



DATE OF ISSUE: 04 APRIL 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 14 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 are in excess.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Components are called upon to give preference in the filing 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 to 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 filing 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 **05 MAY 2008**

**AMENDMENTS** : **National Department Of Justice And Constitutional Development:** Kindly note that the post for Senior Administration Clerk (Ref: 08/104/PEC): The following note applies to the above-mentioned post advertised in the Circular 12 of 2008 dated 25 March 2008 with the incorrect postal address. Please see the correct address below: Directorate: Public Education and Liaison, 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. The Enquiries: Joyce Leotwane ☎ (012) 315 1065 and the Closing date is 14 April 2008

**Department of Water Affairs and Forestry:** Kindly note that the salary for (Industrial Technician (Lower Orange) post 08/170 should be R106 335 per annum and Auxiliary Services Officer (Water Quality) post 08/181 is R68 995 per annum, not as stated in the PSVC 08 of 2008.

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**DEPARTMENT OF AGRICULTURE**

*The Department of Agriculture is committed to providing equal opportunities and practicing affirmative action employment. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

- APPLICATIONS** : ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113
- FOR ATTENTION** : ITP Response Handling
- CLOSING DATE** : 14 April 2008
- NOTE** : Applications must be accompanied by Z 83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. Please take note that no applications, received after the closing date of the said advertisement, will be considered. Only non- RSA citizens who have already been employed and who hold permanent residence permits will be considered. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Failure to submit the requested documents will result in the application not being considered. Successful candidates will be appointed on a probation period of 12 months. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a Personnel Suitability Check (Criminal record check, Citizenship Status, Credit Worthiness, Previous Employment and Qualification Verification). Non-S.A. Citizens must attach a certified copy of proof of permanent residence in South Africa. The Department reserves the right not to make any appointment in the above post. Where applicable candidates will be subjected to a skills/ knowledge test.

**OTHER POSTS**

- POST 14/01** : **DEPUTY DIRECTOR: PLANT QUARANTINE SERVICES (REF 160/2008)**  
Directorate: Plant Quarantine Services
- SALARY** : All inclusive package of R311 538 per annum
- CENTRE** : Stellenbosch
- REQUIREMENTS** : A B.Degree majoring in one or more of the following subjects: Botany, Entomology, Horticulture or Plant Pathology (please include a complete academic record with your application) and also have acquired appropriate experience in plant health environment, preferably regarding horticultural and pest management procedures and principles with sound knowledge of the principles of plant quarantine as an official pest risk management measure. A very good knowledge and understanding of applicable legislation and regulations as well as relevant international agreements and standards in addition to the agricultural environment in South Africa will support your application. Appropriate knowledge and experience of financial management, including compiling budgets, personnel management and information management. Exposure to the maintenance of technical infrastructure such as green houses and quarantine facilities will enhance your application. Knowledge and experience concerning project management and the development of techniques and procedures. Excellent communication and people skills, proven ability to manage conflict, and be a creative thinker with strong emphasis on strategic planning.
- DUTIES** : The application of the mandate of plant Quarantine Services on national level with regard to the management of the phytosanitary risks involved in the importation of controlled goods in accordance with national legislation, international agreements and phytosanitary standards, as well as departmental policy and client requirements. It will be expected that you manage the daily activities of the official plant quarantine stations and registered sites, as far as technical, financial, personnel and infrastructure aspects are concerned to ensure sustained client service delivery standards. supervise and co-ordinate the quarantine services provided at external registered quarantine facilities by approved institutions. The initiation,

		development and application of policy, procedures and techniques relating to plant quarantine will be a critical performance area. Participate in agricultural industry forums and working groups.
<b><u>ENQUIRIES</u></b>	:	Mr. N. Africander, Tel. No. 021-809-1625
<b><u>POST 14/02</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (REF 164/2008)</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B.Proc or LLB Degree. Admitted attorney with extensive practical experience Good communication skills. Computer skills. Commercial experience or skills in the drafting of contracts and legislation, research abilities and broad knowledge of the Constitution and Public Service transformation policies, Promotion of access to Information Act 2 of 2000 and Promotion of Administrative Justice Act 3 of 2000, experience in arguing legal matters in various forums and Code EB driver's licence.
<b><u>DUTIES</u></b>	:	Responsible for facilitation and coordination of the drafting and amendment of legislation and subordinate legislation that are administered by the department. Draft legal documents including contracts and pleadings. Provide legal training or make presentations on the Acts administered by or having bearing on the department. Assist in the application and interpretation of legislation administered by the department. Provide ongoing legal advice/ opinions to the department and Ministry to ensure that the goals of the department are met. Liaise with clients, Council, State Attorney, other organs of the state and the public. Comment on or make recommendations on policies/ strategies for the department and Public Service/ proposal of this department or other departments. Render support with regard to international trade negotiations and the drafting of international agreements. Provide support on the institution of criminal proceedings. Represent the department in hearings, including Development Facilitation Hearing and arbitrations.
<b><u>ENQUIRIES</u></b>	:	Ms. K. Nagiah, Tel. No. 012-319-7227
<b><u>NOTE</u></b>	:	This is a re-advertisement of Ref 20/2008 and candidates who previously applied for this post are requested to re-apply. Appointment is subject to a skills assessment test.
<b><u>POST 14/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: (REF 161/2008)</u></b> Directorate: Business and Entrepreneurial Development
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree in Business Economics/Agricultural Economics/Project Management/Financial Management or Honours degree in Business or Agricultural Economics. Project planning and management skills. Analytical and report writing skills. Interpersonal and relationship building skills. Financial and numerical skills. Computer literacy. Research skills. Communication (Verbal and written) and report writing skills. A good ability to adapt and learn new concepts. Ability to work under pressure and meet deadlines. Exposure/ knowledgeable on the PFMA and Treasury Regulations exposure/knowledgeable on the Broad based Black Economic Empowerment Act and AgriBEE Charter. Drivers Licence.
<b><u>DUTIES</u></b>	:	Assist in guiding, supporting, managing and administering activities assigned to and undertaken by units, operational personnel. Assist in monitoring implementation of policy and performance deliverables and report on developments. Assist in monitoring usage of allocated resources in terms of approved resources plans and guidelines within the public sector. Assist in ensuring coherence of activities in line with set protocols through to execution (i.e. national, provincial and local spheres roles and areas of responsibility) as well as embark on visits and attend meetings as and when need arises to enhance service delivery to beneficiaries. Keep track of projects developments and status and ensure portfolio balancing of enterprises that developers manage. Compile monthly and quarterly reports on the programs, products, projects and productivity of developers as well as analyse performance and recommend on the interventions towards corrective action. Assist to maintain relationship building with internal stakeholders (DoA) as well as that of formulation of relationships with industries and strategic contacts at provincial and local government spheres and service providers together with sector and industry stakeholders. Assist in managing and directing operations -35%. Assist in Recourses

		management and monitoring -25%. Assist in Strategic planning - 15%.Coordination and reporting - 15%. Manage field activities and conduct - 10%.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Abercrombie, Tel. No. 012-319-8145
<b><u>POST 14/04</u></b>	:	<b><u>PROJECT INFORMATION OFFICER (2 POSTS) (REF 163/2008)</u></b> Chief Programmes Office
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate B.Degree or National Diploma. Relevant extensive experience. Project Management, planning and organising. Advanced computer literacy. Excellent verbal and written communication skills. Conflict resolution. Negotiation and management experience. Creativity. Code B driver's licence.
<b><u>DUTIES</u></b>	:	Develop and maintain database of all departmental projects. Administer and populate the project Database system(s).Provide accurate project information reports on projects. Provide assistance to the project community with regard to the correct utilisation of the project management and project information systems. Adhere to prescribed project Governance standards templates and code of conduct.
<b><u>ENQUIRIES</u></b>	:	Mr. P.J.A Swart, Tel. No. 012-319-7948
<b><u>POST 14/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (REF 167/2008)</u></b> Human Resources Management
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year Degree or National Diploma in Labour Relations/Labour Law/ Human Resources Management (or equivalent qualification). Appropriate experience in labour relations or labour law. A valid driver's license. Proficiency in English (verbal and written). Computer literacy. Good interpersonal skills. Good knowledge of Labour Legislation as well as other Public Service Legislation. Experience in drafting labour law opinions and relevant ancillary legislation. Experience obtained in a legal background will be a distinct advantage.
<b><u>DUTIES</u></b>	:	Supervise and co-ordinate the activities of the sub-directorate: Employee Relations in order to promote sound and efficient labour relations in the Department. Research needs and make inputs to management with the view to develop and implement sound labour relations policies, practices and systems. Rendering advisory services to management on labour relations matters. Training of management and employees on labour relations matters. Represent the Department in conciliation and arbitration cases, as well as bi- and multilateral meetings with trade unions. Conduct and co-ordinate investigations and evaluate reports on matters concerning grievances/ disputes/ conflicts/ labour unrest. Administration of discipline by conducting and/ or co-ordinating investigations and disciplinary hearings and making recommendations in this regard to management. Monitoring the maintenance of an information management system regarding disciplinary cases, grievances, disputes and labour unrest, including capturing on PERSAL. Acting as an Employee Representative and Chairperson in disciplinary hearings.
<b><u>ENQUIRIES</u></b>	:	Adv. J. F. Landman Tel. No. 012-319-7305
<b><u>POST 14/06</u></b>	:	<b><u>EDITORIAL ASSISTANT (REF 152/2008)</u></b> Directorate: Agricultural Information Services
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Languages with English as major subject. Experience in editorial, translations, proofreading and compilation of publication material. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently. Computer literacy.
<b><u>DUTIES</u></b>	:	Editing and proofreading of all Departmental publication material. Compilation of publication material. Translation of documents and/ or the outsourcing thereof. Coordinate Departmental inputs for publication purposes.
<b><u>ENQUIRIES</u></b>	:	Ms. M.A. Fourie, Tel, No. 012-319-7327

<b><u>NOTE</u></b>	:	This is a re-advertisement of Ref. No. 3/2008 and candidates who previously applied for this post are requested to re-apply.
<b><u>POST 14/07</u></b>	:	<b><u>PLANT AND QUALITY CONTROL OFFICER (REF 92/2008)</u></b> Directorate: Food Safety and Quality Assurance
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A B.Agric Degree, BSc Agric or National Diploma in Plant Production with Horticulture/ Agronomy/ Pest Control/ Plant Pathology as major subjects and relevant experience (please include a complete academic record with your application). Computer literacy (MS Word, Excel and Power Point). Must be in possession of a B driver's licence or must be obtained within three months after date of appointment and be prepared to travel. Ability to interpret legislation and coordinate tasks such as developing promotion materials, organising workshops, seminars, addressing meetings and writing reports.
<b><u>DUTIES</u></b>	:	Responsible for the development and facilitation of national agricultural food risks, education and awareness programmes with regard to food safety, quality assurance of agricultural products and agricultural production inputs in terms of the Agricultural Product Standards Act, 1990 (Act 119 of 1990), Liquor Products Act, 1989 (Act 60 of 1989) and Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1974). The education and awareness programmes are aimed at the broad-based clients of the Directorate including farmers, consumers, industry and the public in general. Planning and reporting on projects.
<b><u>ENQUIRIES</u></b>	:	Mr. Z.F. Mahlangu, Tel. No. 012-319-7894
<b><u>POST 14/08</u></b>	:	<b><u>PROJECT ADMINISTRATION OFFICER (2 POSTS) (REF 162/2008)</u></b> Chief Programmes Office
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Relevant extensive experience. Planning and organising skills. Computer literacy. Verbal and written communication skills. Conflict resolution and negotiation skills. Interpersonal relations. Creativity. Code B driver's licence.
<b><u>DUTIES</u></b>	:	Collate, validate, verify and capture project information into data base. Provide accurate reports on projects. Maintain and administer all project information repositories, reporting systems and document management systems for which the project meetings, planning session, scoping sessions, workshops and travel arrangements. Render a secretariat service.
<b><u>ENQUIRIES</u></b>	:	Mr. P.J.A Swart, Tel. No. 012-319-7948
<b><u>POST 14/09</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 148/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with Accounting as a passed subject or Accounting as a passed subject towards obtainment of a degree or diploma. Computer literacy (Excel spreadsheet). Knowledge and experience of PERSAL/ PERSOL and a Government financial system. Good interpersonal and communication skills. Problem-solving skills, ability to meet deadlines and accept responsibility.
<b><u>DUTIES</u></b>	:	Capturing PERSAL deductions, allowance and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribution of salary advices and salary reports, as well as the subsequent follow-up work. Reconciliations of salary records. Administration of Garnish orders and distribution of monthly statements. Payment of periodical workers and fuel claims pertaining to subsidised vehicles. Administration of leave without pay. Administrate service terminations, transfers to and from the Department. Handling of salary enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Willms, Tel. No. 012-319-6929
<b><u>NOTE</u></b>	:	Candidates will be tested on the knowledge of the Public Finance Management Act 1999, (Act 1 of 1999), Treasury Regulation, PERSAL and accounting principles.
<b><u>POST 14/10</u></b>	:	<b><u>ADMINISTRATION CLERK (REF 149/2008)</u></b> Directorate: Food Safety and Quality Assurance
<b><u>SALARY</u></b>	:	R68 955 per annum

<b><u>CENTRE</u></b>	:	Stellenbosch
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with typing as a fully passed subject. Good communication skills and proficiency in the languages in which legislation are drafted. Computer literacy and experience (MS Word, Excel, Internet based programmes). General knowledge of wine cultivars, wine and other liquor products. Knowledge and experience of export procedures. Knowledge and experience on the use of all the applications in Wine Online (export application, declaration and export exemption process). Experience in the operation of a mini-switchboard. Experience and knowledge of invoicing procedures.
<b><u>DUTIES</u></b>	:	Data capturing of Import/ Export applications. Registration of all incoming documentation on computer. Filing of Import/ Export documentation. Issuing of certificates. Invoicing of services rendered. Handling of telephonic enquiries. Handling and processing of non-technical correspondence. Database maintenance/ problem solving on Wine Online. Presentation of samples for exports. Operation of mini-switchboard on a relief basis.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Basson, Tel. No. 021-809-1688
<b><u>NOTE</u></b>	:	This is a re-advertisement of Ref. No. 375/2007 and candidates who previously applied for this post are requested to re-apply.
<b><u>POST 14/11</u></b>	:	<b><u>ADMINISTRATION CLERK (REF 150/2008)</u></b> Directorate: Food Safety and Quality Assurance
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate plus appropriate experience in Administration or post Grade 12 qualification. Computer literacy (MS Word, MS Excel and MS Outlook). Typing skills. Good communication (verbal and written) skills and numerical skills. A valid Code B driver's licence.
<b><u>DUTIES</u></b>	:	Handling of administrative tasks. Making travel arrangements for both local and international trips, GG Transport arrangements and processing of monthly log sheets. Maintain database of overseas trips. Assist in the process of applying for subsidised vehicles. Processing of S&T's, advance claims and sundry payments. Processing of procurement requisitions folio for Assets, Goods and Services.
<b><u>ENQUIRIES</u></b>	:	Ms. P.C. Mabaso, Tel. No. 012-319-7942
<b><u>POST 14/12</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 157/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with Accounting as a major subject. (Accounting towards obtainment of a Degree or Diploma) Experience in a government financial environment. Computer literacy (MS Office). Knowledge and experience in the field of debtor management. Knowledge and experience of the PFMA Treasury Regulations. Good verbal and written communication skills in Afrikaans and English. Good interpersonal skills, strong sense of responsibility and the ability to work independently.
<b><u>DUTIES</u></b>	:	Recovery of debt. Administer debtor's accounts
<b><u>ENQUIRIES</u></b>	:	Mr. B.E. Nyengane, Tel. No. 012-319-7032/16
<b><u>POST 14/13</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 158 /2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with Accounting as a major subject. (Accounting towards obtainment of a Degree or Diploma). Experience in a government financial environment. Computer literacy (MS Office). Knowledge and experience in the field of debtor management. Knowledge and experience of the PFMA Treasury Regulations. Good verbal and written communication skills in Afrikaans and English. Good interpersonal skills, strong sense of responsibility and the ability to work independently.
<b><u>DUTIES</u></b>	:	Recovery of debt. Administer debtor's accounts
<b><u>ENQUIRIES</u></b>	:	Ms. M.J.M. Barnard, Tel. No. 012-319-6935

## DEPARTMENT OF DEFENCE

*This Department is an affirmative action/equal opportunity employer. Disabled employees are especially invited to present their candidature.*

**NOTE**

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (ie C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ dd 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

**Important Notice to all Applicants.** This Department is an affirmative action employer which endeavors to apply representivity and gender equality. Applicants who do not receive confirmation or feedback within 2 (two) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed receipt of applications will not be acknowledged. Successful candidates will be expected to obtain a Department of Defence (DOD) security clearance. Short-listed applicants not employed by this Department, from outside the Pretoria area, who are invited and who attend the final selection boards in Pretoria will be reimbursed by this Department for actual transport and accommodation costs incurred by the candidates on condition that original specified invoices, accounts and cash slips are submitted with the claims. Transport expenses will be limited to the price of a bus ticket between the two points concerned and accommodation (meals inclusive) will be limited to realistic, actual expenses. Successful applicants will be appointed on probation for an initial period of 12 months. Should the probation report at the end of the period be positive, the appointment will be made permanent. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct post reference number (as indicated in the advertisement) as well as the correct name of the post and the geographic area (city or town) in which the post is situated. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and certified true copies of original educational qualification certificates as well as a certified true copy of the applicant's ID document. A certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Where computer literacy is stipulated as a requirement in the advertisement, certified true copies of certificates/reports to proof that the applicant has received formal computer training must be attached to the application. Copies of qualification certificates, ID documents, computer training certificates and driver's licenses must be certified as true copies on the face of the document – copies certified on the reverse side (back of the page) will not be accepted. Copies of previously certified copies will not be accepted. Applicants applying for more than one post must submit a separate form Z 83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received



where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/dismissal. Candidates who are short-listed and who receive invitations to attend the final selection boards and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Delegation of Duties (Duty Sheet) from the persons indicated for enquiries in the advertisements. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified. Applications may either be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception. Closing date for applications: 05 May 2008.

