administration work.
- ENQUIRIES** : Mr L Manamela, Tel: (012) 309 3638

<u>NOTE</u>	:	Short listed candidates will be subjected to a competency test as well as a personality profile analysis.
<u>POST 13/67</u>	:	<u>DEPUTY DIRECTOR: PRIMARY NETWORKS (REF: 40326/2)</u> <u>DEPUTY DIRECTOR: SECONDARY NETWORKS (REF: 40326/3)</u> (Branch: Transport Logistics and Corridor Development) (Chief Directorate: Eastern Corridor and Chief Directorate: Western Corridor) (Directorate: Primary Networks and Directorate: Secondary Networks) (Sub-directorate: Primary Networks and Directorate: Secondary Networks)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All inclusive salary package of R311 358 per annum Pretoria Applicants should possess an appropriate Degree or National Diploma in Freight Transport RPL NQF level 6 coupled with 3 years' applicable experience in the transport or freight logistics environment. Note: The following will serve as a recommendation: A sound knowledge of freight logistics operations and infrastructure and extensive experience in freight logistics or freight transport knowledge of the various modes including freight transport operations and infrastructure and related sectors like warehousing, distribution that contribute to the seamless movement of goods and services, Willingness to travel and work irregular hours
<u>DUTIES</u>	:	The successful candidate will: Continuously monitor and update on an ongoing basis national and provincial freight corridors, Responsible for the development of an integrated freight logistics planning across the various corridors with respect to both operations and freight logistic infrastructure Develop and implement an integrated information system that integrates planning and delivery systems' management across and with corridors. Develop and implement corridor systems that integrate South Africa with the region and the continent, Develop and implement a strategy to improve the operations and infrastructure at our key freight borders posts, this must include developing a system that integrates work within South Africa and countries that share with South Africa these key border posts, Develop, implement and monitor an appropriate delivery institutional mechanism. Develop, plan, monitor and update strategy and plan in respect of freight logistics operations planning, provision and management systems across national, regional and continental corridors. Facilitate and promote the implementation of integrated development planning to support freight logistics strategy and implementation to achieve national and NEPAD objectives, Promote innovation in freight transport and in the freight logistics arena. Keep and continuously update stakeholder information and contacts nationally, regionally and continentally, Liaise with stakeholders, Attend meetings on behalf or upon instruction of the Director Eastern Corridor or the Director Western Corridor.
<u>ENQUIRIES</u>	:	Ms G Senyatsi, Tel: (012) 309 3298 or Mr C Manyungwana, Tel: (012) 309 3405
<u>NOTE</u>	:	Short listed candidates will be subjected to a competency test as well as a personality profile analysis.
<u>POST 13/68</u>	:	<u>ASSISTANT DIRECTOR: BUS OPERATIONS (Ref: 40326/4)</u> (Branch: Public Transport) (Chief Directorate: Public Transport Management) (Directorate: Bus Operations) (Sub-Directorate: Bus Operations)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 815 annum Pretoria An appropriate recognised tertiary qualification in Economics or Transport related courses or an equivalent qualification and at least 3 years' relevant experience. Note: The following will serve as a recommendation: Previous experience in the bus industry, Ability to liaise and communicate professionally with all stakeholders, Clear understanding of land transport policy issues, Understanding of the Public Finance Management Act (PFMA) and the National Land Transport Transitional Act (NLTTA), Ability to multi-task and work under pressure. Knowledge of business ethics, Experience in dealing with public transport issues, Extensive project management skills

	and experience, Extensive contract management skills and experience, Financial experience, Understanding and involvement in the tender processes, Understanding of the Supply Chain Management Framework, Report writing and budget management, Administrative support, Computer literacy, Must be willing to travel and work irregular hours
<u>DUTIES</u>	: The successful candidate will: Assist with the administration of the bus subsidy budget, Co-ordinate provincial consultative processes and the administration of transfer payments in terms of the Public Finance Management Act, Manage, provide direction and review the performance of consultants on projects, Ensure deadlines and deliverables of projects are obtained within the budget constraints. Assist with the monitoring of compliance with respect to the Integrated Rapid Public Transport Network requirements, Ensure effective implementation of integrated public transport systems, Assist with tender process
<u>ENQUIRIES</u>	: Mr T Mudzielwana, Tel: (012) 309 3583
<u>NOTE</u>	: Short listed candidates will be subjected to a personality profile analysis.
<u>POST 13/69</u>	: <u>ASSITANT DIRECTOR: POLICY RESEARCH (REF: 40326/5)</u> (Branch: Research Policy and Economic Analysis) (Chief Directorate: Policy Development and Impact Monitoring) (Directorate: Policy Analysis) (Sub-directorate: Policy Analysis)
<u>SALARY</u>	: R157 686 per annum
<u>REQUIREMENTS</u>	: An appropriate recognised tertiary Degree/Diploma in Political Science, Policy Studies or Transport Economics with 2 years' relevant experience in the public/private sectors or non-governmental organisations dealing with policy issues. Note: The following will serve as a recommendation: Sound knowledge of policy development processes, Knowledge of transport sector policies of various modes, Extensive experience in policy research and policy analysis, Understanding of inter-governmental relations and the ability to lead processes, Excellent writing and oral skills, Ability to multi-task, Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	: The incumbent will be responsible for the following: Provide policy research support for the Directorate for the development of transport policies of all modes, Compile research papers and position papers on transport policy issues, Analyse trends within the transport sector for decision making. Liaise with provinces and transport stakeholders with regard to transport policy issues, Draft inputs for the business planning process and project management of the Directorate, Mentor interns, Provide administrative support to the Directorate, Attend meetings on behalf of the Directorate.
<u>ENQUIRIES</u>	: Ms L Morobane, Tel: (012) 309 3862
<u>NOTE</u>	: Short listed candidates will be subjected to a personality profile analysis.

PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICES CENTRE

- 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.

OTHER POSTS

- POST 13/70** : **QUALITY ASSURANCE SPECIALIST REF NO: 70049866**
Directorate: Strategy and Innovation
- SALARY** : R196 815 – 228 492 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A recognised Bachelors Degree in preferably Management Science with 1 to 3 years experience directly related to the duties and responsibilities specified. At least 3 years experience in quality assurance and management. Relevant experience in quality assurance environment. Business acumen, analytical, decision making, problem solving, communication, negotiation, quality management.
- DUTIES** : Develops the quality assurance and management framework for the GSSC. Assists business units to implement QA processes and methodologies including ISO 9001 and the development of appropriate service standards and performance metrics, monitors the implementation of QA across the GSSC, reports on the achievement of the desired levels of quality, integrates customer requirements and satisfaction level into QA initiatives, comprehensive QA framework develops and implementation across GSSC. Key outcomes: appropriate service standards and performance metrics developed to clearly articulate the desired levels of quality; improvement in levels of quality measured and reports .GSSC services delivery performance enhanced.
- ENQUIRIES** : Tengani Khoza, Tel No: (011) 689 - 8029
CLOSING DATE : 16 April 2008
- POST 13/71** : **SPECIALIST: CHANGE MANAGEMENT (5 POSTS) REF NO : 70049876**
Directorate: Human Resource Services
- SALARY** : R196 815 – R228 492 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Appropriate HR or equivalent qualification. Public Sector experience. Minimum 3 years HR experience in change and project management. Research and development experience.Problem solving, customer management, communication (written, verbal and responsive), analytical, process orientated, initiative.
- DUTIES** : To ensure the provision of overall Change Management effective services to all GPG departments. To maintain the compliance with SLA's and LOE's. To give advice on/and facilitate Change Management interventions for GPG Departments. To conduct continuous research and development of appropriate OD interventions and tools. To handle complex and sensitive OD processes and queries. To maintain good customer relations. To identify OD and Change Management gaps and needs and counteract by interventions. To quality assure OD reports, processes and service and to do reporting (monthly, quarterly etc.)
- ENQUIRIES** : Tebogo Padi, Tel :(011) 689- 6566
CLOSING DATE : 11 April 2008

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.