#### **OTHER POSTS**

<b><u>POST 14/14</u></b>	:	<b><u>DEPUTY DIRECTOR DEBTOR MANAGEMENT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts.
<b><u>SALARY</u></b>	:	R369 000 total package
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: Appropriate three year B Degree or National Diploma with Finance/Accounting related subjects. Appropriate prior learning/experience may be considered. Knowledge of and previous exposure to debtor management and the collection of revenue as well as the compiling of public financial statements would serve as a very strong recommendation. Knowledge of the correct application of the prescripts of the Public Finance Management Act (PFMA) and the Treasury Regulations (TR's). Computer literate and ability to effectively utilize the PERSOL/PERSAL, MS Word, Excel and Power Point applications. Knowledge of the Financial Management System (FMS). Sound reasoning, mathematical and problem solving ability as well as analytical and innovative thinking skills. Well-developed verbal and written communication skills and ability to prepare and conduct effective presentations. Proven managerial capabilities at executive level. Ability to function effectively under pressure as well as part of a team, decisive and persevering iro task finalisation and ability to perceive implications of implementing new procedures/processes. Good interpersonal relationships, adaptability and resourcefulness. Very conscientious and motivated towards producing effective, efficient and correct outputs whilst continuously aiming for zero defects. Permanent South African citizenship. Valid private vehicle driver's license (possession of a valid Department of Defence (DOD) vehicle driver's license would serve as a recommendation). Willing and able to travel extensively.
<b><u>DUTIES</u></b>	:	Interpret, formulate and coordinate Accounting policy regarding debtor management in the DOD as prescribed in the PFMA, the TR's, GRAP and GAAP. Compile financial statements iro the status of debtor management and the status of the collection of revenue in terms of the GRAP and GAAP. Monitor and coordinate main ledgers. Correspond and liaise with the Auditor General (AG), the National Treasury, IPFA, Armscor, the State Attorney and the Arms of Service within the DOD. Serve on various workshops, committees and meetings including the National Treasury and the Accounting Standards Board workshops. Act as chairperson for various meetings as and when required. Ensure that non-negotiable deadlines are met. Execute monthly inspection visits to all regional debtor management offices (one week per month). Effectively manage all personnel, assets and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Fourie, tel: (012) 392-2731.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 <u>or</u> may be hand-delivered to: Poynton

	building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/15</u></b>	: <b><u>ASSISTANT DIRECTOR FORENSIC AUDITOR</u></b> This post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	: R196 815 per annum
<b><u>CENTRE</u></b>	: Defence Inspectorate Division, Pretoria
<b><u>REQUIREMENTS</u></b>	: National Diploma/Degree as a forensic auditor (NQF Level 5 – 6); Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience as a Practitioner in the Anti-Fraud environment will be a recommendation. Special requirements/skills needed: Computer literate-, interview capabilities-, management of internal/external investigation teams- and communications skills (fluent in English). No previous criminal or civil convictions. Must be able to obtain a Secret security clearance within a year.
<b><u>DUTIES</u></b>	: Manage the DOD fraud investigation plan. Manage a database, that can be applied to determine patterns of fraud for detection and investigations. Manage and develop techniques for the agency in finding hidden assets and successfully recovering them. Play a leading role in initiating investigations together with mandated specialists. Participate in compiling Fraud Investigation objectives as input to the business plan for DAF. Act as consultant during investigations.
<b><u>ENQUIRIES</u></b>	: WO2 J.M. Motsepe, Tel: (012) 312 4872
<b><u>APPLICATIONS</u></b>	: Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/16</u></b>	: <b><u>ASSISTANT DIRECTOR VETTING FIELDWORK</u></b> The post is advertised in the DOD and broader Public Service
<b><u>SALARY</u></b>	: R196 815 per annum
<b><u>CENTRE</u></b>	: Defence Intelligence, Cape Town
<b><u>REQUIREMENTS</u></b>	: BA Degree (Social Sciences) NQF Level 6 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge and a good insight of human behavior. Proficiency in English language. Driver's license and must be computer literate. Good interpersonal proficiency. Problem solving and organisational ability. Handle work pressure. Cross cultural awareness. Ability to manage. Must be prepared to locate to Cape Town. Must be able to obtain Top Secret security clearance within a year.
<b><u>DUTIES</u></b>	: Conduct, interpret and report security Vetting interviews by means of a scientific process in order to assist in determining the security competence of the personnel of the DOD. In-post training will be done.
<b><u>ENQUIRIES</u></b>	: Ms B. Bothma, Tel: (012) 315 0175
<b><u>APPLICATIONS</u></b>	: Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/17</u></b>	: <b><u>ASSISTANT DIRECTOR CLAIMS AND LEGAL REPRESENTATION</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services.
<b><u>SALARY</u></b>	: R196 815 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: Specified qualifying requirement: Appropriate three year B Degree or National Diploma with Legal subjects. Sound knowledge of financial and legal processes. Knowledge of the structures and functions within the Department of Defence (DOD) would serve as a strong recommendation. Proven ability to effectively and correctly interpret and apply policy and regulations. Knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel). Well-developed reasoning, analytical and innovative thinking and problem solving ability. Well developed verbal and written communication skills and capabilities with good negotiating

ability. Ability to draft effective reports. In possession of a valid vehicle driver's licence. Willing and able to travel outside the Pretoria area at short notice when required. Loyal, strongly orientated towards teamwork and ability to operate independently. Proven ability in conducting effective presentations and briefings to senior management. Good interpersonal relationships, adaptability and resourcefulness. Decisive and persevering iro task finalization and able to work accurately under pressure. Ability and motivation to develop a network of shared understanding, norms and values of the organizational image,

**DUTIES** : Identifying legal questions wrt letters of demand and summonses according to the applicable regulations and prescribed procedure. Obtaining information, including policy, statutes, documents and statements wrt the matter/case. Briefing and instructing the State Attorney on the proposed handling of the matter/case. Determining a course of action to be taken in the best interest of the State. Liaising, negotiating and arranging consultations with roll players for specialized inputs. Frequent interaction with interest groups, experts, attorney and counsel panel and assisting the State Attorney during the litigation process and trial. Applying of legal and procedural principals whereby civil claims are handled on behalf of the Minister of Defence. Analysing and interpreting appropriate action. Studying and continuously updating own knowledge of Government policies relating to matters of litigation. Managing all personnel and materiel resorting under control of this post.

**ENQUIRIES** : Mr W.J. Milne, tel: (012) 392-2709.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE** : 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 14/18** : **ASSISTANT DIRECTOR ADMIN SUPPORT**  
The post is advertised in the DOD and broader Public Service.  
Division/Service/Directorate: Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services.

**SALARY** : R196 815 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Specified qualifying requirement: Appropriate three year B Degree or National Diploma. Sound knowledge of administrative and logistic support processes. Knowledge of the structures and functions within the Department of Defence (DOD) would serve as a strong recommendation. Proven ability to effectively and correctly interpret and apply financial policy and regulations. Knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Thoroughly literate and skilled in MS Word, MS Excel and Spreadsheets. Sound knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations and ability to correctly interpret and effectively apply financial policy. Knowledge of and exposure to the financial management and procurement processes as well as the core processes in the DOD would serve as a strong recommendation. Well-developed reasoning, analytical and innovative thinking and problem solving ability. Well developed verbal and written communication skills and capabilities and ability to conduct effective presentations. Ability to effectively compile and present reports, statistics and management information. In possession of a valid RSA vehicle driver's licence (possession of a valid DOD vehicle driver's license would serve as a recommendation). Willing and able to travel outside the Pretoria area as and when required. Loyal, strongly orientated towards teamwork, receptive to work-related suggestions/ideas and decisive/persevering iro task finalisation with the ability to work under pressure. Good interpersonal relationships, adaptability and resourcefulness. Strongly orientated towards effective, efficient and friendly client service. Well developed people management skills.

**DUTIES** : Provide effective and efficient administrative and logistic support to all officials of the Financial Management Division (FMD). Managing, controlling and regular stocktaking of all Face Value Documents (FVD) in the DOD. Regular updating and allocating of Accounting Status iro all users and clients. Stocktaking of all FVD at Finance Accounting Service Centres throughout the DOD on a quarterly basis. Reporting, investigating and following-up of all finance related irregularities. Confirmation and verification of correct FVD administration on a quarterly basis. Evaluation and updating

	of procedures and processes iro FVD. Regular updating of the applicable programs on the Financial Management System (FMS). Assist in compiling a budget for Directorate Finance Support Services (DFSS). Assist in the consolidating of the budget for the Financial Management Division (FMD), the compiling of the FMD's Strategic and Business Plan as well as the FMD Personnel Budget. Managing all personnel, resources and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	: Ms M.O.P. Mahlangu, tel: (012) 392-2334.
<b><u>APPLICATIONS</u></b>	: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/19</u></b>	: <b><u>ASSISTANT DIRECTOR BUDGET MANAGEMENT</u></b> The post is advertised in the DOD and broader Public Service Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division, Operations Planning Office.
<b><u>SALARY</u></b>	: R157 686 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: Specified qualifying requirement: Appropriate three year B Degree or equivalent qualification with Finance/Accounting related subjects. Sound knowledge of estimating, budgeting and budget control as practised in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Recognition of prior learning may be considered. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Proven ability of understanding, interpreting and correctly applying financial prescripts and policies as well as an extensive knowledge of financial policy and the Public Finance Management Act (PFMA). Knowledge of the computerized mainframe Financial Management System (FMS) would serve as a strong recommendation. Ability to draft and present effective reports, statistics and management information. In possession of a valid DOD secret security clearance or proof that an application for such clearance will be successful. In possession of a valid RSA vehicle driver's license and willing and able to travel outside the Pretoria area at short notice when required. Possession of a valid DOD vehicle driver's license would serve as a recommendation. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small to medium size teams. Ability to work effectively and very accurately with figures under operational circumstances. Well developed verbal and written communication ability, good interpersonal relationship, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Knowledge of the Accounting processes and costing systems as practised in the Public Service and in the DOD will serve as a strong recommendation. Knowledge of the United Nations (UN) financial management system will serve as a strong recommendation.
<b><u>DUTIES</u></b>	: Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing the operations budgets of the Joint Operations Division. Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial operations reports. Formulation and managing of policy regarding the expenditure of the operation concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Rendering effective budgeting and financial advice to the client. Coordinating the Operational Finance Plan and Finance Support to all operations. Compiling UN reimbursement budgets and controlling and reporting on reimbursement. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and

		specifically the policies on budgeting and budget control in operations. Effectively managing all personnel, assets and material resorting under his/her control.
<b><u>ENQUIRIES</u></b>	:	Mr Tinus Verwey, tel (012) 674-5704 or 674-5430.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/20</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office Corporate Staff, C SANDF/CCS/MPSP FMO.
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills.
<b><u>DUTIES</u></b>	:	Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr Rexon Sidogi, tel: (012) 339-5038.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/21</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Navy.
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with Finance/Accounting related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point.

Knowledge of estimating, budgeting, expenditure control processes and the related programs on the mainframe Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle RSA driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills.

**DUTIES** : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materièl and assets resorting under control of this post. Assist in the budgeting processes as and when required.

**ENQUIRIES** : Mr W.A.K. van Rooyen, tel: (012) 339-4202 or 339-4290.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE** : 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 14/22** : **SENIOR STATE ACCOUNTANT**  
The post is advertised in the DOD and broader Public Service.  
Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Accounts Control.

**SALARY** : R132 054 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Appropriate three year B degree or National Diploma. Recognition of prior learning may be considered. Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service would serve as a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures wrt the compiling of Government financial statements would serve as a strong recommendation. Sound reasoning, mathematical and problem solving ability. Well developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work related suggestions/ideas. Ability to effectively function under pressure. Positive, conscientious, trustworthy, loyal, decisive, persevering, motivated towards producing effective, efficient and correct work and aiming for zero defects.

**DUTIES** : Compiling financial statements; liaising and corresponding with the office of the Auditor General (AG), the National Treasury and the Arms of Service of the Department of Defence (DOD); controlling and reconciling Main Ledger Accounts; compiling monthly financial reports; acting as secretary for various meetings as and when required; ensuring that all non-negotiable deadlines are met; interpreting, formulating and coordinating Accounting policy in the DOD as prescribed in the Public Finance Management Act (PFMA), the Treasury Regulations (TR's) GRAP and GAAP; managing and supervising all personnel who resort under control of this post.

**ENQUIRIES** : Ms G.J. Maletswa, tel: (012) 392-2105.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton

	building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/23</u></b>	: <b><u>SENIOR STATE ACCOUNTANT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Policy Management Section.
<b><u>SALARY</u></b>	: R132 054 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: Appropriate three year B degree or National Diploma with Financial and/or Business Management related subjects/modules. Recognition of prior learning may also be considered. Knowledge/experience: Thorough knowledge of Policy Management processes, the Public Service Regulations, the Treasury Regulations and the Public Finance Management Act (PFMA). Fully literate in microcomputer applications MS Word and MS Excel. Knowledge of/exposure to the structures and functions within the Department of Defence (DOD). Ability to effectively and correctly interpret and apply policy and prescripts. Analytical and innovative thinking ability as well as problem solving skills. Ability to compile effective management reports. Skills: Excellent verbal and written communication skills. Ability to prepare and present amendments and adaptations to draft policy. Strongly orientated towards teamwork but also able to operate independently. In possession of a valid RSA vehicle driver's license (being in possession of a valid DOD vehicle driver's license would be a strong recommendation). Willing and able to travel and visit other DOD units, bases and sections outside the Pretoria area at short notice. Trustworthy, and reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Strongly orientated towards work and tasks of an administrative and routine nature. Being in possession of a valid DOD confidential security clearance or proof that such application is in process would serve as a strong recommendation.
<b><u>DUTIES</u></b>	: Act as secretary for the Chief Financial Officer (CFO) Policy Workgroups. Record and provide CFO recommendations for amendments/inputs to policy writers. Execute an ongoing monitoring function in order to ensure that policies are in accordance with CFO recommendations. Liaise with policy writers, policy advisors and members of the CFO Policy Workgroup. Attend various policy and policy website meetings and workgroups. Providing advice and training to officials concerned on the DOD Policy Website (Intranet). Download finance related prescripts and legislation from the Internet. Coordinate the policy management function within the Financial Management Division (FMD) in close cooperation with the Assistant Director Policy Management (AD Pol Man). Update and maintain the FMD's policy library. Assisting AD Pol Man in updating and maintaining the Policy Database in accordance with the PFMA. Provide an administrative and documentation function for the section.
<b><u>ENQUIRIES</u></b>	: Ms Elen Capitani, tel: (012) 355-5949.
<b><u>APPLICATIONS</u></b>	: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/24</u></b>	: <b><u>SENIOR PERSONNEL PRACTITIONER</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Career Management Section.
<b><u>SALARY</u></b>	: R132 054 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: Appropriate three year B degree or National Diploma. Recognition of prior learning may also be considered. Knowledge/experience: Thorough knowledge of the Code of Remuneration (CORE), the Public Service Regulations and related policy and prescripts. Fully literate in microcomputer applications MS Word, MS Excel and Power Point. Knowledge of and

exposure to the PERSOL/PERSAL mainframe computer systems utilized in the Public Service or the Department of Defence (DOD) would serve as a very strong recommendation. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving skills. Ability to compile effective management and HR/Career Management related reports. Knowledge of and previous exposure to a formal HR management environment and the operating and utilization of the Career Management processes. Basic knowledge of the Finance Management Act (PFMA). Ability to correctly interpret and apply policy. Skills: Excellent verbal and written communication skills. Ability to prepare and conduct effective presentations and management reports. Strongly orientated towards teamwork. In possession of a valid RSA vehicle driver's license (being in possession of a valid DOD vehicle driver's license would be a strong recommendation). Trustworthy, and reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Proven supervisory and managerial capabilities. Being in possession of a valid DOD confidential security clearance or proof that such application is in process would serve as a strong recommendation.

**DUTIES** : Arrange and manage the process of filling of vacant Public Service Act (PSAP) posts in the Financial Management Division (FMD). Manage the Career Management processes for PSAP in the FMD. Manage the utilization of the establishment in the FMD. Arrange and manage the filling of newly created and restructured posts in the FMD. Obtain and provide HR and Career Management related statistics, data and reports to management on a monthly basis. Ensure the proper and effective training and development of all subordinate personnel. Monitoring and recording of data iro personnel losses (termination of service) as well as new appointments. Plan and manage the annual performance assessment process as well as the annual performance incentives process. Manage the evaluation (equate) process of posts and personnel concerned. Assist in managing the updating and amendment of the HR Plan of the FMD. Assist in drafting the annual HR Budget (LEGADIMA) for the FMD. Assisting in the regular updating of HR and Career Management related prescripts and instructions. Liaising with the managers of the different lines of business (Accounting, Budgeting and Support Services) iro HR and Career Management matters. Attend weekly and monthly meetings, forums and sessions. Participate in short, medium and long term planning. Update and maintain the Post List and Staffing Record of the FMD. Managing and supervising of all personnel resorting under control of this post.

**ENQUIRIES** : Ms Portia Mahlangu tel: (012) 392-2334.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE** : 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 14/25** : **SENIOR STATE ACCOUNTANT (2X POSTS)**  
The posts are advertised in the DOD and broader Public Service.  
Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army.

**SALARY** : R132 054 per annum  
1 post at Budget Management Office SA Army Armour Formation.  
1 post at Budget Management Office SA Army Infantry Formation.

**CENTRE** : Pretoria.  
**REQUIREMENTS** : Appropriate three year B Degree or National Diploma with finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid



vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills.

- DUTIES** :
- Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr Johann du Preez, tel: (012) 355-1654.
- Applications to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** :
- 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

- POST 14/26** :
- SENIOR STATE ACCOUNTANT (2X POSTS)**
- The posts are advertised in the DOD and broader Public Service.
- Division/Service/Directorate: Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Fin ETD Centre.

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R132 054 per annum
- Thaba Tshwane, Pretoria.
- Appropriate three year B degree or National Diploma. Recognition of prior learning may also be considered. Knowledge/experience: Thorough knowledge of microcomputer applications MS Word, MS Excel and Spreadsheets. Knowledge of and exposure to mainframe computer systems utilized in the Public Service or the Department of Defence (DOD), specifically the Financial Management System (FMS) and PERSOL/PERSAL would serve as a strong recommendation. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving skills. Ability to compile effective management and training related reports. Knowledge of and exposure to a formal training environment and the operating and utilization of the Education, Training and Development (ETD) processes. Knowledge of the Public Finance Management Act (PFMA). Ability to correctly interpret and apply policy. Skills: Excellent verbal and written communication skills with the ability to prepare and conduct effective presentations to large as well as small groups of learners. Strongly orientated towards teamwork. In possession of a valid RSA vehicle driver's license (being in possession of a valid DOD vehicle driver's license would be a strong recommendation). Trustworthy, and reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Proven managerial capabilities. Being in possession of a valid DOD confidential security clearance or proof that such application is in process would be a strong recommendation.

- DUTIES** :
- Assist in the efficient and effective execution and management of the prescribed education, training and development (ETD) function iro all personnel within the Financial Management Division (FMD). Monitoring the capturing of course results of learners on the MILQUAL program on PERSOL. Managing of the selection and acceptance of learners on MILQUAL and ensuring that learners are informed in writing. Managing the compiling and distribution of individual as well as consolidated course reports and course certificates. Managing the amendment and updating of lesson plans and course objectives. Assisting in the regular updating of ETD procedure and policy documents. Managing ETD projects and liaising with the managers of the different lines of business (Accounting, Budgeting and Support Services). Prepare curricula, lesson plans, evaluation documents

		and study material. Conduct lectures/presentations to learners and evaluate tests and exams. Compiling management reports for submission to the Fin ETD Manager. Managing and supervising of all personnel resorting under control of this post as well as the learners attending courses at the Fin ETD Centre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Martin Marimi, tel: (012) 674-4740 or 674-4789.
	:	Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 <u>or</u> may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/27</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Corporate Payments.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Pretoria. Appropriate three year B degree or National Diploma with finance related subjects. Computer literate iro MS Office, MS Word and Excel as well as the PERSOL mainframe applications and programs. Knowledge of the Financial Management System (FMS) would serve as a strong recommendation. Knowledge of and exposure to the prescribed processes and procedures wrt the controlling and management of corporate payments as well as the related accounting transactions and actions. Ability to draft effective management reports. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability as well as HR skills. Proven ability to effectively communicate and negotiate with suppliers and clients both inside and outside the DOD. Ability to conduct effective presentations and briefings to senior management. Good oral and written communication skills. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas. Sound reasoning, mathematical and problem solving ability. Ensuring the safekeeping of all payment documentation for audit purposes. Positive, creative, possess sound judgmental ability and aiming for zero defects.
<b><u>DUTIES</u></b>	:	Controlling, managing and execution of the timely payment of all corporate invoices within the Department of Defence (DOD). Supervising, training and guidance of all personnel resorting under the control of the post. Implementing effective actions and processes to ensure that deadlines are met. Constant collaborating, liaising and communication with the Assistant Director of the section wrt all payment documentation and other functions coupled to the post. Compiling and submitting of management reports and statistics. Strict application of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable prescripts. Managing all personnel, information and materiel under control of this post.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Eric Grimsell, Tel: (012) 392-2892/3.
	:	Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 <u>or</u> may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/28</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> The post is advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Finance Accounting Service Centre (FASC) Lohathla.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Lohathla, Northern Cape. Specified qualifying requirement: Appropriate three year B Degree or National Diploma with appropriate experience. Successful completion of the Regional Accounting Manager's (RAM) Course or the Finance Service Centre Manager's (FASCM) Course and practical experience of the managing of a Finance Accounting Service Centre (FASC) in the

Department of Defence (DOD) or a Finance Office/Department would serve as a very strong recommendation. Prior learning, either by means of experience or courses, will also be considered. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Thorough knowledge of State Tender Board regulations and State contracts. Must be computer literate and have knowledge of computer systems used in the DOD including the Financial Management System (FMS) and PERSOL mainframe computer systems as well as the Word Processing (MS Word), Spreadsheets (Excel) and Power Point micro computer programs. Thorough knowledge of the financial and accounting processes in the DOD. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities. Ability to effectively compile and present reports and submissions. In possession of a valid RSA vehicle driver's license and willing and able to travel extensively on a regular basis (possession of a valid DOD vehicle driver's license would serve as a strong recommendation). Well developed verbal and written communication skills with good personal relations. Orientated towards teamwork, receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization. Loyal, trustworthy and dependable.

**DUTIES**

: Managing the following: Effective, efficient and smooth operation of the FASC. Regularly supplying Director Stores, Services and Related Payments (DSSRP) and the Regional Accounting Manager (RAM) with the prescribed reports and feedback. Ensuring timely payment of all invoices. Confirmation of TELKOM and Freight Transit Order accounts. Successful monthly execution of all Central Advance System (CAS) events. Collecting of revenue due to the DOD. Successful execution of weekly cash counts as well as quarterly confirmation of correctness of Face Value Documents (FVD) administration. Managing the preparation of medical as well as supplier accounts by verifying payment documents for anomalies, verifying payments on the FMS and on PERSOL and registering and coupling invoices for payment. Managing administration iro cash payments, advances, purchases and Paymaster General (PMG) account deposits. Reporting, investigating and following-up of all finance-related irregularities, evaluating and maintaining the security measures at the FASC and subordinate FASO's. Managing, training and development of all subordinate personnel. Timely finalisation of all audit queries and executing cash counts as prescribed. Effectively managing all personnel, assets and materiel at the FASC.

**APPLICATIONS**

: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**ENQUIRIES**

: Mr Eric Grimsell, tel: (012) 392-2892 or 392-2893.

**CLOSING DATE**

: 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 14/29**

**CHIEF ACCOUNTING CLERK (2X POSTS)**

The posts are advertised in the DOD and broader Public Service.  
Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army Support Formation.

**SALARY**

: R106 335 per annum

**CENTRE**

: Pretoria.

**REQUIREMENTS**

: Grade 12 certificate with Finance related subjects. Grade 10 preferable. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD

motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills.

**DUTIES** : Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.

**ENQUIRIES** : Mr Johann du Preez, tel: (012) 355-1654.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE** : 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 14/30** : **CHIEF ACCOUNTING CLERK (2X POSTS)**  
The posts are advertised in the DOD and broader Public Service.  
Division/Service/Directorate: Financial Management Division, Chief Directorate Budget Management, Budget Management Office Fleet Command.

**SALARY** : R106 335 per annum  
**CENTRE** : Simon's Town, Western Cape.  
**REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects. Grade 10 preferable. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid RSA motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills.

**DUTIES** : Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.

**ENQUIRIES** : Mr André Coetzee, tel: (021) 787-4613 or 787-4611.  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE** : 05 May 2008 (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 14/31</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (9X POSTS)</u></b> The posts are advertised in the DOD and broader Public Service. Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC and Finance Accounting Satellite Offices (FASO)
<b><u>SALARY CENTRE</u></b>	:	R106 335 per annum 1 post at FASC Bloemfontein. 1 post at FASC Durban. 1 post at FASC Oudtshoorn. 1 post at FASO Simon's Town. 1 post at FASO Bredasdorp, Western Cape. 2 posts at FASC Lenz, Johannesburg area. 1 post at FASC Garrison, Thaba Tshwane, Pretoria. 1 post at Waterkloof, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Grade 10 preferable. Applicants with prior learning, either by means of experience or alternative courses, will also be considered. Successful completion of the Finance Service Centre Management course, the Regional Accounting Management course or the Junior Accounting Management course by serving officials/members of the Department of Defence (DOD). Practical experience in supervising tasks at a Finance Accounting Service Centre (FASC) or at a Finance Office external to the DOD would serve as a very strong recommendation. Computer literate in Word Processing (MS Word), Spreadsheets (Excel) and Power Point. Being computer literate in the PERSOL/PERSAL and the Financial Management System (FMS) mainframe applications and programmes would be a strong recommendation. Knowledge of and exposure to the prescribed processes and procedures related to the control and management of financial accounting, inclusive of debtor-/creditor-/cash management. Sound knowledge of the Treasury Regulations (TR's), State contracts and the Public Finance Management Act (PFMA). Well developed reasoning, mathematical, analytical and innovative thinking and problem solving ability as well as the ability to understand, interpret and correctly apply financial policy. Ability to compile and present effective reports and statistics. Knowledgeable as far as human resources management (people management) practises are concerned. Ability to effectively communicate and liaise with suppliers and clients. Must possess well developed verbal and written communication skills with good interpersonal relations. Orientated towards teamwork, receptive to work-related suggestions/ideas and able to function under pressure. Decisive in task finalization, positive, loyal, creative and trustworthy. Permanent RSA citizen with no criminal record. In possession of a valid RSA vehicle driver's license and willing and able to travel extensively on a regular basis.
<b><u>DUTIES</u></b>	:	Assisting the Senior State Accountant (FASC Manager) with: Managing the FASC effectively, efficiently and economically in accordance with the applicable financial policy and prescripts. The timely compiling and submitting of prescribed reports. Ensuring the timely verification and payment of all invoices according to policy and prescripts. Successful management of all Central Advance System (CAS) events as well as Face Value Documents (FVD's). Accounting for revenue due to the DOD. Successful execution of weekly cash counts. Strictly applying policy, prescripts and regulations. Reporting, investigating and following-up of all finance-related irregularities. Evaluating and maintaining the security measures at the FASC. Managing the safekeeping of all related accounting documentation for future enquiries and audit purposes. Training and developing all subordinate personnel. Regular updating and capturing of relevant data and transactions on the FMS. Managing all the physical resources of the FASC. Timely finalisation of all audit queries.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Eric Grimsell, tel: (012) 392-2892 or 392-2893. Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/32</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b> The post is advertised in the DOD and broader Public Service.

<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	SA Army (ASB Potchefstroom)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience as a administration clerk will be a recommendation. Special requirements (skills needed): Computer literate. Knowledge of Mainframe, Ability to communicate effectively. Numerical-, command- and control skills, Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Assist all section members with personnel related matters and typing of all necessary documents. Make registers for all the different stores. Handle salary enquiries and leave administration. Draft reports. Compile and manage registers. Responsible for the management of attendance registers. Assist with staffing and placement of PSAP. Compile and submit daily strength to Personnel Section. Supervisory duties.
<b><u>ENQUIRIES</u></b>	:	Capt L. van der Heever, Tel: (018) 289 3433/3186.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered)
<b><u>POST 14/33</u></b>	:	<b><u>SENIOR SECRETARY GR III</u></b> This post is advertised in the DOD and broader Public Services.
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	SA Army (SA Army College), Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4: Preferable. Applications with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Communication efficiency (verbal and written) in English. Ability to work independently. Organising-. Problem solving-, and analytical thinking skills. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitors authorization and parking.
<b><u>ENQUIRIES</u></b>	:	Capt B.A. Peter or WO2 W.F. Beezhold, Tel: (012 674 4018 or (012) 674 4011
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, 0143.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/34</u></b>	:	<b><u>PRINCIPAL TYPIST GR I ( 2 X POSTS)</u></b> This post is advertised in the DOD and the broader Public Service.
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	SA Army (SA Army College), Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 – 4: Preferable. Applications with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Presentations and excel). Communication efficiency (verbal and written) in English. Ability to work independently. Organising-, Problem solving- and analytical thinking skills. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Store and retrieve information on the electronic database. Handle learners study materials. Update learners' results on database. Handle the filling and administration of Unit. Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Acknowledge receipt of draft document in register. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typists. Ensure equal workload between typists. Ensure effective utilisation of equipment. Ensure the cleanness of equipment. Up keeping stock levels of stationary.
<b><u>ENQUIRIES</u></b>	:	Capt B.A. Peter or WO2 W.F. Beezhold, Tel: (012 674 4018 or (012) 674 4011

<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag X1002, Thaba Tshwane, 0143.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered)
<b><u>POST 14/35</u></b>	:	<b><u>PRINCIPAL FOREMAN: CLEANING SERVICES</u></b> (Supervisor) The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	SA Army (ASB Potchefstroom)
<b><u>REQUIREMENTS</u></b>	:	ABET (NQF Level 1 – 3). Experience in the basic cleaning and maintenance of offices will be a recommendation. Special requirements (skills needed): Must be familiar with the operating procedures and occupation health and safety aspects regarding power equipment utilized for cleaning facilities and with OHS aspects relating to the utilisation of cleaning and polishing compounds. Ability to communicate effectively. Physical strength and fitness.
<b><u>DUTIES</u></b>	:	Manage office cleaning and maintenance. Manage application and maintenance of power equipment. Assist with internal projects. Responsible for the day to day administration of members under command. Supervisory duties.
<b><u>ENQUIRIES</u></b>	:	Capt L. van der Heever/Ms A.J. Weideman Tel: (018) 289 3433/3186.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered)
<b><u>POST 14/36</u></b>	:	<b><u>SENIOR SECRETARY GR II</u></b> This post is advertised in the DOD and the Public Service.
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	SAMHS (8 Medical Battalion Group), Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Communication efficiency (verbal and written). Ability to work independently. Organising and typing skills. Problem solving and analytical thinking. Must be able and prepared to work under pressure. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Act as telephonist for the OC. Perform routine matters and general administration duties in the OC's office. Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims and OC's leave. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitors authorization and parking. Handle internal and external correspondence.
<b><u>ENQUIRIES</u></b>	:	Maj D.S. Mashigo, Tel: (012) 671 6403/4
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SAMHS (8 Medical Battalion Group), Private Bag X1019, Lyttelton, 0146.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/37</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER GR II</u></b> The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	SA Army (National Ceremonial Guard), Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4 preferable. Experience in the Personnel environment will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Must be able to communicate effectively. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Responsible for the clearing in and out process. Ensure the updating of statement register. Ensure that the movement register is completed and updated. Ensure that the Personal files of the members are kept neat and dispatched where applicable. Ensure correct filing of documentations. Draft

		route forms for official transferred detached duty of the members. Issue and register Unit's Part 1 and 2 order numbers. Nominate and check course acceptances of the courses on MILQUAL system.
<b><u>ENQUIRIES</u></b>	:	Capt S.S. Mandlazi, Tel: (012) 674 4307
<b><u>APPLICATIONS</u></b>	:	Department of Defence, National Ceremonial Guard, Private Bag X1030, Thaba Tshwane, 0143.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 14/38</u></b>	:	<b><u>FOREMAN: GROUNDS SERVICES</u></b> (Team Leader) The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>CENTRE</u></b>	:	SA Army (ASB Potchefstroom)
<b><u>REQUIREMENTS</u></b>	:	ABET (NQF Level 1 – 3). Must have knowledge regarding application and utilization of power equipment used for turf maintenance. Experience in gardening and turf maintenance will be a recommendation. Special requirements (skills needed): Ability to communicate effectively. Physical strength and fitness.
<b><u>DUTIES</u></b>	:	Manage landscape and turf maintenance. Control garden implements and tools by groundsman. Ensure maintenance on machinery used by team members. Supervisory duties.
<b><u>ENQUIRIES</u></b>	:	Capt L. van der Heever/Ms A.J. Weideman Tel: (018) 289 3433/3186.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered)
<b><u>POST 14/39</u></b>	:	<b><u>FOREMAN: GROUNDS SERVICES (10X POSTS)</u></b> (Team Leader) The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>CENTRE</u></b>	:	SA Army (ASB Potchefstroom)
<b><u>REQUIREMENTS</u></b>	:	ABET (NQF Level 1 – 3). Must have knowledge regarding application and utilization of power equipment used for turf maintenance. Experience in gardening and turf maintenance will be a recommendation. Special requirements (skills needed): Ability to communicate effectively. Physical strength and fitness.
<b><u>DUTIES</u></b>	:	Manage landscape and turf maintenance. Control garden implements and tools by groundsman. Ensure maintenance on machinery used by team members. Supervisory duties.
<b><u>ENQUIRIES</u></b>	:	Capt L. van der Heever/Ms A.J. Weideman Tel: (018) 289 3433/3186.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.
<b><u>CLOSING DATE</u></b>	:	05 May 2008 (Applications received after the closing date and faxed copies will not be considered)



## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

**NOTE** : Applications must be submitted on form Z83 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. . It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

**POST 14/40** : **CHIEF DIRECTOR: BUSINESS PERFORMANCE MANAGEMENT (AP 512/2008)**  
(Three year contract – renewable based on performance)

**SALARY** : R635 874 per annum (An all-inclusive remuneration package)\*Note: The remuneration package includes a basic salary (60% of package), States contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs in accordance with the regulation of the Senior Management Handbook. Note: The person appointed in this position will be subjected to reference checking and security clearance. Senior management candidates will be subjected to competency assessment test, the signing of and performance agreement and employment contract.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year degree in business management, public administration or an equivalent qualification plus broad experience in a senior management position ;Relevant experience in managing organizational performance; Proven strategic management and leadership skills ; Extensive experience in project management ; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and Stakeholder liaison skills.

**DUTIES** : The successful candidate will be required to lead organisational performance management with the view to realise the department's strategic objectives and perform the following key activities: Coordinating the processes of the departmental strategic and business plans development, coordination of sector policy inputs and support the inter-governmental system and resourcing of the environmental sector (Cabinet and DG cluster meetings). Develop and implement an organisational performance management system, including co-ordinating all reporting within the department and externally (Presidency reporting, etc). Coordinate and support Minister and Director General with their oversight role for Public Entities, supervise the provision of secretariat services to all management meetings, MINMEC, Mintech, Miptech, Working groups, NEAF, Public Entities and meetings with the Minister. General Administration and management of processes (including document management for the department) in the offices of the Director-General, the Chief Operating Officer and Parliamentary Office.

**ENQUIRIES** : Mr D Vukela, Tel: (012) 310 3275  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001

**FOR ATTENTION** : Mr T Koena  
**CLOSING DATE** : 21 April 2008

**POST 14/41** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL (AP 513/2008)**  
(Three year contract – renewable based on performance)

**SALARY** : R540 429 (An all-inclusive remuneration package)\*Note: The remuneration package includes a basic salary (60% of package), States contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible

portion which can be structures according to the individuals' personal needs.  
 Note: The person appointed in this position will be subjected to reference checking and security clearance. Senior management candidates will be subjected to competency assessment test, the signing of and performance agreement and employment contract.

**CENTRE REQUIREMENTS** : Pretoria  
 : An appropriate B-degree in Social Science or equivalent qualification plus extensive relevant work experience at management level; proven strategic management and leadership skills; Good stakeholder liaison, interpersonal and communication skills (verbal and liaison), Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; An understanding of the work of the Department and Government in general and Knowledge of the Department's Public Entities will serve as an additional advantage ; Willingness to travel as an when required.

**DUTIES** : Key Responsibility Areas for the post includes the following: Oversee the provision of an effective executive support service to the Director-General; Provide an effective administrative support for the establishment of the Department's Public Entities' Boards and the management of Boards vacancies , Ensure effective management of all incoming and outgoing correspondences in the Office of the Director-General; Provide secretarial services to the Director-General's meetings ; Manage and effective parliamentary service to the Director-General and the Department .

**ENQUIRIES APPLICATIONS** : Mr D Vukela, Tel: (012) 310 3275  
 : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001

**FOR ATTENTION CLOSING DATE** : Mr Thato Koena  
 : 21 April 2008

#### OTHER POST

**POST 14/42** : **ENVIRONMENTAL OFFICER: SUSTAINABLE COASTAL LIVELIHOODS AND SOCIO-ECONOMIC DEVELOPMENT (MCM 20/2008)**

**SALARY CENTRE REQUIREMENTS** : R106 335 per annum Total package R 159 260 conditions apply (SR 7)  
 : Cape Town  
 : B-degree in Natural Sciences/Environmental Management/Socio-Economics or equivalent qualification and relevant experience. Knowledge of the coastal eco-tourism sector and related practical and academic experience. Knowledge and understanding of the functioning of coastal livelihoods and socio-economic development. Knowledge of coastal management processes and principles would be an added advantage. The ability to interpret and apply the policy emanating from the White Paper. The possession of good communication skills (both verbal and written), project management, conflict management, financial management, negotiation skills, an understanding of social issues, and micro and macro-economic principles, environmental law and its application, and good interpersonal skills.

**DUTIES** : Promote and manage sustainable livelihoods opportunities for coastal communities. Develop new opportunities and manage existing coastal livelihoods initiatives at a national, provincial and local scale. Liaise with the different Sub-Directorates within the Chief Directorate Integrated Coastal Management to identify problem areas relating to coastal management, and to resolve coastal management concerns whilst simultaneously providing alternative livelihoods to the local adjacent community. Liaise with communities and donor funders to finalise project proposals for potential funding. Assist in the sourcing of funding for project proposals and provide technical support to the projects and project managers. Where appropriate you will be implementing a training and capacity building strategy to align the Chief Directorate with Project Consolidate. Assist in the compilation of a national strategy for sustainable coastal development that will be in alignment with the National Strategy for Sustainable Development. In collaboration with supervisor, plan and manage the allocated budget and associated administration of approved projects.

**ENQUIRIES APPLICATIONS** : Ms N. M Makwabe Tel: (021) 402 3442  
 : The Director General. Department of Environmental Affairs and Tourism. Private Bag X 2, Roggebaai, 8012.