OTHER POSTS

POST 13/72 : **DEPUTY DIRECTOR: MEDIA LIAISON REF NO: 70050026**
Directorate: Communication and PR

SALARY : R369 000 per annum (all inclusive remuneration package)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Communication related Degree or Diploma. The ability to interact with the media. Writing, editing and computer skills. Communication and good interpersonal skills. Knowledge of health issues. Valid driver's licence.

DUTIES : Management functions of the media sub-unit. Writing and issuing media statements. Develop and implement sound media strategies for the Department. Manage the Department's media relations and handling enquiries. Assist the media on site at departmental events through ensuring distribution of information and interviews arrangement. Coordinating media events. Participate in the planning and implementation of the Department's communication strategies.

ENQUIRIES : Miss Gugulethu Gumede, Tel No: (011) 355 - 3503
CLOSING DATE : 11 April 2008

POST 13/73 : **SPECIALIST (PSYCHIATRY) REF NO: 70049705**
Directorate: Psychiatry

SALARY : R 353 871 per annum (all inclusive package).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Registration with HPCSA as a Specialist Psychiatrist.
DUTIES : Clinical psychiatric management of Inpatients and Outpatients of the hospital. Participation in the Employee Assistances Programme. Managerial and administrative duties related to the hospital's psychiatric services. Teaching and training of pre-and post graduate students. Participation in the hospital's outreach programme for psychiatry.

ENQUIRIES : Dr. B.B. Sicwebu Tel No: (012) 354-3818
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 11 April 2008

POST 13/74 : **SPECIALIST: GENERAL SURGERY (2 POSTS) REF NO: 70049892**
SPECIALIST: ENT REF NO: 70049893
Directorate: Clinical Services

SALARY : R 353 871 per annum (All inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Specialist. Special knowledge and skills in General Surgery as well as learning and teaching experience.

DUTIES : Ensure quality care and clinical governance. Rendering a clinical paediatric and neonatal in-and-out-patient and special clinics service. Exercise control over subordinates and their clinical work. Training junior medical staff and medical students in the subject. Develop and maintain a sub-specialty interest and service in accordance with the needs of the department. Render an appropriate after hour service in support of junior medical staff. Conduct research. Monitor and evaluate sub-ordinates including registrars, medical officers, community doctors and interns in their clinical service.

ENQUIRIES : Prof. MCM Modiba, Tel No: (012) 521 4153 /
Dr M.H. Krupski, Tel No: (012) 521 4234

CLOSING DATE : 10 April 2008

POST 13/75 : **PRINCIPAL MEDICAL OFFICER (ARV CLINIC) REF NO: 70049891**
Directorate: Clinical Services

SALARY : R 311 358 per annum (All inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner. Extensive experience in health care especially in an academic environment.

DUTIES : Implementation of a comprehensive HIV/AIDS/TB/STI care plan. Manage according to the national and provincial clinical guidelines and to the stages and severity of illness. Establish HIV/AIDS/STI/TB, peds clinic at the facility. Work within the multi-disciplinary team of the HAST project. Provide clinical management of patients and care. Quality assurance, implement NSP 2007-2011. Ensure research and development within the HAST ambit. Provide report on a monthly basis to the Project Manager. Provide in-service training to other staff in the clinic. Work together with Project Manager to ensure intergration especially with TBCP, PMTCT, VCT and STI, Wellness Programme Adult and Paediatric ARV clinic but also with other services.

ENQUIRIES : Ms RM Maitufi, Tel No: 079 741 9087
CLOSING DATE : 10 April 2008

POST 13/76 : **PRINCIPAL MEDICAL OFFICER REF NO: 70049745**
Directorate: Medical Services

CENTRE : R311 358 per annum (Inclusive packages)
SALARY : Tshepong Hospital
REQUIREMENTS : Registration with HPCSA as a Medical Practitioner. At least 5 years experience in After registration. Driver's license. Computer literacy. Experience in Hospital Environment. Knowledge of relevant Acts and protocols with regard to medical ethics .

DUTIES : Comprehensive, preventive, curative rehabilitative healthcare to TB/HIVAIDS patients. Support HAST programmes within the Hospital. Participate in Quality Health care programmes improvement. Participate in multidisciplinary healthcare team Assist in development and implementation of operational plans based on strategic objectives of the department. Liaise with stakeholde4rs regarding service delivery. To ensure implementation of policies and circulars in hospital give feedback reports to Management. To ensure effective utilization of allocated resources in hospital. Participate in ongoing training and development or staff.

ENQUIRIES : Ms. M. D. Mekgoe Tel No: (012) 373-5033x204
CLOSING DATE : 10 April 2008

POST 13/77 : **CHIEF CLINICAL PSYCHOLOGIST REF NO: 70049859**
Directorate: Psychiatry

SALARY : R 196 815 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Registration with HPCSA as a Clinical Psychologist. Appropriate practical experience.

DUTIES : Clinical psychology service to Inpatients and Outpatients of the hospital. Participation in the Employee Assistances Programme. Supervisory and administrative duties related to psychology services of the hospitals. Head of Clinical Psychology unit.

ENQUIRIES : Dr. B.B. Sicwebu Tel No: (012) 354-3818
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 11 April 2008

POST 13/78 : **ASSISTANT DIRECTORREF NO: 70050027**
Directorate: Supply Chain Management

SALARY : R196 815 per annum (plus benefits)
CENTRE : Masakane Provincial Laundry & Food Supply Services, Rosslyn (PTA)

<u>REQUIREMENTS</u>	:	A recognized tertiary qualification & extensive experience of at least 5 years. Ability to compile and use electronic & technical skills. Knowledge of Public Service policies & procedures. Knowledge & understanding of the Department's strategic goals & implementation processes with a clear conceptual understanding of transformation in the Public Sector. Sound knowledge of financial (BAS), procurement human resources (PERSAL) , basic Conditions of Employment Act, 75 of 1977, labour relations, occupational health & safety, employment equity, skills development, policies, regulations and acts.
<u>DUTIES</u>	:	The successful candidate should have proven / strong managerial, leadership, communication & negotiation skills, with the ability to promote & maintain sound labour & client relations. The successful candidate will manage and oversee: The prompt processing and delivery of clean linen and high quality pre-cooked food according to requirements and specifications, to institutions. Maintenance of laundry and food processing machinery. Ensure that managerial processes are in place for effective and efficient usage.
<u>ENQUIRIES</u>	:	Mr. A. Du Plessis, Tel No: (011) 355 - 3081
<u>CLOSING DATE</u>	:	11 April 2008
<u>POST 13/79</u>	:	<u>PRINCIPAL MEDICAL SCIENTIST REF NO: 70049860</u> Directorate: Reproductive Biology
<u>SALARY</u>	:	R 157 686 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as a Scientist. Masters degree in human physiology / reproduction. Proven experience in various micro-manipulation & assisted conception (AC) techniques. Equipment and quality control measures. Knowledge of infections, infertility & reproduction. Excellent communication, interpersonal, computer literate and problem – solving skills. Ability to work independently, with evident capabilities to succeed in post-graduate studies. Practical knowledge of software associated AC equipment.
<u>DUTIES</u>	:	Manage human embryology laboratory procedures, perform micro-manipulation techniques, manage photo library data-images, record keeping, and maintenance of embryology associated equipment. Participate in assisted reproduction procedures, with reference to patients with STI's. Manage the quality control program of the embryology and decontamination laboratories with relevant SOP's. Supervise the training and quality of micro-manipulation techniques of staff. Initiate and participate independently in research projects dealing with micro-organisms that are human pathogens can cause disease of the reproductive tract and impact on assisted conception as well as infertility. Monitor and assist in the supervision of outgoing embryology and semen decontamination reports.
<u>ENQUIRIES</u>	:	Dr. C. Huyser Tel No: (012) 354-2067/ 2208
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	11 April 2008
<u>POST 13/80</u>	:	<u>ASSISTANT DIRECTOR: PORT HEALTH / ENVIRONMENTAL HEALTH</u> <u>REF NO: 70050028</u> Directorate: Public Health
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	O.R. Tambo International Airport
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Computer skills, leadership & problem solving skills, ability to work under pressure, code 8 driver's licence. Three years experience as Chief Environmental Health Officer.
<u>DUTIES</u>	:	To render comprehensive port health services in Gauteng Province, prevent infectious and communicable diseases that may enter the country through means of air. Ensure safety of in-flight meals served on the international and domestic flights. Ensure compliance to South African legislation of imported foodstuffs, cosmetics, disinfectants, medicines, hazardous substances and human remains. Ensure proper vector control at the airport to prevent vector borne diseases from entering and leaving the country. An in-depth understanding of specialized principles of the port health environment, passenger and patient monitoring, national and international product quality standards and forensic and bacteriological laboratory procedures.