**FOR ATTENTION CLOSING DATE** : 6<sup>TH</sup> Floor HR Registry: Integrated Human Resources  
 : 18 April 2008

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**  
***GCIS is an equal opportunity employer***

**APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 25 April 2008

**NOTES** : Estimated package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Disabled applicants are welcome to apply.

**OTHER POST**

**POST 14/43** : **SENIOR ACCOUNTING CLERK GR I**  
 Directorate: Finance

**SALARY** : All inclusive salary package: R100 965 per annum, Commencing salary: R58 290 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualifications: Senior or equivalent certificate with Accountancy as a passed subject. Knowledge of Public Finance Management Act and Treasury Regulations. Experience of BAS will be to your advantage. Skills: Computer literacy (MS Word and EXCEL 2003), analytical skills, interpersonal skills and good communication skills both written and verbal.

**DUTIES** : Compilation and capturing of BAS payments and journals. Liaise with Supply Chain Management, project supervisors and other role players and update daily reconciliation of expenditure vs advances. Convene and take minutes at the monthly Departmental Projects Committee Meeting. Manage stationary for the Directorate and assist the Cashier when required. Issuing of invoices for other sections.

**ENQUIRIES** : Mr Quinton Kettledas Tel.: (012) 314 2204  
 Mr Frik Nieman Tel.: (012) 314 2104

## THE INDEPENDENT COMPLAINTS DIRECTORATE

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

<b><u>APPLICATIONS</u></b>	:	Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms O Mazibuko
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>NOTE</u></b>	:	Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications and ID. Faxed applications will not be considered. 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 with the shortlisted candidates only. The successful candidate will have to undergo security vetting. His/ her character should be beyond reproach.

## OTHER POST

<b><u>POST 14/44</u></b>	:	<b><u>SENIOR ADMINISTRATIVE CLERK: AUXILIARY SERVICES</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a grade 12/matric certificate with relevant experience in transport related matters. Knowledge of transport related policies guiding the use of Government owned Transport and Subsidized Motor Transport are a requirement. Knowledge of ELS will be an added advantage. The incumbent must be self-driven and be able to plan and organize. He/she must be computer literate. He/she must be able to work under pressure and should have a good personal and communication skills (verbal and written). The person must be willing to work extensive/irregular hours. The person should have a valid driver's license and be able to drive a vehicle.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Record keeping of all GG and Subsidized vehicles logsheets, trip authorities, stalling authorities and general correspondence for National and Provincial Offices; Verify and capture all logsheets received (GG and Sub vehicles); Forward logsheets to GG, Fleet Africa and Kgwerano; Inform sub vehicle owners on kilometers traveled and claim status; Receiving and processing new applications for subsidized vehicles; Payment of all traveling claims regarding vehicles outside ELS; Reconciliation of the monthly interface from ELS to BAS; Registering of new vehicles on ELS; Arranging and attending meetings e.g. TAC, AAC, Division; meetings and other transport related meetings; Minute taking in meetings; Processing correspondences from Mmela, Fleet Africa and Kgwerano; Issuing trip authorities/vehicles and stalling authorities on ELS; Receiving , investigating and filing of accident reports; Forward accident reports, thefts and loses to Government Garage and State Attorney; Assist with other administrative duties
<b><u>ENQUIRIES</u></b>	:	Ms S Makwela @ (012) 423 1412

**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](http://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](http://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.

**OTHER POSTS**

**POST 14/45** : **STATE ACCOUNTANT: PAYROLL REFERENCE: 08/130/CFO**

**SALARY** : R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An appropriate three year Bachelor's Degree or equivalent qualification in Finance; Experience in a financial environment especially salary related suspense accounts; Good understanding of the PFMA, Basic Accounting System (BAS), National Treasury Regulations and PERSAL experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to detail; Problem solving skills. The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Financial Management Act (PFMA).

**DUTIES** : Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates; Check and authorize payment of salaries, allowances and claims; Check and control the reconciliation of suspense accounts and pay over salary deductions to relevant institutions; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations; Prepare age analysis monthly on salary related suspense accounts; Clear and report on outstanding balances monthly; Analyze of PERSAL balances.

**ENQUIRIES** : Ms Chrystelle Croukamp ☎ (012) 315 1244

**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** : 21 April 2008

**NOTE** : This is a re-advertisement. Candidates who applied previously must re-apply

**POST 14/46** : **SENIOR ADMINISTRATIVE OFFICER REFERENCE: 08/134/MAS**

**SALARY** : R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master Of The High Court, Grahamstown

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification plus two - three years' experience in Office Administration, Departmental Financial Instructions and financial control measures; Possession of a valid driver's license (minimum Code B); Knowledge of Public Service and Departmental legislation and prescripts; Knowledge of how the Masters Office works. Skills and

Competencies: Managerial skills; Computer literacy; Communication (verbal and written) and presentation skills; Problem solving and decision making skills; Leadership skills; Ability to interpret and apply policy; Interpersonal relations; The ideal candidate should be honest and reliable, responsible and accountable, efficient, willing to work under pressure, teamwork orientated and believe in transparency.

**DUTIES** : General supervision of clerical staff dealing with administration and registration of documentation in the office; Evaluate clerical personnel on a quarterly basis according to the Performance Management system and facilitate training and development according to the needs identified; Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Render assistance on a wide spectrum of matters; Check diverse documents and work performance by co-workers for completion and correctness; Document management and maintaining of prescripts and records related to the functions of the Department; Control, utilization and maintenance of the assets and accommodation of the office; Take minutes and prepare agendas and documentation for meetings when required; Handle correspondence and any other duties that may be necessary for the smooth running of the office; Assist with human resource related tasks as and when required; Check all tasks performed by administrative staff on a daily basis; Render assistance regarding provisioning administration and procurement of goods and services; Maintain the office filing system; Manage travel and subsistence claims; Control inventory and payment of suppliers; Keep records and registers up to date; Manage the statistics of the office including office vehicle log sheets; Perform a variety of routine duties that are related to the activities of the Department; Assist with budget preparation and expenditure monitoring; Events coordination; Manage finances in the office by complying with PFMA, DFI, and other instructions issued from time to time by the CFO;

**ENQUIRIES** : Mr L Roberts ☎ 046 603 4066  
**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** : 21 April 2008

**POST 14/47** : **SENIOR ADMINISTRATION CLERK REFERENCE: 08/136/MAS**

**SALARY** : R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master Of The High Court, Thohoyandou  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Two years administrative experience; Knowledge of Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good Interpersonal relations; Ability to work under pressure; Problem solving; Attention to detail.

**DUTIES** : Handle routine work done at the Office; Deal with correspondence; Maintain records; Perform various other administrative duties.

**ENQUIRIES** : Mr. W Manhengeni ☎ (015) 962 1027  
**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 Building, Pretoria, 0001.

**CLOSING DATE** : 21 April 2008

**POST 14/48** : **PROVISIONING ADMINISTRATION CLERK REFERENCE: 08/129/MAS**

**SALARY** : R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master Of The High Court, Johannesburg  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification plus relevant experience or Grade 12 with two years' appropriate experience in a fully operational office with regard to Procurement, Provisioning and Office Services; Knowledge of ST36, ST37, PFMA, BEE, BAS, PPPFA and the procurement delegations and procedures. Skills and Competencies: Good Communication skills (written & verbal); Computer literacy (MS Office); Good Interpersonal skills; Good Public Relations skills. Personal Attributes: Hardworking; Efficient and

<b><u>DUTIES</u></b>	:	Resourceful; Ability to work under pressure and to solve problems; Record management; Stock taking.
	:	Responsible for all transit duties; Timeously order office stationery; Receive supplies in stores by identifying and inspect the quantity according to order/delivery note; Allocate supplies in correct space in store; Issue supplies by checking the requisition form for completeness; Control stock items in store by regular counting in order to combat losses; Make entries on all applicable kinds of documents, registers, charts and books in order to determine the stock levels and to replenish stock; Keep store clean and neat; Act as transport/ordering/payment clerk when the need arises; Attend to the repair, service maintenance of all office equipment and obtain quotations; Maintain Asset Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded; Order, record and distribute office stamps.
<b><u>ENQUIRIES</u></b>	:	Mr G Masingi ☎ (012) 357 8747
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/49</u></b>	:	<b><u>LEGAL ADMINISTRATIVE OFFICER (2 POSTS) REFERENCE: 08/96/GP</u></b>
<b><u>SALARY</u></b>	:	R311 358 – R360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office Gauteng: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree, or equivalent four year post-graduate qualification; Three to Five years post qualification legal experience. The following would serve as recommendation: Knowledge of Legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act and Regulations. Diversity management as well as Transformation and Equity within the Public Service. Proven ability to execute independent high-level decisions and provide feedback; Knowledge of communication systems. <u>Skills and Competencies</u> : Effective Communication and Presentation skills; Leadership skills; Teambuilding skills; Interpersonal Relations; Conflict and Knowledge Management skills; Analytical Thinking skills; Technical Judgment; Project Management Skills; Research Skills ;Managerial skills
<b><u>DUTIES</u></b>	:	Effectively and efficiently correspondent with public private body and various other stakeholders; Draft legal document and give legal advice to the Regional Office and other organs of the State within the Region regarding the interpretation and execution of powers and legal matters; Respond to petitions, representations and complaints from civil Society and other Government Departments; Liaise with other Departments, Prosecutors, Judiciary and communities on the programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage of state property; Oversee the smooth functioning of Specialised Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate Public Education and conduct Community Awareness Campaigns on legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts ,the lay assessors system and maintenance; Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions.
<b><u>ENQUIRIES</u></b>	:	Ms Z Chiloane ☎ 011 331 0440
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/50</u></b>	:	<b><u>LEGAL ADMINISTRATIVE OFFICER (2 POSTS) REF 08/96/GP</u></b>
<b><u>SALARY</u></b>	:	R311 358 – 360 909 per annum. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	: Regional Office Gauteng
	: An LLB Degree, or equivalent four year post-graduate qualification, Three to Five years post qualification legal experience. The following would serve as recommendation: Knowledge of Legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act and Regulations. Diversity management as well as Transformation and Equity within the Public Service. Proven ability to execute independent high-level decisions and provide feedback; Knowledge of communication systems. Skills and Competencies: Effective Communication and Presentation skills; Leadership skills; Teambuilding skills; Interpersonal Relations; conflict and Knowledge Management skills; Analytical Thinking skills; Technical judgment. Project Management Skills Research Skills Managerial skills
<b><u>DUTIES</u></b>	: Effectively and efficiently correspondent with public private body and various other stakeholders. Draft legal document and give legal advice to the Regional Office and other organs of the State within the Region regarding the interpretation and execution of powers and legal matters. Respond to petitions, representations and complaints from civil Society and other Government Departments. Liaise with other Departments, Prosecutors, Judiciary and communities on the programmes around Crime prevention. Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace, Recover loss of and damage of state property Oversee the smooth functioning of Specialised Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court, Facilitate Public Education and conduct Community Awareness Campaigns on legislation administered by the Department., Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts ,the lay assessors system and maintenance, Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter, Support the Courts regarding quasi-judicial functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms Z Chiloane ☎ 011 331 0440
	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	: 21 April 2008
<b><u>POST 14/51</u></b>	: <b><u>ADMINISTRATIVE OFFICER: (1 POST) REF 08/85/GP</u></b>
<b><u>SALARY</u></b>	: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Magistrate Nigel
	: A Bachelor's Degree or equivalent qualification or Grade 12 certificate with ten years experience in Courts and the Departmental Financial Management; Sound knowledge of Human Resource Management, Financial Management., Budget control, Asset and facility Management, Supply Chain Management, Extensive knowledge and Risk Management, Extensive knowledge of the PFMA, DFI, BAS and JYP, A valid driver's license Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Public Management skills, Managerial and problem solving skills; Leadership and organizational skills; Good interpersonal skills; Customer orientation; Ability to interpret and apply policy; Ability to work under pressure as well as to work independently; Attention to detail.
<b><u>DUTIES</u></b>	: Exercise control over duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall (Monies in Trust, Criminal and Civil sections, and General Services; Render efficient and effective support to the courts; General supervision of clerical staff, Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Check diverse documents for completion and correctness, document management and maintaining of prescripts and records related to the functions of the Department; Facilitate training and development of personnel; Formal disciplinary matters; Manage the performance Management in the office; Render advice\assistance on a wide spectrum of matters; Control and maintain the Assets and Accommodation of the Department; Any other duties that may be necessary to ensure the smooth-running of the office
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. NL Mphahlele ☎ 011 814 8261
	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	: 21 April 2008



**POST 14/52****MAINTENANCE INVESTIGATOR: (1 POST) REF 08/86/GP**

- SALARY** : R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Vanderbijlpark
- REQUIREMENTS** : An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 990 of 1998; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Ability to work with the public in a professional and empathetic manner; develop a thorough understanding of all services procedures; involved in the area of Maintenance an other areas of Family Law; explain legal terminology and process in simple languages; manage time effectively and develop good facilitation skills; think innovatively and work in pressure environment; assist the court in the conducting of Maintenance enquiries.
- DUTIES** : Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Testify in court under the supervision and control of maintenance officers\maintenance prosecutors; Render administrative support to the office; Outdoor function requiring tracing capabilities.
- ENQUIRIES** : Mr. G Mabaso ☎ 016 933 4351
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- CLOSING DATE** : 21 April 2008

**POST 14/53****SENIOR PERSONNEL OFFICER (1 POST)REF: 08/92/GP**

(Re-advertisement: Candidates who previously applied need to re-apply)

- SALARY** : R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court, Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent qualification; Two years' relevant knowledge and experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Handle correspondence; Capture transactions on PERSAL; Update registers and statistics; Compile memorandums to the Regional Head, Director General and Minister; Respond to verbal and written enquiries.
- ENQUIRIES** : Mr. V Misser ☎ 011 359 7458
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
- CLOSING DATE** : 21 April 2008

**POST 14/54****COURT INTERPRETER: (1 POST)REF 08/95/GP**

- SALARY** : R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Benoni
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, Xhosa, Zulu, South Sotho, Tshivhenda, Shangaan. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution.
- ENQUIRIES** : Ms. TE Mashalaba ☎ 011 746 7600
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- CLOSING DATE** : 21 April 2008

**POST 14/55** : **SENIOR REGISTRAR'S CERK: (2 POSTS) REF 08/87/GP**

**SALARY** : R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : High Court Johannesburg

**REQUIREMENTS** : Senior Certificate or equivalent qualification; Administrative experience will be an advantage. Skills and Competencies: Computer literacy; Excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Compile batches for payment; issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services. Act as liaison between judges and legal practitioners.

**ENQUIRIES** : Ms. D Mngomezulu ☎ (011) 332 8391

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

**CLOSING DATE** : 21 April 2008

**POST 14/56** : **SENIOR REGISTRAR'S CERK: (1 POST) REF 08/88/GP**

**SALARY** : R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : Land Claims Court, Johannesburg

**REQUIREMENTS** : Senior Certificate or equivalent qualification; Administrative experience be an advantage. Skills and Competencies: Computer literacy; Excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Compile batches for payment; issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services. Act as liaison between judges and legal practitioners.

**ENQUIRIES** : Ms. Z Sondlo ☎ (011) 781 2291

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

**CLOSING DATE** : 21 April 2008

**POST 14/57** : **SENIOR REGISTRAR'S CERK: (3 POSTS) REF 08/89/GP**

**SALARY** : R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Labour Court, Johannesburg (1); Cape Town (1); Durban(1)

**REQUIREMENTS** : Senior Certificate or equivalent qualification; Administrative experience be an advantage. Skills and Competencies: Computer literacy; Excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Compile batches for payment; issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services. Act as liaison between judges and legal practitioner

**ENQUIRIES** : Ms. N Ntuli ☎ (011) 403 4893 / 011 359 5700

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000. (Please note all applications should be sent to the postal address provided and not to the Regional Office: Durban or Cape Town)

**CLOSING DATE** : 21 April 2008

**POST 14/58** : **SENIOR TYPIST: (1 POST) REFERENCE: 08/90/GP**

**SALARY** : R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Germiston

**REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Accuracy and attention to detail; Ability to work under pressure.

**DUTIES** : Type reports; General correspondence; Answer telephone and take messages; Other administrative duties.

<b><u>ENQUIRIES</u></b>	:	Ms A Louw ☎ 011 873 0500
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/59</u></b>	:	<b><u>SENIOR TELECOM OPERATOR: (1 POST) REFERENCE: 08/91/GP</u></b>
<b><u>SALARY</u></b>	:	R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Germiston
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years' relevant experience as a telecom operator. Skills and Competencies: Computer literacy; Able to work under pressure; Good communication (written and verbal (Interpersonal relations).
<b><u>DUTIES</u></b>	:	Type reports; General correspondence; Answer telephone and take messages; Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay; Attend to all duties that may required to do from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms A Louw ☎ 011 873 0500
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/60</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: (2 POSTS) REFERENCE: 08/93/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Nigel
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. NL Mphahlele ☎ 011814 8261
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/61</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: RE-ADVERTISEMENT (1 POST) REFERENCE: 08/94/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Westonaria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr. JS Mabena ☎ 011 753 2255
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/62</u></b>	:	<b><u>SENIOR REGISTRY CLERK: (1 POST) REFERENCE: 08/97/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Regional Office, Gauteng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal and organizational skills; Ability to work in a team; Ability to

	work under pressure; Attention to detail; Telephone etiquette and deportment.
<b><u>DUTIES</u></b>	: Mail Administration – Receipt and dispatch; Opening, sorting, recording, distribution, franking & dispatch; Filing open files, draw files, file and bind documents\correspondence on the applicable files, trace and maintain files and other administrative tasks; Filing of files Archives; Keep and update registers; Provide support to the office as a whole.
<b><u>ENQUIRIES</u></b>	: Mr. LA Hanekom ☎ 011 331 0440
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	: 21 April 2008
<b><u>POST 14/63</u></b>	: <b><u>MAINTENANCE OFFICER: MAGISTRATE OFFICE, WYNBERG</u></b> <b><u>REFERENCE: 08\16\CS\WC</u></b>
<b><u>SALARY</u></b>	: R106 335 - R123 456per annum
<b><u>CENTRE</u></b>	: Magistrate Office: Wynberg
<b><u>REQUIREMENTS</u></b>	: An appropriate legal qualification (B.luris, B.Proc or LLB); Proficiency in at least two official languages is essential. Skills and competencies: Computer literacy; Excellent communication skills (written and verbal);Ability to work with the public in a professional and empathetic manner; develop a thorough understanding of all services procedures, involved in the area of Maintenance and other areas of Family Law; explain legal terminology and processes in simple languages; manage time effectively, processes in simple languages and develop good facilitation skills; think and write clearly; think innovatively and work in pressured environment; assist the court in the conducting of Maintenance enquiries; facilitate communication between people with Maintenance disputes.
<b><u>DUTIES</u></b>	: To perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; To appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implementation of Bench orders.
<b><u>ENQUIRIES</u></b>	: Mr N Luddy at Tel: (021) 462 5471.
<b><u>APPLICATIONS</u></b>	: 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.
<b><u>CLOSING DATE</u></b>	: 21 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](mailto:rhten@adcorp.co.za). Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 13 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

## MANAGEMENT ECHELON

- POST 14/64** : **DIRECTOR: SPATIAL INFORMATION AND PROFESSIONAL SUPPORT (REFERENCE: S8/3/2008/454)**
- SALARY** : R540 429 per annum
- CENTRE** : Chief Directorate: Surveys and Mapping
- REQUIREMENTS** : Applicants must have: \* Appropriate university qualification in Cartography/Geo-spatial Information Science/Surveying/Geomatics. \* Extensive experience in surveying/geomatics/cartography/geo-spatial information science and project management. \* Appropriate management experience. \* Knowledge of public financial management and national government department systems. \* Excellent interpersonal skills. \* Excellent written and verbal communication skills. \* Excellent people management skills.
- DUTIES** : The incumbent will be required to. \* Manage the Directorate: Spatial Information and Professional Support. \* Provide strategic leadership in professional services and geo-spatial information services. \* Prepare and manage the implementation of the directorate's annual plans. \* Perform duties as financial responsibility manager, including budgeting and risk management. \* Manage the performance of the directorate, including human resources. \* Manage projects.
- NOTE** : Appointment is subject to the signing of a performance agreement and a positive security clearance. Preference will be given to persons who are registered with the SA Council for Professional and Technical Surveyors
- POST 14/65** : **SENIOR MESSENGER (REFERENCE: S8/3/2008/463)**
- SALARY** : R540 429 per annum
- CENTRE** : Chief Directorate: Financial Management
- REQUIREMENTS** : Applications must have a Senior Certificate or equivalent qualification. \* Good communication skills. \* A valid driver's licence. \* Relevant experience. \* Must be well organised.
- DUTIES** : The successful candidate will be responsible for the following: \* Collect and deliver mail from and to offices within the Department \*Deliver and collect documents and packages when required from and to other departments and outside organisations. \* Collect and deliver travel documents/flight tickets. \* Be responsible for faxing and photocopying of documents as well as binding

of documents. \* Distribute incoming faxes. \* Collect and deliver payslips, claims and advances. \* Any other relevant work allocated from time to time

## DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to:  
The Personnel Administrator, Human Communications, tel. (011) 807-3260,  
PO Box 1305, Rivonia 2128 or fax: 086 619 7693 or e-mail:  
**humancv@humancommunications.co.za** (MS Word).
- CLOSING DATE** : 18 April 2008
- NOTE** : The vision of the Department of Provincial and Local Government (the dplg) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The dplg intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

## MANAGEMENT ECHELON

- POST 14/66** : **SENIOR MANAGER: MUNICIPAL INFRASTRUCTURE GRANT (MIG) PROGRAMME**  
Branch: Free Basic Services and Infrastructure
- SALARY** : An all-inclusive remuneration package of R540 429 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification. In-depth knowledge of municipal infrastructure, local economic development and poverty alleviation measures. Knowledge in strategic planning, financial, programme and project management. Strong leadership, managerial and communication skills. Advanced creative and analytical thinking. Research and policy formulation skills.
- DUTIES** : Provide support to municipalities in respect of municipal infrastructure provisioning and management. Assist municipalities to improve spending on infrastructure development, operations and maintenance through effective utilization of own revenue, equitable share and MIG. Evaluate projects identified by municipalities for MIG funding and assist municipalities with infrastructure planning to improve the quality of IDP's and implementation thereof. Ensure and facilitate capacity building in order that municipalities have a core competence and capability in infrastructure planning, project management, project preparation and packaging, delivery and monitoring, and financial management including grant management. Manage a support system together with provinces to optimize the utilization of the MIG by municipalities in combination with other funding sources towards sustainable settlements, and improved employment creation and local economic opportunities.
- ENQUIRIES** : Ms F Makhubu Telephone: (012) 334-4993
- POST 14/67** : **SENIOR MANAGER: COMMUNITY DEVELOPMENT CO-ORDINATION (DIRECTOR LEVEL)**
- SALARY** : An all-inclusive remuneration package of R540 429 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.)
- CENTRE** : Pretoria
- REQUIREMENTS** : Required for appointment to this position is the following:-A three-year Bachelor's degree in Social Development with a sound understanding of developmental issues, local government transformation and challenges related thereto are essential. Track record in mobilizing, teaming and directing key stakeholders, communities, the public, mayors, councilors and officials in improving community participation and empowerment. Sound knowledge of poor community dynamics, conditions and issues. Intimate knowledge of government programmes for community communication, community education, poverty relief, MIG, Free Basic Services, skills development and capacity building. Demonstrated ability to work effectively in intergovernmental campaigns with people on all levels in Government,

		NGOs/ CBOs and the private sector, good communication skills to interact and liaise with a wide spectrum of stakeholders such as provinces, government departments and municipalities.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to:-Establish, lead and manage a team responsible for facilitating relationship management among households, ward committees, municipalities and other spheres and institutions of government with a view to empower poor households for effective participation in all the benefits of government programmes such as MIG, ISRDP, URP, EPWP and services. The successful candidate will report to the Chief Director: Public Participation and Empowerment and will execute amongst others the following functions: Support Community Development Workers (CDW) programme and interventions for developing the knowledge, skills and capacity of municipal service workers, households members, ward committees and stakeholders representing groups to participate effectively in the offerings and benefits of government programmes and public governance, municipal planning, policy making and decision making processes aimed at poverty alleviation, service delivery and local economic development. Support the development, implementation, monitoring and review of national policy framework on CDW programme. Support organizational capacity building and empowerment of communities.
<b><u>ENQUIRIES</u></b>	:	Mr B Cele, Tel. number (012) 334 4928

#### **OTHER POSTS**

<b><u>POST 14/68</u></b>	:	<b><u>MANAGER: LOCAL GOVERNMENT PERFORMANCE MANAGEMENT SYSTEM</u></b> Branch: Monitoring and Evaluation
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R311 358 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year degree or equivalent qualification in development planning, public administration or governance and development field with extensive experience in policy processes, government transformation and the new local government system. Exposure to various sector development issues and challenges is essential including public finance and budgeting. PLUS the following key competencies: Knowledge of: South African government system including inter-sphere and cross sector development issues. Integrated development planning and performance management system. Policy development processes and design of support interventions. Government policy on intergovernmental relations, socio-economic development issues and close understanding of various government programmes. Skills: Policy development, implementation, monitoring, evaluation and reporting skills. Managerial and Leadership, negotiating skills will be an advantage. Computer Literacy. Networking, writing and presentation skills. Ability to work in teams. Communication: Communicate with senior managers at national, provincial and local government level. Communicate with a wide range of experts on intergovernmental planning policy issues. Arrange seminars/workshops and make presentations. Write regular articles and commentaries. Write and submit reports. Creativity: Ability to think laterally.
<b><u>DUTIES</u></b>	:	Support the development and implementation of policy and legislative frameworks on performance management for provincial and local government Implement instruments and mechanisms to support and ensure compliance to PMS policy and legislative frameworks by provincial and local government Set up structures and systems nationally to support the implementation of performance management Liaise with dplg partners and networks internationally and nationally to support implementation of PMS Mobilize the necessary resources (financial and technical) in support of PMS implementation. Coordinate activities for local government PMS capacity building and hands on support. Develop and review municipal performance reporting systems for the local governments and provincial departments of local government.
<b><u>ENQUIRIES</u></b>	:	Ms Z Dlamini Tel: (012) 395 4702
<b><u>POST 14/69</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b> Branch: Free Basic Services and Infrastructure Directorate: Municipal Infrastructure Grant
<b><u>SALARY</u></b>	:	R 106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria



<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus experience in office administration and local government. Good communication skills (verbal and written). Good interpersonal relation skills. Computer literacy. Filing and files auditing skills. Organisational skills. Ability to work under pressure. Attention to detail. Valid drivers' license. Systematic and able to prioritise. Time management.
<b><u>DUTIES</u></b>	:	Perform routine registry functions. Handle correspondence. Deliver procurement services. Assist other staff in Directorate with administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr R Kruger, Tel 012 334-4995
<b><u>POST 14/70</u></b>		<b><u>ADMINISTRATIVE ASSISTANT</u></b> Branch: Systems and Capacity Building Chief Directorate: Local Government Institutional Administrative Systems
<b><u>SALARY</u></b>	:	R 85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and/or any other formal/related qualification Relevant secretarial and administrative experience and knowledge of filing systems and office procedures Good computer and minute taking skills and good typing proficiency Excellent time management skills and the ability to be self-driven and solution-orientated, despite work pressures Willingness to work long hours Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Co-ordinate and prepare documentation for meetings/workshops and compile minutes/reports, conduct research on topics related to the Chief Directorates' mandate, provide efficient administrative / secretariat support to the Chief Directorate, manage the diary of the Executive Manager and arrange logistics and related activities for travel, meetings, workshops, conferences etc, manage the telephone and communication systems in the office, respond to written requests, purchase and order stationary and equipment, manage inventory and equipment within the unit, file and manage the paperwork of the unit, perform other assigned ad hoc duties, support the roll out of government programmes and create, maintain and manage electronic databases for tracking all incoming and outgoing documents and information.
<b><u>ENQUIRIES</u></b>	:	Ms N Malepe (012 334 0734)
<b><u>POST 14/71</u></b>	:	<b><u>REGISTRY CLERK</u></b> Branch: Corporate Services Directorate: Administrative Support Services
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate experience. Good communication skills (verbal and written) as well as computer literacy. Having successfully completed Records Management Course offered by National Archives would be advantageous.
<b><u>DUTIES</u></b>	:	The successful candidate will ensure that registry functions are carried out efficiently and effectively. Open post, parcels, accurate filing of documents. Maintains registers of documentation received and delivered. Operate franking machine. Refilling and order credit for franking machine. Opening and closing of files, keeping good records of registered letters and other forms of documentation and articles. Ordering of stationery used by registry. Receiving and dispatching of courier items. Replacing worn out file covers. Updating register of files opened, file closed and closed volumes. She /he will also be responsible for the following; the correct allocation of reference numbers according to the approved file plan of dplg and neat filing of all materials, closing of files, issuing and tracing of files, dispatching, receiving and distributing of correspondence,
<b><u>ENQUIRIES</u></b>	:	Ms Khanyisa Xintolo Tel (012) 334 0987

**NATIONAL TREASURY**

- APPLICATIONS** : National Treasury, Private BagX115, Pretoria, 0001 or e-mail to [recruit.sf@treasury.gov.za](mailto:recruit.sf@treasury.gov.za). Applications can also be faxed to (012) 315 5557
- CLOSING DATE** : 18 April 2008 @ 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

**OTHER POST**

- POST 14/72** : **SYSTEMS SPECIALIST: FINANCIAL SYSTEMS (2 POSITIONS)**  
**REFERENCE NUMBER: S055/2008**  
 Division: Specialist Functions
- SALARY** : R132 054 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or diploma in Finance / Human Resources or Supply Chain Management • Experience in training (presenting and developing Learner Guides).
- DUTIES** : resent PERSAL courses to the National and Provincial officials • Identify and report technical problems to the technical team • Identify various requirements and recommend entrants' requirements for courses • Coordinate the pre- and post- evaluation of trainees and prepare post-evaluation reports for all trainees • Maintain attendance registers and report on discrepancies • Train the trainers and monitor their presentation and functional skills • Develop and update training materials and Learner Guides • Align the training database with the production database • Recommend changes on training materials and improvements on the system • Liaise with the Development and Maintenance teams • Handle and address training requests logged by the call centre • Compile quarterly training schedules based on training requests logged by the call centre • Assist trainers from Provincial Training Centres with the technical issues on their training databases.

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 11 April 2008
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. ☐ It will be required of the successful candidate to undergo an appropriate security clearance. ☐ An indication in this regard will facilitate the processing of applications. ☐ Applicants must please note that they will be required to show proof of original qualifications during the selection process. ☐ Correspondence will be limited to successful candidates only. ☐ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. ☐ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ☐ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POSTS

- POST 14/73** : **DEPUTY DIRECTOR: LABOUR RELATIONS**  
Directorate: Employee Relations
- SALARY** : R311 358 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree (or equivalent qualification), preferable in Labour Relations/Labour Law PLUS credible experience in the labour relations field. Extensive knowledge of: (i) Labour relations policies and procedures. (ii) Public Service Coordinating Bargaining Council and Public Health and Social Development Sectoral Bargaining Council Collective Agreements. (iii) Public Service Act. (iv) Public Service Regulations. (v) Public Finance Management Act. ☐ A valid drivers licence. ☐ Willingness to travel. Competencies needed ☐ Sound knowledge of current labour legislation and the latest trends in labour relations. ☐ Knowledge in the handling of misconduct and disciplinary matters as well as complaints and grievances. ☐ Knowledge of the functioning of a bargaining council. ☐ Knowledge of the new Regulatory Framework for the Public Service. ☐ Sound knowledge of conciliation and arbitration proceedings. ☐ Good research, policy formulation and development and presentation skills. ☐ Management and leadership skills. ☐ Good liaison, communication, negotiation and report writing skills. ☐ Good computer user knowledge and experience. **Attributes:** ☐ Ability to work under pressure. ☐ Ability to function independently. ☐ Ability to show empathy. ☐ Ability to act with discretion and promote fairness.
- DUTIES** : Key Responsibilities: ☐ Render a labour relations advisory service to Management and employees. ☐ Develop appropriate and strategic labour relations policies and procedures to address the relevant gaps. ☐ Monitor, co-ordinate and deal with labour relations issues including disputes, grievances, disciplinary procedures. ☐ Strike management. ☐ Ensure training and development of management and employees on labour relations matters. ☐ Maintain sound labour relations and dispute prevention within the Department. ☐ Manage and analyze the statistics of all cases within the Department and compile appropriate reports. ☐ Management and development of staff members. ☐ Ensure that the Department complies with statutory requirements and employment practices, and represent the employer at the Bargaining Chamber and related fora.
- ENQUIRIES** : Mr M Mntuyedwa Tel (012) 312-7527/7449
- POST 13/74** : **LEGAL ADMINISTRATION OFFICER**  
Directorate: Legislative Drafting and Review

<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Degree in Law PLUS appropriate experience. <input type="checkbox"/> Knowledge on the drafting of legislation. Ability to interpret statutes or other legal instruments and formulating legal opinions. <input type="checkbox"/> Knowledge and experience of parliamentary processes. <input type="checkbox"/> Understanding of the relevant public service and social development legislative framework. <input type="checkbox"/> Knowledge and experience in policy development. Competencies needed: <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Public relations skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written, verbal and presentation) skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Presentation and facilitation skills. <input type="checkbox"/> Coordination skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Compliant. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Accurate. <input type="checkbox"/> Diplomatic
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Draft and review legislation and subordinate legislation. <input type="checkbox"/> Provide legal advice and prepare legal documents for the Department. <input type="checkbox"/> Facilitate and coordinate provincial inputs in legislation and provide advice to provinces. <input type="checkbox"/> Draft documents for the State Law Adviser to provide formal legal advice. <input type="checkbox"/> Liaise with other State Departments and institutions regarding legislative matters. <input type="checkbox"/> Participation in policy development processes. <input type="checkbox"/> Ensure compliance with relevant legislation.
<b><u>ENQUIRIES</u></b>	:	Mr P du Preez Tel (012) 312-7621
<b><u>POST 14/75</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER</u></b> Directorate: Litigation and Contracts Management
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Degree in Law PLUS appropriate experience. <input type="checkbox"/> Knowledge of litigation processes and contractual drafting, law of evidence, civil procedure, criminal law and interpretation of statutes. <input type="checkbox"/> Knowledge of Public Service Legislative Framework. Competencies needed: <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Public relations skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written, verbal and presentation) skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Presentation and facilitation skills. <input type="checkbox"/> Coordination skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Compliant. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Accurate. <input type="checkbox"/> Diplomatic
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Oversee the institution and defence of legal proceedings by or against the Department. <input type="checkbox"/> Assist in providing legal advice to the provinces. <input type="checkbox"/> Assist in liaison with the State Attorney regarding court cases and litigation in general and draft documents in that regard. <input type="checkbox"/> Assist with the drafting, vetting and reviewing of contracts and agreements.
<b><u>ENQUIRIES</u></b>	:	Mr P Loselo Tel (012) 312-7106
<b><u>POST 13/76</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING SYSTEMS DEVELOPMENT</u></b> Directorate: Strategic Information Analysis and Monitoring
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree (or equivalent qualification) in Social Sciences plus credible relevant experience in monitoring and evaluation. <input type="checkbox"/> Knowledge of contract and project management. <input type="checkbox"/> Understanding of Social Development policies and products and its intended results will be an added advantage. <input type="checkbox"/> Knowledge of monitoring and evaluation principles and practices. <input type="checkbox"/> Experience in report writing on major monitoring and evaluation projects. <input type="checkbox"/> A valid code 08 drivers license. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Co-ordination and negotiation skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Monitoring, evaluation and research skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Planning and organizing skills. <input type="checkbox"/> Negotiation and networking skills.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Prepare detailed monitoring frameworks for all social development programmes in the Department. <input type="checkbox"/> Develop appropriate key performance areas, indicators and norms and standards for each programme. <input type="checkbox"/> Develop appropriate reporting formats for each programme.