ENQUIRIES : Kaleba Albert Marumo, Tel No: (011) 355 – 3479
CLOSING DATE : 11 April 2008

POST 13/81 : **SENIOR PHARMACIST (2 POSTS) REF NO: 70049861**
Directorate: Pharmacy

SALARY : R 150 291 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B.Pharm. Registration with SA Pharmacy Council. Excellent communication, interpersonal, computer literate and training skills.
DUTIES : Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Support pharmacy manager in effective administration of the pharmacy department. Control the adherence of company representatives in the department. Co-ordinate the implementation and adherence to GPP, GMP, DSM and SOP's. Project and participate in the in-service and formal training needs of the department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.

ENQUIRIES FOR ATTENTION : Rene Meyer Tel No: (012) 354-1282
CLOSING DATE : Ms. Diane Samuels
: 11 April 2008

POST 13/82 : **CHIEF PHYSIOTHERAPIST REF NO: 70049938**
Directorate: Medical/ Surgical Section

SALARY : R 132 054 – 153 312 annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Bsc Degree in Physiotherapy. Registration with the Health Professional Council of South Africa as a Physiotherapist. 3 years experience as a Physiotherapist. Managerial experience will be an advantage.
DUTIES : Plan and implement an effective, quality Physiotherapy service in the General Medical/ Surgical section. Co-ordinate staff administration, supervision, evaluation and training/ development, Monitor productivity at all staffing levels. Assist in managing financial and equipment resources. Promote and Implement ongoing research in the section. Implement and monitor effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Will manage Outpatient section.

ENQUIRIES : Ms. T. Bulmer, Tel No: (011) 933 – 8309/ 8818
CLOSING DATE : 10 April 2008

POST 13/83 : **COMPUTER TECHNOLOGIST (2 POSTS) REF NO: 70049894**
Directorate: ICT

SALARY : R132 054 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : National Diploma or related IT qualification, A+, N+, Serv+. At least one year experience in ICT Technical Support (hardware & software).
DUTIES : Provide technical support to end - users. Installation and configuration of workstations. Support operating systems. Identify track and solve hardware related problems. Network troubleshooting and support.

ENQUIRIES : Mr Madimetja Ledwaba, Tel No: (012) 529 3910
CLOSING DATE : 10 April 2008

POST 13/84 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: 70049862**
Directorate: Diagnostic Radiography

SALARY : R 132 054 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Diploma/B.RAD/B-TECH in Diagnostic Radiography. At least 5 years experience as a Senior Radiographer. Registration with the HPCSA is compulsory. Computerised literacy essential all the x-ray units are digital.
DUTIES : Diagnostic Radiography in a 24 hour department. To participate in a 24 roster and all or call. Assist in managing of the department. High level of responsibility. Assist with the quality control tests. Participate and facilitate

		in CPD as required by HPCSA. Help and assist other qualified and student Radiographers with problem solving.
<u>ENQUIRIES</u>	:	Mrs. S. van Niekerk Tel No: (012) 354-1379
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	11 April 2008
<u>POST 13/85</u>	:	<u>SENIOR DIETICIAN (ARV) REF NO: 70049895</u> Directorate: ARV Clinic
<u>SALARY</u>	:	R132 760 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	B Sc in Dietetics. Registration with the relevant Health Professions Council. Knowledge of nutrition management through the life cycle as well as for people with HIV / AIDS and TB. Skills in nutrition assessment and research. Knowledge in monitoring and evaluation of the programme. Training and communication skills.
<u>DUTIES</u>	:	Supply nutritional supplements to TB Adults and Paediatrics. Nutrition counselling and support for HIV/ AIDS and TB with emphasis on nutritional access. Recording interpretation of assessments. Ensure that the site has adequate supplies of supplements. Monitor and evaluate the implementation of the programme. Collaborate with district and central office and provide monthly reports. Work hand in hand with social worker to address social issues. Administration. Compile statistics for the region and write reports. Work with a multi – disciplinary team of HAST. Staff on Nutrition. Operational research.
<u>ENQUIRIES</u>	:	Mr R.M. Maitufi , Tel No: 079 741 9087
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/86</u>	:	<u>SOCIAL WORKER REF NO: 70049896</u> Directorate: Clinical Services
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	A four year degree in Social Work. Registration with the SACSSP. Good interpersonal and communication skills. Ability to work under pressure. Knowledge of health related and applicable Labour Relation Policies. 3 years experience.
<u>DUTIES</u>	:	Render social work services to patients and their families through provision of casework, group work and community work. Attend to casualty crisis, ICU, ward rounds/ meetings and home visits. Supervise and co –ordinate the work of junior staff. Participate in staff development activities. Compile statistics and process reports. The successful candidate will rotate in the following departments: Medical corridor, Gynae & Obstets units, Paediatrics, Renal unit, Specialist corridor, Surgery and Psychiatry.
<u>ENQUIRIES</u>	:	Mrs .K Monageng, Tel No: (012) 529 3593
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/87</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST REF NO: 70049897</u>
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification in Occupational Therapy. Registration with the Health Professions Council of South Africa as Occupational Therapist. 5 years management and clinical experience. Knowledge and Implementation of appropriate legislation e. g National Health plan.
<u>DUTIES</u>	:	Render and manage, and contribute to the planning of Occupational Therapy services that complies with the norms and standards as indicated by National Health Policies. Implement sectional and provincial quality assurance programmes. Plan and implement all aspects of financial management as indicated in sectional guidelines and government policies. Formulate and review sectional strategies and contribute to the formulation of provincial strategies. Participate in and initiate continuous professional development and facilitate that of subordinates according to the regulations of the Health Professions Council of South Africa. Manage allocated human reports, including supervision and performance appraisal, according to regulations of the Department, Public Service and HPCSA. Plan the placement and

		supervision of students according to the agreement with the tertiary training institutions and contribute to related training activities.
<u>ENQUIRIES</u>	:	Mrs .R. Best, Tel No: (012) 521 5896
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/88</u>	:	<u>SOCIAL WORKER: HAST REF NO: 70049898</u>
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	A four year degree in Social Work. Registration with the SACSSP. Good interpersonal and communication skills, Ability to work under pressure. Knowledge of legislation pertaining to HIV/ AIDS and other Social Work issues. Valid drivers licence.
<u>DUTIES</u>	:	Provide comprehensive HIV /AIDS care. Provide support and mentor Lay counsellors. Conduct intake and interviews. Investigate into home circumstances. Victim empowerment. Disclosure partner / family and adherence (to treatment) counselling. Assist with patients tracking in cases of treatment default. Crisis intervention. Ensure effective referrals to NGO's. Liaise with relevant departments and NGO's service to provide comprehensive care to people living with HIV /AIDS and TB. Provide support to the following HIV /AIDS programme: TB, VCT, Paediatric and Adult ARV. Preparation and compilation of reports. Keep accurate data. Adherence to counselling. Keep up to date with new developments in the field of social work. Perform administrative functions as required.
<u>ENQUIRIES</u>	:	Ms .R.M. Maitufi, Tel No: 079 741 9087
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/89</u>	:	<u>ACCOUNTING CLERK REF NO: 70049903</u>
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	A four year degree in Social Work. Registration with the SACSSP. Good interpersonal and communication skills, Ability to work under pressure. Knowledge of legislation pertaining to HIV/ AIDS and other Social Work issues. Valid drivers licence.
<u>DUTIES</u>	:	Provide comprehensive HIV /AIDS care. Provide support and mentor Lay counsellors. Conduct intake and interviews. Investigate into home circumstances. Victim empowerment. Disclosure partner / family and adherence (to treatment) counselling. Assist with patients tracking in cases of treatment default. Crisis intervention. Ensure effective referrals to NGO's. Liaise with relevant departments and NGO's service to provide comprehensive care to people living with HIV /AIDS and TB. Provide support to the following HIV /AIDS programme: TB, VCT, Paediatric and Adult ARV. Preparation and compilation of reports. Keep accurate data. Adherence to counselling. Keep up to date with new developments in the field of social work. Perform administrative functions as required.
<u>ENQUIRIES</u>	:	Ms .R.M. Maitufi, Tel No: 079 741 9087
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/90</u>	:	<u>TECHNOLOGIST REF NO: 70050036</u>
		Directorate: Info Tech (HIS)
<u>SALARY</u>	:	R 132 054 per annum (plus benefits).
<u>CENTRE</u>	:	TshepongTB Hospital
<u>REQUIREMENTS</u>	:	A+, N+, or equivalent IT qualification and appropriate two years working experience. Sound understanding of Microsoft server (2003) and desktop support and valid drivers licence.
<u>DUTIES</u>	:	Provide technical support, maintain desktop and other hardware. LAN support, perform network audits and understanding of database. Attend and support, installation, testing configuration of applications and new ICT equipments, understanding of SLA.
<u>ENQUIRIES</u>	:	Mr J. Mamaila, Tel No: (012) 373-5033x201
<u>CLOSING DATE</u>	:	14 April 2008

<u>POST 13/91</u>	:	<u>ADMINISTRATION OFFICER FMU - MANAGER REF NO: 70050031</u> Directorate: Administration
<u>SALARY</u>	:	R 132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	National Diploma Degree in Public Management. Extensive knowledge of Facility Management procedure manual of Gauteng Department of Health and Prescripts. 5 years experience and must have a valid SA Drivers license. Must have managerial and communication skills, work effectively within the team and ability to motivate staff. Must be creative and possess good leadership skills. Must be computer literate.
<u>DUTIES</u>	:	Control of FMU budgeting, Day to day maintenance management, Stock control Updating of FMU database, keeping of statistics. Project management. Reporting to the necessary stake holders. Control of Horticulture-Pest control and Grounds. Support in Auxiliary Service. Occupational Health and Safety issues. Accreditation-signage according to prescribed regulation. Management of period contracts Building audits, key control of staff parking .
<u>ENQUIRIES</u>	:	Mr J Mamaila Tel No: (012) 373-5033x201
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/92</u>	:	<u>MEDICAL NATURAL SCIENTIST (2 POSTS) REF NO: 70049863</u> Directorate: Reproductive Biology
<u>SALARY</u>	:	R 106 335 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	BSc Hons. degree in human physiology / biochemistry. Proven experience I various cell-associated laboratory techniques, equipment and quality control measures. Knowledge of cell-physiology & reproduction. Excellent communication, interpersonal computer literate with problem – solving skills. Ability to work independently with evident capabilities to succeed in post-graduate studies.
<u>DUTIES</u>	:	Participate in all assisted reproduction procedures (spermatology & embryology). Assist in updating photo library data-images, record keeping and maintenance of equipment. Perform all laboratory activities with due consideration to biological, mechanical and chemical safety precautions. Assist in quality control procedures, inventory control and administrative procedures. Participate actively in research projects.
<u>ENQUIRIES</u>	:	Dr. C. Huyser Tel No: (012) 354-2067/ 2208
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	11 April 2008
<u>POST 13/93</u>	:	<u>FOOD SERVICES MANAGER (WORKER) REF NO: 70049951</u> Directorate: Food Services
<u>SALARY</u>	:	R106 355 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Food Management (HET level) or National Diploma in Food and Beverage Management (HET level) or B tech Degree in Food Service Management/Food and beverage Management. Excellent communication, interpersonal and organisational skills and intermediate to advanced computer literacy (Ms Word and Excel). Code 8 drivers license. 3 Years relevant experience in Hospital Food Service Management, Knowledge of relevant Food Service Protocols. Knowledge of Batho Pele Principles. PFMA and OHS Act.
<u>DUTIES</u>	:	Manage and control the Food Service Division (including diet Kitchen) and Food Service staff. Planning menus and recipes. Manage the procurement of food and other items required in the Food Service Unit. Control of food budget. Perform administrative and human resource task. Ensure that health and safe systems of work are implemented and maintained. Apply total quality control standards. Implement prescribed guidelines and procedures. Plan and implement training programs for staff and students. Planning and execution of official special catering functions.
<u>ENQUIRIES</u>	:	Ms. Madelaine Leeuwner Tel No: (016)428-7061
<u>CLOSING DATE</u>	:	14 April 2008