<b><u>ENQUIRIES</u></b>	:	<p>□Oversee the implementation of these monitoring systems and prepare useful and accessible reports and ensure their dissemination to others. Ms T Stevens Tel (012) 312-7658</p>
<b><u>POST 13/77</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: ADVOCACY, INFORMATION, EDUCATION AND COMMUNICATION</u></b> Directorate: Population and Development Strategy</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R157 686 per annum Pretoria A recognised Bachelors degree or equivalent qualification in Social Sciences PLUS relevant experience in project management, public relations and development of publications. □Experience and knowledge of the population and development environment. □Knowledge and experience in production of advocacy and research publications. □Broad knowledge of population and development and also the social development field. □Experience in the coordination and management of exhibitions, seminars and conferences. Competencies needed: □Communication (written and verbal) skills. □Administrative skills. □Planning and organising skills. □Problem-solving skills. □Computer user knowledge and experience. □Project management skills. Attributes: □Dynamic. □Self-motivated. □Self-managing. □Innovative and creative.</p>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: □Initiate, plan, implement and evaluate population and development advocacy and information, education and communication strategies. □Provide population and development information to stakeholders and the public at large through the implementation of specific media strategies. □Prepare publications and dissemination of research reports, produce newsletters and other promotional material. □Liaison with internal and external stakeholders and service providers as required. □Facilitate the incorporation of population and development information into sectoral IEC programmes of government departments and their collaborating partners. □Management and development of advocacy/IEC material including design, layout, proof reading, editing and printing; Ms N Dingani Tel (012) 312-7955</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms N Dingani Tel (012) 312-7955</p>
<b><u>POST 13/78</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT PROGRAMMES (STATUTORY BODIES)</u></b> Directorate: Population and Development Programmes</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R157 686 per annum Pretoria An appropriate Bachelors Degree or equivalent qualification in Social Science / Population Studies PLUS credible experience in the population and development field. □Familiarity with population and development issues. □Willingness to travel. Competencies needed: □Communication (written and verbal) skills. □Influencing skills. □Interpersonal and liaison skills. □Project management skills. □Policy formulation and implementation skills. □Basic financial management skills. □Basic strategic planning skills. □Computer literacy. □Ability to do statistical forecasting and modelling. Attributes: □Ability to work in a team and independently. □Ability to work under pressure. □Ability to interact at various levels.</p>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: □Liaise with statutory bodies, civil society, Non – governmental Organisations (NGO's) and Community Based Organisations (CBO's) regarding population and development programmes. □Develop and maintain a data base on population and development capacity building needs of civil society and statutory bodies. □Oversee the integration of population and development issues, programmes and plans in civil society and statutory bodies' projects in collaboration with donors. □Plan and facilitate workshops for civil society and statutory bodies and other stakeholders around population and development issues. □Attend and give inputs on behalf of the Department at fora and seminars where population issues are discussed. □Sensitise statutory bodies and their collaborating partners regarding technical support and expert services available to enhance population policy implementation □Initiate, develop and manage population and development projects in and between statutory bodies, civil social and government departments.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms L van Staden Tel (012) 312-7408</p>

<b><u>POST 13/79</u></b>	:	<b><u>PRINCIPAL SOCIAL WORKER: PROGRAMMES</u></b> Directorate: Care and Services to Older Persons
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>An appropriate recognised Bachelors Degree in Social Work (or equivalent qualification) PLUS sufficient experience in the field of older persons .</p> <p><input type="checkbox"/>Registration with the South African Council for Social Service Professions.</p> <p><input type="checkbox"/>Knowledge of relevant legislation and policies. <input type="checkbox"/>Willingness to travel.</p> <p>Competencies needed: <input type="checkbox"/>Communication (written and verbal) skills.</p> <p><input type="checkbox"/>Planning and organising skills. <input type="checkbox"/>Project management skills. <input type="checkbox"/>Monitoring and evaluation skills. <input type="checkbox"/>Research skills. <input type="checkbox"/>Presentation skills. <input type="checkbox"/>Computer literacy. Attributes: <input type="checkbox"/>Ability to work under pressure. <input type="checkbox"/>Ability to work in a team and independently. <input type="checkbox"/>Innovative and creative. <input type="checkbox"/>Friendly and trustworthy. <input type="checkbox"/>Integrity.</p>
<b><u>DUTIES</u></b>	:	<p>Key Responsibilities: <input type="checkbox"/>Liaise with stakeholders and provincial departments on issues relating to older persons. <input type="checkbox"/>Draft status reports on projects and programmes for older persons. <input type="checkbox"/>Promote, co-ordinate and organise the observance of international days for older persons. <input type="checkbox"/>Collect data about services for older persons. <input type="checkbox"/>Conduct research to determine the needs of older persons. <input type="checkbox"/>Draft letters in order to respond to public enquiries directed to the Minister and Director-General. <input type="checkbox"/>Render assistance with regard to the management and administration of national projects and national councils.</p>
<b><u>ENQUIRIES</u></b>	:	Ms D Mahlangu Tel (012) 312-7782

## DEPARTMENT OF TRANSPORT

<b><u>APPLICATIONS</u></b>	:	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: <b><u>careers@sekgala.co.za</u></b> . Enquiries: 086 172 6267. Employees are reminded to quote the relevant reference numbers when applying for these posts.
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>NOTE</u></b>	:	Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at <a href="http://www.gov.za">www.gov.za</a> ) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie 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 posts. 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.
<b>OTHER POSTS</b>		
<b><u>POST 14/80</u></b>	:	<b><u>RECRUITMENT AND SELECTION OFFICER (2 POSTS)</u></b> (Branch: Management Services) (Chief Directorate: Resource Management) (Directorate: Human Resource Management) (Sub-Directorate: Recruitment and Selection)
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree/diploma in Human Resource Management with at least 1 year experience in the recruitment and selection environment OR Grade 12 with 2 years experience in the recruitment and selection environment. Problem solving abilities. Excellent communication skills (written and verbal). Project management skills. Interpersonal, liaison, co-ordination and organising skills. Computer literacy. Willingness to work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Co-ordinate responses from applicants. Co-ordinate attendance of competency assessments in respect of short listed candidates with the service provides as approved by the Department of Public Service and Administration. Handle procurement processes for competency assessments and interviews. Arrange and co-ordinate all interviews in the Department. Scribe during interviews.
<b><u>ENQUIRIES</u></b>	:	Ms D Tselapedi, Tel: (012) 309 3829
<b><u>NOTE</u></b>	:	Short listed candidates will be subjected to a personality profile analysis

## DEPARTMENT OF WATER AFFAIRS AND FORESTRY

*The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.*

**NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your applications, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

## MANAGEMENT ECHELON

**POST 14/81** : **CHIEF DIRECTORS/REGIONAL HEADS**  
(5-year contract, subject to the signing of performance agreement)

**SALARY** : R635 874 per annum (all inclusive salary package)  
**CENTRE** : North West and Gauteng  
**REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualifications. Relevant appropriate experience in the water sector and service delivery environment. Good understanding of Government's service delivery imperatives. Ability to interact at both political and administrative level. Good negotiation skills, relationship management ability as well as cutting edge strategic capability. Excellent financial and people management skills. Good understanding of the importance of intergovernmental relations and co-operative governance. Strong leadership ability with an excellent sense of judgement and well proven conflict management skills. Computer literacy. Willingness to travel. Experience in the water sector will be an added advantage

**DUTIES** : Key Performance Areas: Provide strategic guidance and leadership in the management of Water Services and Water Resources in the Province. Drive and champion sector collaboration and implementation of the Intergovernmental Relations Act. Drive the implementation of Government's programme of action at regional level. Ensure alignment of department's programmes with Integrated Development plans and Provincial Growth and Development Strategies. Drive integrated water resource management in the Province in partnership with all roleplayers. Ensure provision of support to Local Government and other water management institutions. Manage financial and human resources. Ensure implementation of the Millennium Development Goals. Monitor compliance with departmental policies, regulations, norms and standards.

**ENQUIRIES** : Ms T Mbassa, tel. (012) 336-8723/4.  
**APPLICATIONS** : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001

**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka Building, Room 610.  
**CLOSING DATE** : 18 April 2008

## OTHER POSTS

**POST 14/82** : **DEPUTY DIRECTOR: HUMAN RESOURCES PLANNING**

**SALARY** : R369 000 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification plus relevant experience in the field of human resource management. Knowledge of HR prescripts and procedures. Policy development and implementation skills. Excellent written and verbal communication skills. Planning and organising skills. Problem solving skills. Good Management skills. Excellent presentation skills. Computer literacy (MS Excel and Word).

**DUTIES** : Key Performance Areas: Manage and co-ordinate the research, design, develop, align and implement the HR plan with DWAF's overall business



strategy. Develop and motivate for the required budget for current and future HR planning processes. Co-ordinate and manage consulting and communication with other Department components. Communicate the HR plans with all relevant stakeholders and provide support. Research and consult with all the subcomponents responsible for transformation to obtain and analyse relevant data for workforce planning imperatives. Identify departmental changes required to cater for future resourcing needs. Develop and guide the implementation of a HR communication strategy that supports the implementation of HR Planning sector. Consult with Talent Management regarding the linking of outputs of HR Planning to the Leadership Development, Training and Development and Performance Management systems.

**ENQUIRIES** : Ms N P Makhiwane, tel. (012) 336-7098.  
**APPLICATIONS** : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001  
**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka Building, Room 610.  
**CLOSING DATE** : 18 April 2008

**POST 14/83** : **OFFICE MANAGER**

**SALARY** : R369 000 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate degree/diploma or equivalent qualifications. Extensive appropriate management experience. A self driven person with high level of initiative, solution driven, and with relationship management skills. Written and verbal communication skills. Understanding of office systems, and procedures. Must have planning, organisational, analytical and report writing skills.

**DUTIES** : Key Performance Areas: Responsible for management of relations of PMU/DWAF operations; source, analyse and organise information from various sources. Extract and summarise information from documents. Respond to correspondence and/or enquiries in consultant with Project Manager. Oversee management information systems, HR management; Oversee implementation of systems, policies and procedures. Attend to other delegated task by the PMU Management. The incumbent will provide secretariat services to various committees and liaise with relevant stakeholders.

**ENQUIRIES** : Ms N Majija, tel (012) 336 8262  
**APPLICATIONS** : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001  
**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka Building, Room 610.  
**CLOSING DATE** : 18 April 2008

**POST 14/84** : **ASSISTANT DIRECTOR: AGRICULTURAL WATER USE DEVELOPMENT**

**SALARY** : R196 815 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized Bachelor degree or equivalent qualifications in Agricultural Development, Economics and Rural Development plus appropriate relevant experience in development agricultural and rural development. Recommendations: Profound knowledge, experience and understanding of the irrigated and rainfed agriculture in South Africa. Knowledge of irrigated agriculture from view point of food gardens, emerging small scale and commercial agriculture. Experience and understanding of co-operative governance, specifically intergovernmental relations framework. Good interpersonal skills, good written and communication skills. Appreciable level of computer literacy. A valid driver's licence. Ability to work under pressure. Willingness to travel, working long and sometimes irregular hours. The following will serve as added advantage; Knowledge of the National Water Act 1998 (Act No 36 of 1998) specifically section 61 and 62 and other relevant legislation.

**DUTIES** : Key Performance Areas: Assist with policy development and implementation of financial support to resource poor farmer's for water use development. Identification and prioritization of projects for DWAF financial support. Assist regional offices with implementation and application process management. Assist with evaluation and assessment of financial support applications and project proposals. Co-ordinate reports from the regions. Preparation of submissions for financial support approvals. Liaison with other governments departments on agricultural water use development for resource poor farmers. Align DWAF financial support program with other government

		agricultural support programs such as Land Reform programs and CASP. Representation of the department on a wide range of Provincial and National forums, this will include active participation in the Coordinating Committee on Agricultural Water (CCAW) meetings in all the provinces. Assist with management of other rural livelihoods improvements support programs such as rainwater harvesting for family food production. Project management and management of service providers. Develop and manage the monitoring and evaluation systems for DWAF financial support program.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. T Mathobo (012) 336 8066
	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms. C Mazibuko, Zwamadaka 610
	:	18 April 2008
<b><u>POST 14/85</u></b>	:	<b><u>PERSONAL ASSISTANT TO DDG: (POLICY AND REGULATION)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum
	:	Pretoria
	:	An appropriate degree/diploma or equivalent RVQ 13 coupled with relevant and practical experience and valid driver's licence. Knowledge and understanding of public service and the general core business of the Department of Water Affairs and Forestry will be an advantage. Excellent administrative and organizational skills, communication skills (verbal, writing and editing), Interpersonal skills. Practical hands-on skills and knowledge of the MS office package (Word, Excel, PowerPoint, Outlook). Good interpersonal relations. Good sense of client courtesy. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate information from 8 Chief Directorates. Facilitate stakeholder and interdepartmental relations. Coordinate meetings and workshops. Take minute. Manage and handle confidential documents. Prepare files and documents for meetings. Develop tracking systems for documents actions. Liaise at high level such as offices of the Minister, Director General, Other Deputy Director Generals, internal and external clients. Prepare submissions, presentations and reports. Ensure that travel arrangements and S & T claims are processed by the secretary. Manage secretary. Execute any other tasks or instructions as required by the DDG.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Sihlangu, Tel (012) 336 6665.
	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610.
	:	18 April 2008
<b><u>POST 14/86</u></b>	:	<b><u>SENIOR WATER POLLUTION CONTROL OFFICER (5 POSTS): RESOURCE PROTECTION AND WASTE</u></b>
<b><u>SALARY REQUIREMENTS</u></b>	:	R132 054 per annum
	:	Appropriate, recognised three year tertiary qualification in at least two of the following scientific fields: Chemistry, Biochemistry, Micro-Biology, Geohydrology, Geography, Environmental Science, Earth Science. Appropriate post-graduate experience in water quality and/or post graduate qualifications in a water quality related field.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist in the exercising of the functions entrusted with by legislation regarding control over the disposal of liquid, solid and semi-solid waste to prevent the pollution of water resources. Assist in development and implementation of policies, strategies, legislation, standards, procedures and technical guidelines/criteria for water quality management aspects, specifically concerning impacts resulting from the disposal of waste and from contaminated areas. Assist in evaluating the water aspects of Environmental Impact Assessments (EIA's) prepared for proposed new developments. Evaluate and conduct inspections regarding water use authorisation applications and the occurrence, prevention and mitigation of water pollution during water use activities. Assist in evaluation, interpreting and reporting ground and surface water quality monitoring programmes and results. Assist in rendering technical guidance and expert advice to the Regional Offices of the Department, as well as to Provincial and Local Authorities and industry on matters pertaining to water quality and waste management as well as the technologies available for the treatment of waste. Assist in negotiating, communicating and continuous liaison with Regional Offices, representatives of local authorities, and industries

		(including waste management companies), NGO's and communities on water quality and waste management issues.
<b><u>ENQUIRIES</u></b>	:	Mr L Musekene,tel (012) 336 7277
<b><u>APPLICATIONS</u></b>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610.
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/87</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Degree or N. Diploma in Engineering Civil, Experience in Hydrology, Computer literacy with HYDSTRA knowledge, a valid Divers License, Willingness to travel and work away from the office for extended periods.
<b><u>DUTIES</u></b>	:	Calibration of gauging points, Hydrological monitoring, management of Hydrological data, Survey of gauging points, Stream flow gauging (conventional & ADP), Calibration and maintenance of electronic data logging instruments, Report writing, management of maintenance work at gauging sites.
<b><u>ENQUIRIES</u></b>	:	Mr. O.D. Thebe. Tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6010, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/88</u></b>	:	<b><u>WATER POLLUTION CONTROL OFFICER (2 POSTS): RESOURCE PROTECTION AND WASTE</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant Diploma or Bachelor degree in Science.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist in the exercising of the functions entrusted with by legislation regarding control over the disposal of liquid, solid and semi-solid waste to prevent the pollution of water resources. Assist in evaluating the water aspects of Environmental Impact Assessments (EIA's) prepared for proposed new developments. Assist in evaluating and conducting inspections regarding water use authorisation applications and the occurrence, prevention and mitigation of water pollution at water use facilities. Assist in evaluation, interpreting and reporting ground and surface water quality monitoring programmes and results. Communicate and liaise with Regional Offices, representatives of local authorities, and industries (including waste management companies), NGO's and communities on water quality and waste management issues.
<b><u>ENQUIRIES</u></b>	:	Mr L Musekene,tel (012) 336 7277
<b><u>APPLICATIONS</u></b>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610.
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/89</u></b>	:	<b><u>DRILLING INSPECTOR</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R106 335, per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	Artisan trade certificate (drilling) plus appropriate experience, Standard departmental drilling trade test, Code EC drivers license and PDP, Drilling project management experience, Specialised drilling technique experience, prepared to work in field. Recommendations: Knowledge and understanding of geological formations and appropriate technique for formation in the region, leadership abilities and innovative thinking, good verbal and written communication, Knowledge and application of human resource policies and transformation in the public sector
<b><u>DUTIES</u></b>	:	Human resource management of the personnel of 18 members. Planning of drilling and aquifer testing projects. Exercise control over and allocate equipment, resources and drilling machinery to the 4 teams. Supervisor of drilling contract workers in the region. Execution of specialised drilling techniques and recovery of drilling equipment, Control of the mechanical maintenance and repairs with the mechanic. Provide in-service training to drillers whenever necessary and ensure that learner artisans are trained according to a structured programme Responsible for administration of the

		drilling inspector's office. Report production and functions to management. Procurement of all equipment and provisions to personnel. Budget for the division and control of the budget.
<b><u>ENQUIRIES</u></b>	:	Mr. D.Potgieter, Tel. (054) 338 5821
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Uppington, 8800
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. De Beer
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/90</u></b>	:	<b><u>SENIOR SECRETARY GRADE IV</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent qualification plus appropriate experience as an Office Assistant. Knowledge of Logis and BAS will be an added advantage. Good verbal and written communications skills, excellent computer skills, good record keeping skills, telephone etiquette, experience in minutes taking, knowledge of secretarial functions and updating of diaries.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render administrative support. Document preparations and management, management of incoming calls, update manager's diary, arrange meetings and workshop, take minutes, manage personal database and office suppliers, assist with filing of documents, provide logistic support to Director Strategic Support and the office of the DDG P&R. Render a general receptionist and office auxiliary services, which include handling correspondence, tracing files and documents, arranging refreshments, receiving visitors and guests and willing to work under pressure.
<b><u>ENQUIRIES</u></b>	:	Ms Z Sihlangu, tel (012) 336 8746
<b><u>APPLICATIONS</u></b>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610.
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/91</u></b>	:	<b><u>SENIOR SECRETARY GRADE IV</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Willingness to work after hours when required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Director. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Provide secretarial services to the Directorate. Maintain an effective filing system in the office of the Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms L Makhanya, Tel (012) 336 7404
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Mrs C Mazibuko, ZwaMadaka Building Room 610
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/92</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R106 335
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Civil Engineering or equal qualification with 2 years appropriate experience in Water Services. Technical Knowledge of Water Services Infrastructure, Community Development, Infrastructure Planning,

		Project Management, Computer literacy and Communication skills (written & verbal) are essential. Possession of a valid code 08 driver's is also a requirement and must be willing to travel.
<b><u>DUTIES</u></b>		Participate in the Provincial/Local Government Water Services forums and technical committee. Interaction with municipalities in terms of their Water Services. Provision of Water Services technical and operational support/advice/interventions for WSA and WSP. Water and Sanitation project implementation support, including business plans and oversight. Promotion and monitoring of Water Services policies implementation such as Free Basic Water and Sanitation. Coordination, support and monitoring of Water Services Development Plans development and implementation by WSA. Support to the MIG program in the province.
<b><u>ENQUIRIES</u></b>	:	Mr. G. Janse van Noordwyk Tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/93</u></b>	:	<b><u>2X INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Civil Engineering (both theoretical and experiential training completed) or equal qualification. Technical knowledge of Water Services Infrastructure, Community Development, Infrastructure Planning, Project Management, Computer literacy and Communication skills (written and verbal) are essential. Possession of a valid code 08 driver's license is also a requirement and must be willing to travel.
<b><u>DUTIES</u></b>	:	Technical assessments of Drinking Water and Sewerage Plants of Municipalities. Technical support to Municipalities in the operation and maintenance of Water Services Infrastructure. Surveys and drawing of plans. Monitoring and support in the implementation of Water Sanitation projects by Municipalities. Water Services related investigations and report writing. Record and report consumer complaints. Collection and capture of information in Water Service Database.
<b><u>ENQUIRIES</u></b>	:	Mr. G. Janse van Noordwyk: Tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/94</u></b>	:	<b><u>SENIOR WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R85 362, per annum
<b><u>CENTRE</u></b>	:	Upington
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 certificate with Mathematics as a passed subject or an equivalent qualification or appropriate experience in water control. A valid code B driver's license. The following will serve as recommendations: computer literacy; a boat handling certificate; knowledge of the National Water Act; good verbal and written communication skills; ability to travel extensively and work outside normal working hours; map reading skills; ability to operate a handheld GPS; knowledge of irrigation practices.
<b><u>DUTIES</u></b>	:	Measure and record water use abstractions in the Lower Orange Water Management Area. Monitoring of water flows in the Lower Orange River System. Participate in compliance monitoring and enforcement. Assist in water use licensing and registration. Implement water conservation and demand management. Participate in water related disaster management structures for public health and safety. Conduct routine site inspections and submit written reports.
<b><u>ENQUIRIES</u></b>	:	Mr. E. Kubayi, Tel. (054) 338 5800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	:	Mrs. C. De Beer
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/95</u></b>	:	<b><u>ARTISAN (GROUP B)</u></b>
<b><u>SALARY</u></b>	:	R68 995 per annum
<b><u>CENTRE</u></b>	:	Upington