<u>POST 13/94</u>	:	<u>STATE ACCOUNTANT REF NO: 70049899</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Degree / National Diploma in Financial Accounting Field or Grade 12 with extensive experience in related work of revenue and billing. Knowledge of Excel, Word, Power Point, Outlook & Internet. Supervisory, communication, report writing & management skills.
<u>DUTIES</u>	:	Prepare monthly revenue reports(Annexure, Projections and cash collection reports). Ensure that accounts raised are submitted to the medical aid schemes and other external funders timeously and accurately. Manage the tracing department and identify other sources of revenue within the hospital. Manage the cash management department and ensure that there is no non compliance of the Prescripts. Reconcile payments and liaise with GSSC external funders. Develop PMDS and evaluate subordinates. Support senior managers in other related administration functions within the department. Support senior managers in other related administration functions within the department. Improve internal controls within the department.
<u>ENQUIRIES</u>	:	B.P Nkosi, Tel No: (012) 529 3141
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/95</u>	:	<u>ACCOUNTING CLERK REF NO: 70049900</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification in any related Financial Accounting or Grade 12 with extensive experience in related work of revenue and billing. Knowledge of PFMA, Treasury Regulations, DORA & UPF. Computer literacy (Excel, Word, Power Point, Outlook & Internet.). Supervisory, communication, report writing, interpersonal & Management skills.
<u>DUTIES</u>	:	Manage and supervise the Billing and Cash department. Ensure that accounts raised are accurate and done timeously within the required period. Prepare monthly reports on patient fee transaction statement (Annexure F report). Verify ICD 10 codes on the claims that are Liaise with medical schemes, external funders and other provinces. Trace outstanding payments from debtors. Develop PMDS and evaluate subordinates. Support senior managers in other related administration functions within the department. Improve internal controls within the department.
<u>ENQUIRIES</u>	:	B.P. Nkosi, Tel No: (012) 529 3141
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/96</u>	:	<u>ADMINISTRATION CLERK / DATA CAPTURER (ARV CLINIC) REF NO: 70049901</u>
<u>SALARY</u>	:	R85 326 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or tertiary qualification in Finance. Knowledge of PFMA, Treasury Regulations, DORA & UPFS. Strong leadership skills. Ability to work independently. Computer skills .BAS & Medicom will be an advantage. Good interpersonal report writing and management skills.
<u>DUTIES</u>	:	Raising accounts of medical aid schemes and other departments (Correctional Services & Police).Follow –up and tracing of outstanding debts from debtors. Identify other sources of revenue. Improve internal controls and processes within the revenue department. Provide training and support to junior subordinates and senior managers. Perform other related administrative duties (main cashier and sub – cashier functions) within the area of employment.
<u>ENQUIRIES</u>	:	B. P. Nkosi, Tel No: (012) 529 3141
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/97</u>	:	<u>DIETICIAN REF NO: 70049864</u>
	:	Directorate: Dietetics
<u>SALARY</u>	:	R 85 362 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital

<u>REQUIREMENTS</u>	:	Candidate must be a qualified dietician and be currently registered with HPCSA, educated to a basic degree or diploma in dietetics. The applicant must be able to demonstrate a good clinical knowledge of human nutrition and associated therapeutic nutrition intervention.
<u>DUTIES</u>	:	Effectively render optimal, cost effective and evidence based nutritional care in a tertiary setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the dietetic and elective students. Provide appropriate, relevant and cost effective input in the food service provision of patients. To apply nutritional practices. To perform administrative functions and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the ongoing development of clinical guidelines, policies and procedures.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ida. Heyneke, Tel No: (012) 354-1692
<u>CLOSING DATE</u>	:	Ms. Diane Samuels 11 April 2008
<u>POST 13/98</u>	:	<u>FOOD SERVICES MANAGER REF NO: 70050032</u> Directorate: Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 85 362 per annum (plus benefits). Tshepong TB Hospital
<u>DUTIES</u>	:	Grade 12. experience in Food Service Management. National Diploma in Food Service Management or Food and Beverage Management. Must have good managerial and communication skills. Work effectively within a team and the ability to motivate staff. Must be creative and possess good leadership skills. Knowledge of Food Service equipment/machinery. Computer literacy.
<u>ENQUIRIES CLOSING DATE</u>	:	Control and supervision of food services, mentoring and coaching of staff. Control implementation of menu and ensure provision of recipes for different diets. The ordering of stock, control of storage and issuing thereof. Render inputs into planning the budget and control of food expenditure by means of cost effective measure and the implementation of prescribed guidelines and procedures. Mentor, coach and discipline of staff. The submission of inputs into the planning and evaluation of floor and food services unit. Ms. Z. Magadani Tel No: (012) 373-5033 x243 or 082 448-2262 14 April 2008
<u>POST 13/99</u>	:	<u>SPECIALISED AUXILIARY WORKER (PHARMACY) REF NO: 70049890</u> Directorate: Pharmacy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R85 362 per annum (plus benefits) Far East Rand Hospital
<u>DUTIES</u>	:	Registration with SAPC as a post basic Pharmacist Assistant. At least 3 years experience as post basic Pharmacist Assistant. Communication skills, ability to work under pressure. Calculation skills. Work effectively as team member.
<u>ENQUIRIES CLOSING DATE</u>	:	Assist in receiving of stock. Issuing and stock control of products to schedule 1 -6 items. Collect information to promote health. Assist with bulk compounding and of non - sterile manufacturing sterile medication. Repacking of medicine. Sale of S1 medicine. Assisting with dispensing of prescription. Ms. E. Marnewick, Tel No: (011) 812 8375 April 2008
<u>POST 13/100</u>	:	<u>PERSONAL ASSISTANT (ADMINISTRATION) REF NO: 70050034</u> Directorate: Administrative Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 68 955 362 per annum (plus benefits) Tshepong TB Hospital
	:	Grade 12 or equivalent. Appropriate diploma or proven relevant experience in computer literacy (MS Word, Excel, Power Point, Outlook- internet Access. Office administration, communication, interpersonal relations,

		telephone/reception skills, organizing and planning, minute taking skills. Ability to work under pressure, independently and within time frames.
<u>DUTIES</u>	:	Manage the Admin Managers diary, type documents/correspondence and distribute accordingly. Organizing and attending meetings. Liaising with other staff,. Welcoming and giving courtesy to visitors. Organizing and making diaries and e-mail, faxes, post, correspondence, writing letters,, taking dictation and minutes.
<u>ENQUIRIES</u>	:	Mr.J. Mamaila Tel No: (012) 373-5033x201
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/101</u>	:	<u>QUALIFIED BASIC LEVEL PHARMACIST ASSISTANT (2 POSTS) REF NO: 70049865</u> Directorate: Pharmacy
<u>SALARY</u>	:	R 58 290 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Qualified basic level pharmacist assistant. Registered at the SA Pharmacy Council as a qualified basic level pharmacist assistant. Computer literacy. Good communication skills. Maintain statistics and relevant information, i.e. database. Embedded knowledge on drug supply management and good pharmacy practice.
<u>DUTIES</u>	:	Replenish medicine supplies. Maintain pharmaceutical products stock levels. Provision of pharmacy products in hospital pharmacy, includes receiving and checking of stock as well as selection and distribution of stock, according to stock levels. Distribute pharmaceutical products up to and including schedule 5, to pharmacies and wards for stock replacement, including ordering, receipt control, record keeping and storage thereof. Check for expired or damaged stock, or stock which has been withdrawn from the market. Perform the packing and pre-packing of medicine up to schedule 5. Compounding of non-sterile pharmaceutical products according to guidelines and inspect the finished products. The compounding of any non-sterile pharmaceutical product prepared as a single item for a patient under the direct supervision of a pharmacist. Perform prescripts preparation, which includes reading the prescription, picking, manipulation (when required) and labeling the medicine according to the prescripts written by a doctor. Issue medicine according to guidelines in hospital formulary and the essential drug list (EDL), with the view to promote and maintain good health and prevent diseases. Promote communication to and with a patient in the execution of functions described. Maintain and interpret the necessary records, statistics and information. Perform any legitimate task requested that is required for the provision of a quality pharmaceutical service.
<u>ENQUIRIES</u>	:	C.J. Meyer Tel No: (012) 354-1282
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	11 April 2008
<u>POST 13/102</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 70050037</u> Directorate: Human Resource
<u>SALARY</u>	:	R 58 290 57668 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with experience in Human Resource Administration, Organizational and communication skills. Knowledge of the HR prescripts and procedures. Practical experience on Persal . Computer literacy on Word and Excel. Ability to work under pressure and keep confidential information.
<u>DUTIES</u>	:	Handle administrative process with regard to appointments, promotions, translation in rank, leave transfers and registration. Handle correspondence, make enquiries on Persal. Update register and statistics. In service training for staff (training co-coordinator) and compliance with HR delegation.
<u>ENQUIRIES</u>	:	Ms ED Mahlangu Tel No: (012) 373-5033x224
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/103</u>	:	<u>ADMINISTRATION SERVICE REF NO: 70050033</u> Directorate: Administration
<u>SALARY</u>	:	R 58 290-67668 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital

<u>REQUIREMENTS</u>	:	Grade 12 certificate with related work experience. Organizational and communication skills. Computer literacy on Word, Excel and Power Point. Ability to work under pressure and keep confidential information.
<u>DUTIES</u>	:	Give certain disclosure and undertaking to internal control (Central Office) regarding stores on monthly basis. Reliable theoretical stock reconciliation monthly . Assist in full physical stock taking in June, September and March every year as per PFMA requirements. Ensure that stock is captured according to price reflected on invoices and also charged correct prices in ward supplies/issues. Take responsibility of stock returned from wards. Value of expired stock. Re-capturing of stock returned from wards. Report monthly to internal control department in the format provided by central Office. Condemn expired and or broken stock. Start a filling system which ensure that these records are easily retrievable. Administration functions to ensure effective and efficient phamceudical service delivery. Procurement of stock. Maintain security of stock.
<u>ENQUIRIES</u>	:	Ms. Sinah Dolo Tel No: (012) 373-5033x205
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/104</u>	:	<u>ACCOUNTING CLERK REF NO: 70049902</u>
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification in any related Financial accounting or Grade 12 with 1 - 2 years relevant experience. Understanding of PFMA, Treasury Regulations & DORA. Computer literacy (Excel, Word, Power Point & Internet. Communication (verbal & written), good interpersonal skills and must be able to work in a team.
<u>DUTIES</u>	:	Raise accounts per classification namely (H2, medical aid schemes & cross boarders). Perform sub – cashier functions in the clinics within the hospital. Allocate and capture payments into debtors ledger account. Create spread sheets of claims & submit those to the respective medical aid schemes. Trace and follow –up outstanding payments from debtors.
<u>ENQUIRIES</u>	:	B.P. Nkosi, Tel No: (012) 529 3141
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/105</u>	:	<u>DRIVER (LIGHT VEHICLE) REF NO: 70050035</u>
		Directorate: Transport Service
<u>SALARY</u>	:	R 49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	Abet level 3 or equivalent qualification coupled with relevant experience. Must be in possession of drivers licence and PDP document, Good communication and interpersonal relation skills. Knowledge of Gauteng Provincial Policies regarding transport.
<u>DUTIES</u>	:	To render services as a driver and ensure safe transporting of mail, officials, equipment and patients. To ensure that the use of vehicle are for office purpose only. To conduct routine maintenance of vehicle and ensure timeous reporting of defects that may arise. Responsible for control, safety and issue of vehicles accessories, log book and reports. Be prepared to work under pressure and do standby duty and keep the vehicle clean at all times.
<u>ENQUIRIES</u>	:	Ms O .K Moteme Tel No: (012) 373-5033x206
<u>CLOSING DATE</u>	:	14 April 2008

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 13/106</u>	:	<u>DIRECTOR: COMPLIANCE REF NO: 70049820</u>
		Directorate: Electro-Mechanical Services (Compliance)
<u>SALARY</u>	:	R540 429 – R581 880 per annum (all inclusive Package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Sc/ B Eng Degree or equivalent. Registered with Professional bodies e.g. Professional Engineer or as a Candidate. Extensive years of experience in engineering or construction in the public sector and at least two years experience at management level. In depth knowledge of Project Management is essential.
<u>DUTIES</u>	:	Manage and control the rendering of Architectural, Quantity Surveying, Civil/Structural Engineering, Mechanical and Electrical Engineering services. Ensuring development and maintenance of standard specifications used in the provincial public works projects. Manage and conducts quality assurance/ control on projects, ensures statutory and compliance inspections are carried out on capital projects. Manages the provision of construction contract administration and final accounts services to capital projects. Ensures compliance to CIDB procurement standards as well as the applicable form of contract. Manages the provision of two way radio and network engineering services to provincial departments. Provides technical service/ advice to internal project managers. Manages the investigations into problems of technical nature on behalf of the department. Acts as an internal project manager on critical/ projects as identified by the executive management of the department. NB: It is our intention to promote equity according to our Equity plan with the filling of the post.
<u>ENQUIRIES</u>	:	Ivan Pretorius (011) 429 3622
<u>CLOSING DATE</u>	:	10 April 2008
<u>POST 13/107</u>	:	<u>DEPUTY DIRECTOR-INFORMATION SYSTEMS SUPPORT REF NO: 70049692</u>
		Directorate: Information Systems
<u>SALARY</u>	:	R369 000 per annum (all inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	BSc Computer science or IT related qualification. At least 3-4 years in IT environment. A valid driver's licence and good communication skills. Problem solving skills. Management skills. Service delivery innovation skills.
<u>DUTIES</u>	:	Manage the design, build, document and test applications. Manage Assistant Directors and the team of developers. Ability to work independently with minimal supervision. Assure product quality. Develop and employ processes and tools for improving efficiency of development. Manage learnership and internship training. Assist the Director in its operational plans. Manage consultants contracted by the sub-directorate. Manage SLA within the Department and external service providers. Effective management of IT as a strategic resources. Drive implementation of policies and standards.
<u>ENQUIRIES</u>	:	Mr. Edward Ndou, Tel No: (011) 355-7576
<u>CLOSING DATE</u>	:	4 April 2008
<u>POST 13/108</u>	:	<u>ASSISTANT DIRECTOR REF NO: 70049693</u>
		Directorate: Information Systems
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	BSc Degree/National Diploma in IT, at least 2-5 yrs experience in systems development & managing consultants and SLA's. Knowledge of VB.Net, ASP, ASP.Net, SQL MS Access. Good Communication skills and a valid driver's licence.
<u>DUTIES</u>	:	Render development of new Information Systems services. Render upgrading and maintenance of information systems services. Provide technical consultancy and support to clients. System documentation. User maintenance, change management and support. Develop, implement and monitor IT policies and standards. Manage internship programme, staff training and performance reviews.
<u>ENQUIRIES</u>	:	Mr. Devante Maphari, Tel No: (011) 355-7347

CLOSING DATE : 4 April 2008

POST 13/109 : **DEVELOPER TECHNICIAN REF NO: 70049694**
Directorate: Information Systems

SALARY : R85 362 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Diploma in IT, at least 1-2 yrs relevant experience in systems development. A valid driver's licence, good communication skills, Knowledge VB.Net, ASP, ASP.Net, SQL and MS Access.

DUTIES : Render maintenance of information Systems services to the Department. Manage and upgrade information Systems services. Render development of new information systems services. System requirement analysis. System Architectural design. Software coding, integration and testing. System Documentation.

ENQUIRIES : Mr. Devante Maphari, Tel No: (011) 355-7347
CLOSING DATE : 4 April 2008

POST 13/110 : **DESKTOP SUPPOORT TECHNICIAN REF NO: 70049695**
Directorate: Information Systems

SALARY : R85 362 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : IT Qualification - A+, N+ and MCSE. At least 1 year experience in desktop support, valid driver's licence, good communication skills. Knowledge of PC hardware and software and LAN infrastructure maintenance.

DUTIES : Provide technical support to end users and devices. Installation, configuration and testing of applications and new ICT equipment for all users. Installation and upgrading of LANS infrastructure, PC's and software. Support operational systems, identify, track and solve software and hardware problems. Generally be involved in systems administration on LANS and backups. Train interns.