<b><u>REQUIREMENTS</u></b>	Artisan trade certificate (drilling) plus appropriate experience, Standard departmental drilling trade test, Code EC drivers license and PDP, Specialized drilling technique experience, Permanently located in field at drilling sites. Recommendations: Knowledge and understanding of geological formations and appropriate technique for formation in the region, leadership and communication skills. Experience in mechanical maintenance, Knowledge and application of human resource policies and transformation in the public sector
<b><u>DUTIES</u></b>	: Drilling, development and equipping of boreholes as prescribed. Maintenance and reporting of all drilling vehicles and equipment with support from the mechanic and reporting of drilling production and vehicles/ equipment use with time sheets, Procurement and distribution of all needed equipment. Production drilling records, personnel, vehicle and other documentation, Personnel management, training evaluation and supervision of personnel
<b><u>ENQUIRIES</u></b>	: Mr. D.Potgieter, Tel. (054) 338 5800
<b><u>APPLICATIONS</u></b>	: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	: Mrs. C. De Beer
<b><u>CLOSING DATE</u></b>	: 11 April 2008
<b><u>POST 14/96</u></b>	: <b><u>SENIOR GENERAL FOREMAN</u></b>
<b><u>SALARY</u></b>	: R58 290 per annum
<b><u>CENTRE</u></b>	: Upington
<b><u>REQUIREMENTS</u></b>	Code EC drivers license and PDP, located at field drill and aquifer test sites, Aquifer/Pump testing experience, Experience in repair and maintenance of vehicle and pump equipment. Recommendations: Grade 12 with mathematics, N3, Experience in mechanical maintenance, Knowledge and application of human resource policies and transformation in the public sector.
<b><u>DUTIES</u></b>	: Field planning and execution of aquifer/pump testing and development of boreholes. Report to mechanic maintenance of vehicles and testing equipment, Safety of equipment and personnel on site, Supervision of testing and personnel, Reporting of testing results, water level measurements and water sampling, Support mechanic in service, maintenance and repair of equipment and vehicles. Procurement of maintenance and repair services and goods. Control over repair maintenance and equipment. Control and assistance in all vehicle mechanic and equipment maintenance and repairs of all drilling division. Establishment and maintenance of groundwater observation stations.
<b><u>ENQUIRIES</u></b>	: Mr. D.Potgieter, Tel. (054) 338 5800
<b><u>APPLICATIONS</u></b>	: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	: Mrs. C. De Beer
<b><u>CLOSING DATE</u></b>	: 11 April 2008
<b><u>POST 14/97</u></b>	: <b><u>3X DRIVER OPERATORS (DRILLING DIVISION)</u></b>
<b><u>SALARY</u></b>	: R58 290 per annum
<b><u>CENTRE</u></b>	: Upington
<b><u>REQUIREMENTS</u></b>	Code EC drivers license and PDP, Permanently located at field drilling sites, driver and transportation experience, transportation of hazardous materials, Recommendations: drilling experience and drill site management, verbal communication and leader abilities.
<b><u>DUTIES</u></b>	: Drive drilling vehicles to and on drilling sites. Transport drilling equipment, load and unload equipment with crane. Maintenance of drilling vehicles and reporting defects to mechanic and supervisor Daily reporting of vehicle use and fuel consumption, Safety of equipment and vehicles on site during driving and transportation, Assistance during drilling operation.
<b><u>ENQUIRIES</u></b>	: Mr. D.Potgieter, Tel. (054) 338 5800
<b><u>APPLICATIONS</u></b>	: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800
<b><u>FOR ATTENTION</u></b>	: Mrs. C. De Beer
<b><u>CLOSING DATE</u></b>	: 11 April 2008
<b><u>POST 14/98</u></b>	: <b><u>5X TRADESMAN AID II (DRILLING DIVISION)</u></b>
<b><u>SALARY</u></b>	: R43 245 per annum
<b><u>CENTRE</u></b>	: Upington

**REQUIREMENTS**

Permanently located at field drilling sites, previous drilling and aquifer testing experience commendable.

**DUTIES**

: Transportation of equipment to and on sites, load and unload drilling equipment, Assist driller in drilling activities, Installation and removal of drilling hammers and pipes, Maintenance of drilling hammers and equipment, and reporting to driller and mechanic Safety of equipment and co-workers Taking of formation drilling and water samples, Preparation and clearing of drill sites, Rehabilitation of drill test sites. Aquifer testing equipment installation. Taking of water level, flow, volume and water quality readings.

**ENQUIRIES**

: Mr. D.Potgieter, Tel. (054) 338 5800

**APPLICATIONS**

: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 5912, Upington, 8800

**FOR ATTENTION**

: Mrs. C. De Beer

**CLOSING DATE**

: 11 April 2008

**PROVINCIAL ADMINISTRATION: GAUTENG  
GAUTENG SHARED SERVICE 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
- CLOSING DATE** : 18 April 2008
- 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 POST**

- POST 14/99** : **HR INFORMATION PERSAL (NATURAL ADABAS) PROGRAMMER REF NO: 70050057**  
Directorate: Human Resource Services
- SALARY** : R196 815 – R 228 492 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Must have relevant Persal/Natural ADABAS Programming experience, along with a strong JCL, FTP and Microsoft office background. Familiarity with SQL, report writing and BI analytics. An Excel super user with SAS/SAP experience will be a definite advantage.
- DUTIES** : Identify GPG HR information needs. New and existing Persal developments/amendments. Database development. SQL programming. Business Intelligence reporting. Information manipulation / summarization and end user reporting. Standard and Ad-hoc reporting.
- ENQUIRIES** : Khalid Manack Tel (011) 689 8968

**GAUTENG TREASURY**

- 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
- CLOSING DATE** : 14 April 2008
- 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 14/100** : **ASSISTANT MANAGER; MUNICIPAL COMPLIANCE AND INTERGOVERNMENTAL RELATIONS REF NO: 70050029**  
Directorate: Municipal Budget
- SALARY** : R196 815 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : 3 year tertiary qualification in Accounting/Auditing Taxation/Local Government Management/Forensic Auditing. 2 years experience, relevant to the position, of which at least 1 year should be in a local government or provincial treasury or para-statal environment. Experience in/knowledge of government financial systems, treasury functions, public financial management, government budget processes and forensic investigation. A driver's licence is essential.
- DUTIES** : The incumbent will be responsible for ensuring compliance with the MFMA, monitoring and facilitating compliance with forms and standards and fostering intergovernmental relations with all relevant stakeholders.
- ENQUIRIES** : Charlotte, Magogodi Tel No: (011) 355-8653



**POST 14/101** : **MANAGER: MUNICIPAL BUDGET AND FINANCIAL REPORTING REF NO: 70050030**  
 Directorate: Municipal Budget

**SALARY** : R369 000 per annum plus benefits  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three year tertiary qualification in Accounting, Auditing, Taxation or Local Government Management, At least 3 years experience in local government and/or provincial treasury environment. Experience in/knowledge of local government financial systems and treasury functions, public financial management, government budget processes and organisational performance monitoring.

**DUTIES** : The incumbent will be responsible for ensuring efficient and effective MFMA implementation throughout Gauteng Municipalities, ensuring effective budget processes by municipalities and providing strategic leadership for the business unit.

**ENQUIRIES** : Charlotte, Magogodi Tel No: (011) 355-8653

#### **DEPARTMENT OF COMMUNITY SAFETY**

**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

**CLOSING DATE** : 21 April 2008  
**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 POST**

**POST 14/102** : **HUMAN RESOURCE PRACTITIONER: TALENT ACQUISITION REF NO.7005154**  
 Directorate: Human Resource and Auxiliary Services

**SALARY** : R132 054 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3 years degree/diploma or equivalent qualifications. 2-4 years experience in Human Resource environment is essential. Supervisory skills. Valid driver's license. Computer literacy. Knowledge of PERSAL, time management and supervisory skills. Ability to forge relations with the service providers. Communication and interpersonal skills. Presentation skills. Report writing skills. Knowledge of PDMS, Knowledge of all legislative framework governing Human Resource. Ability to work under pressure.

**DUTIES** : Facilitate advertising, interviewing and selection processes for recruitment campaigns. Prepare shortlists of candidates for referral to line managers. Logistical arrangement. Handle job applicants' enquiries and provide information on advertised posts. Liaise and organise with service providers to conduct competency assessment on candidates. Conduct recruitment interviews. Conduct reference checks on job applicants, Conduct exit interviews and assess the impact of recruitment and selection processes. Arrange and facilitate security clearance for short-listed candidates. Prepare job offer letters and present to successful candidates. Ability to manage conditions of service and administer termination of service will be an added advantage.

**ENQUIRIES** : Mr.Motlatsi Raleholi, Tel No: (011) 689-3780

#### **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 14/103** : **DEPUTY DIRECTOR: REVITALISATION PROJECT MANAGER (3 YEAR CONTRACT REF NO: 70050206)**  
Directorate: Facility Manager
- SALARY** : R369 00 per annum (all inclusive package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Built Environment/Engineering degree/ or equivalent and 3-5 years management experience. Extensive, appropriate experience within hospital environment. Knowledge of statutory requirements. Proven managerial skills. Knowledge of Treasury, DORA, PFMA and procurement policies. Driver's licence. Planning, financial, analytical and problem solving skills.
- DUTIES** : Manage all Revitalisation projects. Report to CEOs, Regional Chief Directors and Central Office on all aspects of the project. Manage the following: Planning and construction process. Procurement of loose equipment , quality care related to projects, budget and expenditure of projects. Analyse cash flow projections of expenditure. Provide input into the compilation and co-ordination of budgets. Recognise potential business problems and proactively propose. Provide input into the strategic infrastructure plan of the Department. Finalise business cases and obtain approval from NDoH. Monitor Revitalisation progress on site. Ensure monthly and quarterly reports are submitted in format and on time. Provide technical and financial advise on Revitalisation issues. Monitor compliance in respect of OHSA specifications. Project planning and control
- ENQUIRIES** : Mr H. Ramogale Tel No: (011) 355 3877  
**CLOSING DATE** : 23 April 2008
- POST 14/104** : **CHIEF PROFESSIONAL NURSE/CHIEF COMMUNITY LIAISON OFFICER (3 POSTS)**  
Directorate: District Health System Support (EU PDPHC Project)
- SALARY** : R311 358 per annum (inclusive package)  
**CENTRE** : Johannesburg x1 REF NO: 70050208/1  
Ekurhuleni x1 REF NO: 70050208/2  
Tshwane x1 REF NO: 70050208/3
- REQUIREMENTS** : Bachelor's degree or equivalent qualification, project management. Registration with a professional body. Research and analytical skills. Experience in the health sector and district health services. A valid driver's licence. Conversant in two of the languages spoken by the indigents.
- DUTIES** : Support of the EU PDPHC Project within the above health districts. Strengthen comprehensive primary health care through liaison with local government, NGOs and CBOs. Strengthen and support capacitation of NPOs through formalised partnerships for PHC and home based care for HIV/AIDS. Community liaison support. Coordinate and monitor home/community based services. Mentor and evaluate NGO/CBO service delivery. Implement policies and guidelines.
- ENQUIRIES** : Mrs F. Kgatoke Tel No: (011) 355 3022/3372  
**CLOSING DATE** : 25 April 2008
- POST 14/105** : **DEPUTY DIRECTOR: FACILITY MANAGEMENT PROJECT MANAGER REF NO: 70050205**  
Directorate: Facility Management
- SALARY** : R311 358 per annum (inclusive package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Relevant Built Environment degree/Equiv & 3-5 yrs Management experience. Extensive , appropriate experience within hospital environment. Knowledge of statutory requirements & maintenance principles. Knowledge of Treasury, DORA, PFMA & procurement policies. Planning, management, analytical and problem solving skills.
- DUTIES** : Support delivery of health services through effective management and maintenance of health facilities. Develop minimum requirements for the management and maintenance of facilities. Ensure that health facilities are adequately & efficiently managed and maintained. Ensure that risks of the Department are effectively managed. Review of policies and strategies, analyse life cycle costs. Assist with the analysis and compilation of

		<p>maintenance budgets. Provide monthly and quarterly reports on maintenance expenditure and trends. Prioritise and manage maintenance and minor new works on site. Meet budget targets. Prepare internal commercial reports. Monitor compliance in respect of OHSA requirements. Recognise potential business problems &amp; proactively propose appropriate solutions to meet Health objectives based on industry best practices. Contract administration. Contract correspondence. Project planning &amp; control. Responsibility of planning and execution of projects. Ensure success of a project by minimizing risks throughout the life cycle of project.</p>
<b><u>ENQUIRIES</u></b>	:	Mr H. Ramogale Tel No: (011) 355 3877
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/106</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITY MANAGEMENT REF NO: 70050204</u></b> Directorate: Facility Management
<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Built Environment/Engineer degree. Experience in Health Environment. Technical skills, financial management, strategic and planning skills. Understanding of PFMA, DORA, GIAMA, OHSA & other legislation. Project management & management skills, knowledge of municipal state laws. Drivers licence. General maintenance of GDoH Central Office.
<b><u>DUTIES</u></b>	:	Monitor and manage the Facility Management Units (FMU's) at all Institutions. Provide support and training to the FMU's. Knowledge of Public Sector delivery management systems and procedures. Implement computer aided facility management software. Construction, procurement, documentation, tendering & contract management. Manage cleaning services. Developing and documenting maintenance programme management systems. Support occupational health and safety in the workplace. Space planning & quality assessment. Finalise procedures & protocols for FMU's. Building operations and maintenance. Analyse cash flow projections of maintenance expenditure. Provide input into the compilation of Institutional & Regional budgets. Management of gov't/ state housing/Real Estate. Manage construction, development, repair & maintenance on a property.
<b><u>ENQUIRIES</u></b>	:	Mr H. Ramogale Tel No: (011) 355 3877
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/107</u></b>	:	<b><u>MIDDLE MANAGER: HEALTH SCIENCE REF NO: REF NO: 70050148</u></b> Directorate: Revenue, Patient Administration and Contract Management
<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Central Office: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year degree/diploma in Nursing with extensive relevant experience. Valid driver's licence. Good communication and management report writing skills. Customer relations skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Management of the subdirectorate. Provide training and support to institutions on Uniform Patient Fee Schedule and Administrative Procedure Manual. Manage usage of International Statistical Classification of Diseases (ICD 10) codes. Liaise with medical schemes on patient related matters by providing managed healthcare with regards to benefits and updated clinical information. Monitor all aspects of the patient and provide professional guidance to patient discharge and billing. Knowledge of Prescribed Minimum Benefits. Ensure compliance with Acts, Regulations, Policies and Procedures. Staff development and appraisal. An independent and result oriented individual with strong human relations. Manage resources, statistics and revise tariffs. Recommendations: Training experience, Speciality in Casualty, Oncology, Theatre and Intensive Care Unit. Knowledge in finances will be an added disadvantage.
<b><u>ENQUIRIES</u></b>	:	Mr S.J Mathibela Tel No: (011) 355 3270
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 14/108</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 70050202</u></b> Directorate: Asset Management
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	3 year Finance or Business degree or equivalent National Diploma. Sound understanding of basic accounting principles. Ability to work independently, strong analytical skills & good interpersonal relations. Ability to work

		effectively with officials across all levels within the Department. Strong computer skills especially Excel, Word & BAS & the specific asset management system in the Department. Ability to prepare & analyse figures & amounts, strong managerial skills, ability to manage a team of people. Strong attention to detail & communication skills (written, verbal & reading). Ability to handle complex data & organize multiple & complex tasks. Drivers licence a requirement.
<b><u>DUTIES</u></b>	:	Assist to develop, implement & monitor acquisition, maintenance & disposal plans for assets. Ensure implementation of the Asset Management Strategy departmentally. Manage asset management resources allocated to the asset management directorate. Promote & obtain buy-in from internal & external stakeholders in the Department with regards to the asset management function. Ensure effective integration & working procedures between asset management function & Supply Chain Management. Assist with effective management of assets within the Department according to the Asset Management Strategy & requirements of the PFMA. Asset counts & verifying against Asset Register. Manage Asset Register of all institutions/ regions. Adhere to asset management reporting requirements by preparing, analysis & submitting asset management reports & utilizing appropriate systems within the Department/Province. Ensure officials are sufficiently trained on asset management systems, processes, procedures & policies. Prepare monthly reconciliation between Asset Register & Ledger & annual reconciliation of the Register. Annual Financial Statements & Ledger.
<b><u>ENQUIRIES</u></b>	:	Mr M. Lefosa Tel No: (011) 355 3784
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/109</u></b>	:	<b><u>ASSISTANT DIRECTOR: EU PDPHC PROJECT REF NO: 70050207</u></b> Directorate: District Health System Support (EUPDHC Project)
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Bachelor degree or equivalent qualification, project management. Registration with a professional body. Research and analytical skills. Experience in the health sector and district health services. A valid driver's licence. Conversant in two of the languages spoken by the indigents.
<b><u>DUTIES</u></b>	:	Support of the EU PDPHC Project within the above health districts. Strengthens comprehensive primary health care through liaison with local government, NGOs and CBOs. Strengthen and support capacitation of NPOs through formalised partnerships for PHC and home based care for HIV/AIDS. Community liaison support. Coordinate and monitor home/community based services. Mentor and evaluate NGO/CBO service delivery. Implement policies and guidelines of the department.
<b><u>ENQUIRIES</u></b>	:	Mrs F. Kgatoke Tel No: (011) 355 3022
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 14/110</u></b>	:	<b><u>MIDDLE MANAGER: HEALTH SCIENCE REF NO: 70050150</u></b> Directorate: Revenue, Patient Administration and Contract Management
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year degree/diploma in Nursing with extensive experience. Valid driver's licence. Computer literacy. Good communication and management report writing skills. Training experience. Speciality in Casualty, Oncology, Theatre and Intensive Care Unit. Knowledge in finances will be an added advantage. An independent and result oriented individual with strong human relations.
<b><u>DUTIES</u></b>	:	Manage resources. Provide training and support to Institutions on Uniform Patient Fee Schedule & User Guide. Ensure correct usage of International Statistical Classification of Diseases (ICD 10) codes. Liaise with medical schemes on patient related matters by ensuring that authorization is obtained by providing managed healthcare with regard to benefits & updated clinical information. Monitor all aspects of the patient & provide professional guidance with regard to patients discharge and complete billing. Knowledge of Prescribed Minimum Benefits. Ensure compliance with Acts, Regulations, Policies and Procedures. Staff development and appraisal
<b><u>ENQUIRIES</u></b>	:	Mr S.J. Mathibela Tel No: (011) 355 3270
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/111</u></b>	:	<b><u>MIDDLE MANAGER: FINANCE AND ECONOMICS REF NO: 70050149</u></b> Directorate: Revenue, Patient Administration and Contract Management