ENQUIRIES : Mr. Simon Makhubela, Tel No: (011)355-7517
CLOSING DATE : 4 April 2008

POST 13/111 : **DESKTOP SUPPORT TECHNICIAN REF NO: 70049696**
Directorate: Information Systems

SALARY : R68 955 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : IT Qualification - A+ and N+, at least 1 year experience in desktop support, valid driver's licence, good communication skills. Knowledge of PC hardware and software and LAN infrastructure maintenance.

DUTIES : Provide technical support to end users and devices. Installation, configuration and testing of applications and new ICT equipment for all users. Installation and upgrading of LANS infrastructure, PC's and software. Support operational systems, identify, track and solve software and hardware problems. Generally be involved in systems administration on LANS and backups.

ENQUIRIES : Mr. Simon Makhubela, Tel No: (011)355-7517
CLOSING DATE : 4 April 2008

DEPARTMENT OF SOCIAL AND DEVELOPMENT

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

FOR ATTENTION : Ms Arti Singh
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.

OTHER POSTS

<u>POST 13/112</u>	:	<u>DEPUTY DIRECTOR (PRIVATE SECTOR PARTNERSHIPS) REF NO: 70049869</u> Directorate: Stakeholder Relations
<u>SALARY</u>	:	R 369 000 per annum (All inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification (a qualification in social work, development studies, public relations will be preferable. A post graduate qualification would be an added advantage. Extensive experience in Corporate Social Investment, Public Private Partnerships and / intersectoral partnering, partnership development and management, Proven middle managerial experience and strategic leadership; policy management and development; problem solving and decision-making; analytical and advanced programme / project management skills. Knowledge of best practice in partnering with business sector on social development programmes and strategies, and the development, implementation, monitoring, evaluation and improvement of such. Knowledge and understanding of the current social development approach and priorities, competencies to work in multisectoral teams, ability and innovation to solicit private sector support to advance delivery of social development programmes. Proven track record of leading change management initiatives and applying innovative thinking. Excellent communication skills (verbal and written), strong interpersonal relationships and the ability to liaise on a high level with business sector and other spheres of government, etc Knowledge and understanding of the Public Finance Management Act, Legislation, Policies and Regulations that underpin the delivery of Social Development Services. Knowledge of the PPP Framework. Code B driver's license. Computer literacy.
<u>DUTIES</u>	:	Facilitate joint Developmental programmes with private sector in support of Departmental programmes and clientele, Develop programmes and campaigns aimed at collaborative efforts with business sector to maximize the organizational goals of Social Development, Facilitate and execute planning and implementation of integration and alignment of strategic plans and policies between private sector and the Department, Provide guidance and solve complex procedural, technical and management problems and policy issues arising from a quest to align and integrate varying mandates, strategies and programmes between private sector and the Department of Social Development. Facilitate smart and innovative partnership by promoting multisectoral approaches to social development, Oversee the collation and analysis of data on private sector's interventions.
<u>ENQUIRIES</u>	:	Mr. Solomon Ndweni (011) 355-7842
<u>CLOSING DATE</u>	:	14 April 2008
<u>POST 13/113</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT REF NO: 70049993</u> Directorate: Regions and Institutions
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent experience in Public management, Organizational Development, Community Development, Systems Development, Financial Management and Change Management. Project Management and implementation skills. Interpersonal skills, networking and report writing skills. Computer literacy and valid drivers licenses is essential. Budgeting, financial administration, planning and organizing capabilities. An understanding of social welfare and public sector transformation policies will be an added advantage.
<u>DUTIES</u>	:	Support the Chief Directorate in the development of programmes for devolution of authority and responsibility to regions and institutional structures with proper monitoring, evaluation and accountability. Monitor and evaluate impact of programmes in institutions and regions. Assist in the Facilitation of intersectoral co-operation between regions and institutions, relevant stakeholders and non- governmental service providers and communities at regional level to ensure integrated service delivery and optimal utilization of resources. Assist in facilitating, and coordinating the development and implementation of effective and efficient structures,

		procedures, systems and information sharing mechanisms. Procure, track purchases and maintain assets within the Chief Directorate. Assist and actively participate in following up on maintenance infrastructure problems and programmes in institutions and regions. Assist in the development and management of budgets, procurement redistribution of resources according to regions, institutions and community needs. Implement monitoring mechanisms for Service Delivery Improvement based on "Batho Pele" principles in the institutions and regions. Assist in the Development and implementation of Service Delivery Turnaround strategies in Institutions and regions. Empower the institutions and regions structures to function as business units. Liaise with all stakeholders and regularly report on Service Delivery Improvement challenges and achievements in Regions and Institutions.
<u>ENQUIRIES</u>	:	Mr. Bongani Ngomane, Tel No: (011) 355-7997
<u>CLOSING DATE</u>	:	15 April 2008
<u>POST 13/114</u>	:	<u>ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT</u> <u>INTERNAL) REF NO: 70049856</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R 196 815 per annum
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors degree or equivalent qualification plus appropriate experience. Sound knowledge and insight regarding the Regulatory Framework governing Human Resource Development and related HR legislation and policies. Experience in the application of this knowledge / insight; Experience in the fields of policy research, development, and analysis; Excellent Organizational and co-ordination skill; Training and group facilitation skills; Experience in the conducting of departmental skills audits. Development and Implementation of outcomes-based training programmes and conducting impact assessments on training provided; Report writing and computer literacy skills; Sound communication skills (written and verbal). An ability to work under pressure and display innovative thinking; A valid driver's license.
<u>DUTIES</u>	:	Overall management of the Human Resource Development Internal Unit; and services delivered by the Unit. Develop/communicate and manage the implementation of policies/procedures/databases/quality assurance measures/ service delivery improvement strategies in order to continuously improve the levels of competence within the Department. Implement skills audits aimed at identifying skills gaps and critical skills needs within the Department. Develop/implement needs-and outcomes based training programs aimed at meeting departmental skill needs; and training specifications for tenders where required. Develop/implement impact assessment on all transversal training conducted to determine the return on investment / cost-benefit for the Department. Develop and communicate the Departments Work Place Skills Plan and oversee the implementation and progress made thereof. Prepare HRD inputs required for the development of the Departments Annual report and Employment Equity plan/reports. Management of Internal Bursaries. Serve /Chair on Departmental Skills Development Committee and Represent the Department at Provincial and National Skills Development forums.
<u>ENQUIRIES</u>	:	Mrs. R Raymond (011) 355-7951
<u>CLOSING DATE</u>	:	15 April 2008
<u>POST 13/115</u>	:	<u>ASSISTANT DIRECTOR (PRIVATE SECTOR PARTNERSHIPS) REF NO: 70049857</u> Directorate: Stakeholder Relations
<u>SALARY</u>	:	R 196 815 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Bachelors Degree in Social Work or any other appropriate tertiary qualification. A post graduate qualification relating to public relations and marketing will be an advantage. Excellent communication, conflict management and interpersonal skills. Good planning, training, monitoring and evaluation skills and experience. Knowledge of the cross-sectoral focus areas of the Department of Social Development. Knowledge of the Public

		Finance Management Act, Legislation and Policies that underpin the development of multi-stakeholder partnerships to advance social development goals. Experience in event management. Experience in coordination of a diverse group of stakeholders. Project Management, Basic research and Analytical skills. Computer literacy. Presentation and Facilitation skills. Excellent writing and reporting skills. Valid driver's licence.
<u>DUTIES</u>	:	Facilitate and coordinate partnerships with private sector to enable, support and fast track the delivery of Department's priority programmes. Coordinate partnership collaboration between DSD and the academic sector. Liaise with Departmental Partnership structures: Local Government Civil Society, Business, Government Departments, internal stakeholders and civil society; Provide guidance and facilitate fundraising and marketing of departmental projects. Provide training. Coordinate events in partnership with key stakeholders. Collect and interpret management information; Draft position/discussion documents; Compile status reports, business and operational plans; Manage human and physical resources.
<u>ENQUIRIES</u>	:	Mr. Solomon Ndweni, 011 355 7866
<u>CLOSING DATE</u>	:	15 April 2008
<u>POST 13/116</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO:70049858</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R 132 054 per annum
<u>CENTRE</u>	:	Johannesburg Metro Region
<u>REQUIREMENTS</u>	:	Appropriate degree in the Social Science and / or development with relevant experience. Computer literate in MS word, excel etc. Studies/Courses in monitoring and evaluation of development programmes will be an added advantage. Drivers' license. Experience in monitoring and evaluation of Programmes / services.
<u>DUTIES</u>	:	Implementation of the monitoring and evaluation tools. Implement and monitor capacity building programmes for NPO's especially new and emerging NPO's. Tracking of Programmes /services against planned indicators and targets. Assists with project audits, baseline studies, monthly and Quarterly reports. Experience in NGO coordination Management. Ensure effective utilization of resources. Work closely with the Monitoring and Evaluation Unit at Head office to evaluate the impact of funding to Inform Continued funding and relevance of programmes. Monitor the implementation of the outputs in the Business Plans of the NPO's including HIV/AIDS, sustainable Livelihood (poverty alleviation) and youth development Programmes. Monitoring service level agreements. Maintain reporting systems on intersectoral funding. Facilitate development of new NPO's/CBO's in under – serviced areas implementing the Policy on Financial Awards to service Providers including the Transformation imperatives.
<u>ENQUIRIES</u>	:	Ms. Shirley Raman (011) 355 778
<u>CLOSING DATE</u>	:	15 April 2008

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TRANSPORT**

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr B Hornsby
- CLOSING DATE** : 11 April 2008
- NOTE** : It is the intension of this department to fill this post with a person from the disabled community or an African female.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

OTHER POSTS

- POST 13/117** : **MANAGER: CONTRACT MANAGEMENT (REF. NO. P 97/2008)**
- SALARY** : R540 429 per annum (Inclusive flexible remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification; plus *A minimum of 3 years appropriate experience. Knowledge, skills, training and competencies required: *Broad and in-depth knowledge of legislation and policies pertaining to public transport. *Knowledge of the Public Finance Management Act. *Knowledge of transportation planning and/or logistics. *Knowledge of the Labour Relations Act. *Policy development and testing skills. *Strong communication skills and ability to present issues to seniors and politicians. *Computer literacy. *Budgeting and financial management skills. *The ideal candidate should have an ability to confidently interact with industry leaders, communicate effectively, think strategically and practically as well as demonstrate integrity.
- DUTIES** : Control of the Directorate's budget and the monitoring and financial administration of the Chief Directorate's budget. *Oversee and manage the rendering of efficient and effective implementation of policies, plans and objectives of the Department. *Liaise with National Department of Transport, other Provinces and the Public Transport Industry with regard to the implementation of public transport projects and contracts to co-ordinate and ensure synergy and fairness. *Manage and provide strategic direction for the Department in the co-ordination and implementation of public transport contracts, empowerment projects (e.g. Taxi Recapitalisation Programme) and development and training programs to ensure compliance with National, Departmental and Local Authority plans and policies. *Exercise control over

ENQUIRIES

all functions and development of personnel under his/her supervision in order to determine if organisational goals are being achieved and take corrective action if necessary. *Manage and provide strategic direction for the Directorate and determine the most cost effective work procedures and methods to achieve organisational goals.

: Adv S W Chamane Tel. No.: 033 – 355 8886

**PROVINCIAL ADMINISTRATION: MPUMALANGA
PROVINCIAL LEGISLATURE**

The Mpumalanga Provincial Legislature is an equal opportunity, affirmative action employer.

- APPLICATIONS** : The Human Resource Manager, Mpumalanga Provincial Legislature P/Bag X11289, Nelspruit, 1200 or delivered to: Building No 1 riverside Park, Nelspruit
- CLOSING DATE** : 11 April 2008
- NOTE** : Applications must be submitted on form z83, obtained from any public service department, and should be accompanied by certified copies of recognized qualifications and ID document, as well as comprehensive CV. Faxed applications will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 13/118** : **GENERAL ASSISTANT IN THE OFFICE OF THE SPEAKER REF NUMBER: MPL/0011**
Component: Supply Chain Management
- SALARY** : R49665
- REQUIREMENTS** : Grade 10 certificate/ ABET level 3, verbal communication skills and interpersonal skills.
- DUTIES** : Tidy all lockable offices, remove dirt from all dust bins for Managers, prepare tea for the speaker, Deputy Speaker and managers in the office of the Speaker. Clean the kitchen in the office of the speaker. Clean all designated toilets (put toilet papers on all the toilets in the Office of the Speaker
- ENQUIRIES** : Ms HS Khoza 013 766 1405/1114

**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.

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 13/119 : **PHARMACIST'S ASSISTANT (LEARNER BASIC/BASIC/POST-BASIC)**

SALARY : R 49 665 per annum (Pharmacist's Assistant Learner Basic)
R 58 290 per annum (Pharmacist's Assistant Basic qualification)
R 68 995 per annum (Pharmacist's Assistant Post-Basic qualification)

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
: Proof of current registration with the South African Pharmacy Council as Pharmacist's Assistant: Learner Basic/Basic/Post Basic. Willingness to under Pharmacist's Assistant Basic/Post Basic training and to be registered as a Basic/Post Basic Pharmacist's Assistant. Knowledge of laws relating to pharmacy. Computer literacy. Senior (or equivalent) Certificate. The following will serve as recommendations: The ability to function within a group and maintain good interpersonal relationships. The ability to work accurately under pressure and perform routine tasks. Previous work experience in a Pharmacy environment. Basic understanding of stock control.

DUTIES : Assist with effective provision of pharmaceutical products in a hospital pharmacy. Assist with the compounding, manipulation or manufacturing of a non-sterile medicine or scheduled substance. Assist with the efficient packaging/re-packing and pre-packing of medicines. Assist with control and distribution of pharmaceutical stock to wards, clinics or other areas from stock replacement including assistance with stock taking. Support and assist the Pharmacy Manager with data capturing, record-keeping, statistic gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters.

ENQUIRIES APPLICATIONS : Ms EE Gordon-Graham, tel. no. (021) 658-5031
: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION CLOSING DATE : Mr GH van Rooyen
: 16 April 2008

POST 13/120 : **SENIOR ADMINISTRATION CLERK (HELPDESK CO-ORDINATOR)**
(Directorate: Metro District Health Services)

SALARY : R 58 290 per annum.
CENTRE : Elsies River Community Health Centre.
REQUIREMENTS : Senior (or equivalent) Certificate. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word and Excel). The following will serve as recommendations: Knowledge of client service. Knowledge of record-keeping procedures.

DUTIES : Provide a client orientated support service towards the public. Assist with health promotion activities. Attend to complaints and compliments of the public. Provide general support with regards to patient administration. Represent the Facility at local health meetings. Ensure that the correct and current information is being displayed.

ENQUIRIES APPLICATIONS : Mr AE Patientia, tel.no (021) 931-0211
: The Director: Metro District Health Services, Private Bag X7, Woodstock, 7915.

FOR ATTENTION CLOSING DATE : Ms F Augustus
: 23 April 2008