<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year degree/diploma in Finance or Grade 12 plus extensive relevant experience. Knowledge of Public Finance Management Act. Computer literacy. Good communication skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage resources. Provide training and support to institutions on Administrative Procedure Manual and Uniform Patient Fee Schedule. Coding using international Statistical Classification of Diseases (ICD 10) codes. Monitor all aspects of the patient and provide professional guidance. Ensure proper procedure with regards to patient billing and discharge. Establishment of process and procedures at hospitals on revenue related matters. Verify statistics received from hospitals. Revision of tariffs. Ensure implementation and compliance with all relevant Acts, Regulations, Policies and Procedures. Management report writing. Staff development and appraisal. Recommendations: Knowledge of Uniform Patient Fee Schedule and User Guide. Administrative Procedure Manual. Health environment knowledge will be an added advantage. An independent and result oriented individual.
<b><u>ENQUIRIES</u></b>	:	Mr S.J Mathibela Tel No: (011) 355 3270
<b><u>CLOSING DATE</u></b>	:	21 April 2008
<b><u>POST 14/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVITALISATION PROJECT OFFICER (3 YEAR CONTRACT) REF NO: 70050203</u></b> Directorate: Facility Management
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Relevant administration degree/diploma/Experience in health environment. Knowledge of finance, & procurement policies & procedures. Understanding of PFMA, OHS Act and other legislation. Planning, project, management & computer skills. Driver's license.
<b><u>DUTIES</u></b>	:	Manage the update and collection of all Revitalisation projects. Liaise with all Project Managers to provide status report on weekly/ monthly basis. Manage all administration and procurement related issues pertaining to the Revit Unit. Acquisition of land Revitalisation projects through proper government procedures & policies. Assist with operational budget. Compilation of DAC submissions. Design & implement document management system. Provide secretarial support for all Revitalisation meetings. Assist the Director with preparations of discussion documents. Respond to queries regarding Revitalisation project status. Provide support and identify training needs for the Revitalisation Unit. Follow up actions to be taken and manage deadlines. Manage travel arrangements. Manage logistics, filling and transport issues of Unit
<b><u>ENQUIRIES</u></b>	:	Mr H. Ramogale Tel No: (011) 355 3877
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/113</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF.NO:70049992</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	A three years tertiary qualification in financial management with 5 years financial management experience. Good communication skills (written and verbal), interpersonal, organizing and planning skills. Computer literacy, knowledge and experience in BAS, PFMA, Treasury Regulation and Government Financial Policies. Knowledge and experience in Government budget procedures and annual financial statement.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following task: Manage expenditure against budget. Manage timely payment of all suppliers and the clearing of ledger/suspense accounts. (Assets and liabilities) Manage the creditors statements (reconciliation). Manage the reconciliation of transversal system (BAS/SAP/PERSAL/MEDSAS) and control accounts. Ensure compliance with PFMA, Treasury regulations and financial prescripts for the effective utilization of the budget. Assist with budget planning, advice on cost containment in relation to expenditure trends and compile expenditure reports. Manage junior personnel and conduct PMDS appraisals, attend to audit queries and the implementation of control measures to prevent over/under payment and possible fraud areas. Monthly

		reporting of suspense file, render support to management team and closely with Supply Chain Management.
<b><u>ENQUIRIES</u></b>	:	Mr. M.L.J. Maja, Tel. No: (012) 354-6219
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/114</u></b>	:	<b><u>ASSISTANT DIRECTOR: PHYSIOTHERAPY REF NO: 70050123</u></b> Directorate: Physiotherapy
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification in Physiotherapy. Registration with HPCSA. Minimum of 10 years experience. Recommendations: Management courses will be a benefit. Expertise in one more clinical field. Knowledge of evidence-based physiotherapy techniques. Knowledge of relevant Acts, regulations and policies. Interest in research.
<b><u>DUTIES</u></b>	:	Plan and implement a cost effective sustainable Physiotherapy service. Promote, co-ordinate and implement a Professional Development Program for all levels of staff. Develop and maintain Quality Assurance Program for Kalafong Physiotherapy and contribute to the Gauteng Quality Assurance Program. Manage with the University of Pretoria an effective clinical in-service training program for undergraduate Physiotherapy student. Effective Management of personnel administration-leave, staff Evaluation and training, work procedures, control measures, staff. Interaction with referring facilities. Promote and maintain good working relationships with Gauteng Hospital and Gauteng Department of Health.
<b><u>ENQUIRIES</u></b>	:	Dr N Soma, Tel No: (012) 318-6503
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/115</u></b>	:	<b><u>PHARMACIST REF.NO:70050051</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R 144 426 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree in Pharmacy, registration with the SAPC as Pharmacist. Previous experience as Pharmacist and supervisory experience. Knowledge of and ability to comply with applicable legislation and valid driver's licence. Previous experience as a Pharmacist, supervisory experience, knowledge of and ability to comply with applicable legislation. Ability to work under pressure and maintain high standard of professionalism
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following task: Ensure quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and guidelines in keeping with the national drug policy for all patients. Accept managerial responsibility and accountability for drug dispensing of medicine to patients. Monitor and advice on pharmaceutical expenditure. Implement and evaluation of budgetary control measures and adherence to set treatment protocols. Collect data and provide reports and statistics with regards to all aspects of pharmaceutical services.
<b><u>ENQUIRIES</u></b>	:	Ms.F.B.Law, Tel. No: (012) 354-6131/6135
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/116</u></b>	:	<b><u>SENIOR PHARMACIST (5 POSTS) REF NO: 70050124</u></b> Directorate: Pharmacy Department
<b><u>SALARY</u></b>	:	R144 426 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Pharm/ Dip Pharm or equivalent qualifications. Registration with SAPC.
<b><u>DUTIES</u></b>	:	Dispensing and patients advice. Ordering, Control and Provision of stock. Staff supervision and evaluation. Statistics and administration of work done. Facility management repacking and manufacturing.
<b><u>ENQUIRIES</u></b>	:	Mr S.J Ferreira, Tel No: (012) 318-6695
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>NOTE</u></b>	:	Person interested in a 5/8 position also welcome to apply.
<b><u>POST 14/117</u></b>	:	<b><u>HEALTH INFORMATION SYSTEMS OFFICER REF NO: 70049986</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R 132 054 per annum (plus benefits).
<b><u>CENTRE</u></b>	:	Heidelberg Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus National diploma in information Technology or diploma in Health information systems or equivalent. Knowledge of health information systems, compiling and analysing report and presentation reports. Ability to operate hard and software.
<b><u>DUTIES</u></b>	:	Accurate statistical database. Capturing of hospital information of the D.H.I.S. System and monthly submission. Ensure accurate hospital information to assist hospital management in decision making. Compare information with TPH 21 for accurate length of stay and bed occupancy rate. Capturing information from system and TPH 21 on excel spreadsheet to calculate correct bed occupancy rate and average length of stay. Ensure correct ward census, ensure correct cost centre, clarify performance expectations and provide performance feedback e.g. cost per P.DE, ALOS, BOR. Practice information management. Provide vital statistics- capturing cause of death and mortality rate. Manage system used to collect, store, process, retrieve, analysis, disseminate and communicate that information. Coding diagnosis and procedures for health care service provided to patients. Maintain/ repair computers hardware and software
<b><u>ENQUIRIES</u></b>	:	Mr. S.S Mashishi, Tel No: (016) 341-1286
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>POST 14/118</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF NO: 70050097</u></b> Directorate: Revenue and Contract Management
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and appropriate experience in Financial Management. Experience in Debtors Management and BAS. Excellent communication and computer skills. Knowledge of MEDICOM and PAAB systems will be an added advantage.
<b><u>DUTIES</u></b>	:	Collate with Own Revenue Budget inputs from institutions. Collate and analyse the monthly Own Revenue Reports from institutions. Collate and analyse the Patient Fees Transaction Statement from institutions. Monitor Debtors of the Department and report to supervisor. Assist institutions in collecting outstanding patient fees from private patients, medical schemes and other departments. Compile and submit journals to Gauteng Shared Service Centre for capturing. Compile the Debtors report of the Department. Provide support to institutions with regards to Revenue. Implementation and monitoring of patient tariffs. Monitor and report on other revenue for the Department. Provide support to Middle Managers in the Revenue sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. Tshupo Tserawe, Tel No: (011) 355 - 3010
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/119</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF.NO:70049994</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification and 3 years experience. Good communication and interpersonal skills. Computer literate, knowledge of supply chain management policies, prescripts, PFMA and Treasury Regulations. Practical working experience with SAP/BAS/BAUD will be added advantage.
<b><u>DUTIES</u></b>	:	Ensure sound asset management and training of officials regarding asset management. Manage the stationary stock and investigate asset discrepancy. Ensure that all assets are marked and registered in asset register. Consolidate quarterly and manual stocktaking reports, compile weekly and quarterly reports. Assist in the development of finance and procurement strategies, facilitate and manage the end user demand planning needs. Follow up suppliers on delivery of goods and services as well as payment of suppliers on behalf of end users. Capture RLS on SAP, Administer all requisition of goods/services through SAP system, and liaise with GSSC in terms of procurement of goods/services. General supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms F.Law, Tel. No: (012) 354 -6131
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008

<b><u>POST 14/120</u></b>	:	<b><u>FINANCIAL CONTROLLER REF.NO:70049995</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Accounting or equivalent qualification. Grade 12 certificate with Accounting/Maths plus 5 years experience in a public institution. Be computer literate, good communication and administration skills. Have knowledge of PFMA and Treasury regulations. Be able to work on BAS, MEDSAS, PERSAL and SAP. Driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure that payment effected of employees and payments to creditors are properly authorised. Ensure that compilation of payroll related transactions and payroll deductions activities (i.e. overtime, shift allowance and ex – employee benefits) are performed properly and accurately). Verify reconciliation performed on PERSAL, MEDSAS, BAS and SAP and investigate discrepancies. Approve journals related to compensation of employees, ensure that payroll certificates are authorized for relevant pay points. Responsible for debt management and write offs and will manage the execution and application of the prescribed debt management policies and procedures. Do follow up of overdue accounts and compile and submit the control report. Attend to audit queries regarding salary administration.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Mokonyane, Tel. No: (012) 354 -6745/ 6219 Mr.M.L.J. Maja, Tel.No: (012) 354 6219
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/121</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING) REF.NO:70049996</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualified i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Currently registered with SANC as a Professional Nurse. 0-18 years as a registered nurse. Be able to work as part of the multidisciplinary team. Knowledge of nursing processes and procedures, nursing statutes and other legal frame work such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients Rights Charter, Batho Pele Principles, Public Service Relation, Labour Relation Act, Disciplinary Code and procedure, Grievance Procedure, Experience in rehabilitation will be a recommendation.
<b><u>DUTIES</u></b>	:	Problem solving, facilitation, liaison skills, knowledge of management, planning and organisation. Be able to lead shift and general patient care. Ensure efficient and effective management of resources. Rotate through service points as required, willing to work day and night shifts. Be able to work according to job description.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Rakwena, Tel. No: (012) 354-6135
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/122</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF.NO:70050052</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years Degree/Diploma in HR Management with at least 5 years experience. A valid code 08 driver's licence, computer literacy, good communication, report writing and presentation skills. Knowledge and experience in PERSAL and other HR systems. Ability to compile management report, strong leadership abilities and problem solving skills.
<b><u>DUTIES</u></b>	:	Implement the HRD policy in the centre, the development of strategies and the operational plans for the training of staff. Conduct skills audit and development of work place skills plans and budget. Coordinate learnership/internship and skills development programmes. Ensure a healthy Labour Relations climate, facilitate and handle disciplinary and grievance cases. Provide training on Labour Relations and equity issues to all employees. Provide sound strategic planning for HR department, Advice management on Labour matters and Employee wellness. Manage disputes and resolution processes, render resources administrative support and information services. Monitor compliance of HR legislative prescripts.



<b><u>ENQUIRIES</u></b>	:	Mr.M.L.J. Maja, Tel. No: (012) 354-6219
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/123</u></b>	:	<b><u>SENIOR DIETICIAN REF NO: 70049987</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R106 335 – 123 456 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	BSc in Dietetics. Current registration with relevant health professions council. Experience will be an advantage.
<b><u>DUTIES</u></b>	:	Clinical – administrative and supervisory support to the institution through: Nutrition counselling and support with emphasis on nutrition assessment. Recording and interpretation of assessment. Ensure adequate supplies of supplements. Teaching and mentoring of staff in a multidisciplinary environment. Budget management and performance evaluation of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Richter, Tel No: (016) 930-3377
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/124</u></b>	:	<b><u>MIDDLE MANAGER: BUSINESS REQUIREMENT ANALYSIS REF NO: 70050201</u></b> Directorate: Health Information Management
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg, Central Office
<b><u>REQUIREMENTS</u></b>	:	Diploma or Degree in Mathematics or Science (Natural , Computer, Health).Minimum 3 years work experience that will provide knowledge and understanding of workflows.
<b><u>DUTIES</u></b>	:	Act as a liaison between business managers and the software development team for the purpose of developing small databases for subcomponent operational management, focusing on what end users need to be more effective at their jobs. Client requirements translated into specified project brief and communicated to the software development team. Proposals for modified or replacement database developed and submitted to the Departmental Acquisition Committee (DAC) should external developers be required. End product demonstrated to client at different stages of development. Feedback from client documented for further action. Client trained on use of software. Presence of continuous communication between the BRA and business managers to ensure continued optimum functioning of the software. Additional duties as assigned.
<b><u>ENQUIRIES</u></b>	:	Ms B. Pepper Tel No: (011) 298 2313
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/125</u></b>	:	<b><u>RADIOGRAPHER REF NO: 70050107</u></b> Directorate: Ekurhuleni Sedibeng Health Region
<b><u>SALARY</u></b>	:	R85 362 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Germiston Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree in Radiographer (Diagnostic). Registration with HPCSA as a Radiographer. Ability to produce high standard diagnostic X-Ray images and quality. Good communication skills and appropriate experience.
<b><u>DUTIES</u></b>	:	Undertake radiographic procedures efficiently. Produce diagnostic Images in accordance with prescribe protocols. Radiation control measures and medico legal requirements. Compulsory to participate in a 24 hour service roster. Ensure optimal patient care and radiation safety. Ongoing evaluation of quality service.
<b><u>ENQUIRIES</u></b>	:	Mr R Mbatha Tel 011 345-1229
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/126</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF.NO:70050053</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years Degree/Diploma in HR or equivalent qualification or Grade 12 certificate with at least 3 years experience in HR. Computer literate, excellent communication and interpersonal skills. Ability to function as part of a team, extensive knowledge of PERSAL and Human Resources

		prescripts. Ability to work with confidential information and must be able to under pressure.
<b><u>DUTIES</u></b>	:	Must be able to process transfers, promotions, appointment and relocations on PERSAL. Provide administrative support to recruitment and selection process. Must be able to write submissions, to render advice and guidance with regard to all HR administrative issues. Execute any other tasks related to Hr administrative functions and give regular report to Hr manager. Interpersonal, diplomacy, general administration and organization skills will be added as an advantage.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6745/6219
<b><u>CLOSING DATE</u></b>	:	Ms. Diane Samuels 18 April 2008
<b><u>POST 14/127</u></b>	:	<b><u>PRINCIPAL FOOD SERVICE SUPERVISOR REF.NO:70050000</u></b> Directorate: Food Service Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R68 955 per annum (plus benefits) Tshwane Rehabilitation Centre Grade 12 certificate plus certificate in Food Service or 5 years experience as Food Service Supervisor in public hospital. Good communication and interpersonal skills. Computer literate, ability to work under pressure, knowledge of normal and therapeutic diet. Ability to work shifts, weekends and public holidays.
<b><u>DUTIES</u></b>	:	Control and supervision of Food Service staff including personnel evaluation. Planning of menus and recipes for normal diet, ordering, receiving, issuing of ingredients and managing supply, FIFO system, key control. Read, interpret recipes, and cook food for special diet. Implement, monitor hygiene and safety control measures. General supervision in Food Service Unit.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms Suzan Masiti, Tel. No: (012) 354-6146/6649
<b><u>CLOSING DATE</u></b>	:	Ms. Diane Samuels 18 April 2008
<b><u>POST 14/128</u></b>	:	<b><u>SNIOR ADMINISTRATION CLERK REF NO: 70050269</u></b> Directorate: District Health System Support - EUPDPHC
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R85 362 per annum (plus benefits) Tshwane Diploma in Finance or Administration or equivalent. Computer financial management & report writing skills. Knowledge of PFMA & Treasury Regulations. A valid driver's license. Office organisation & facilitation skills.
<b><u>DUTIES</u></b>	:	Track NPO expenditure in the above health district. Compile monthly, quarterly and annual expenditure report for the district. Support NPOs with managing of finances. Handle queries & assist AD & DD with preparations for meetings, agendas & minutes. Implement a system of information management. Manage direct, record & assess the flow of correspondence to & from the AD's office. Implement policies & guidelines of the department.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Mrs F. Kgatoke Tel No: 355 3022/3372 23 April 2008
<b><u>POST 14/129</u></b>	:	<b><u>ASSET CLERK REF NO: 70050098</u></b> Directorate: Asset Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R85 362 per annum (plus benefits) Central Office, Johannesburg Matric / Diploma / B Degree in Finance will bean advantage. Knowledge of BAUD, BAS and SAP or any asset management system. Computer literacy – Excel. Possession of a valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Bar coding of assets. Capturing of assets on BAUD. Advise directorates on process and procedures to move / transfer assets. Issue movement forms to the requested users. Update movement of assets on BAUD. Request reports on BAS and BAUD. Ability to use a doc-track will be an added advantage. Compile the list of assets to be disposed by Central Office and update disposal. Register an Asset Register on BAUD. Record and report all asset losses to the supervisor. Any task required by the supervisor or management.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Mr. M. Madzie / Ms. G. Lekgethwane, Tel No: (011) 355 – 3582/3335 18 April 2008

<b><u>POST 14/130</u></b>	:	<b><u>SENIOR SECRETARY REF NO: 70050099</u></b> Chief Directorate: Human Resource Development / Employee Wellness
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, secretarial diploma and relevant secretarial experience. Computer skills (Ms Word, Ms Excel, Ms PowerPoint and Internet Search. Good verbal and written communication skills. Telephone etiquette. General filing skills. Office organization and typing skills. Work organization and prioritization skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide administrative and secretarial support to the Chief Director. Manage the general functioning of the office in an efficient and competent manner. Carry out general functions required by the Chief Director. Record movement of documentation in accordance with guidelines and instructions. Track and follow-up on documents, file documentation in a way, which is orderly and enables easy access to information. Undertake general management tasks which contribute to an efficient office environment.
<b><u>ENQUIRIES</u></b>	:	Ms Dawn Joseph, Tel No: (011) 355 – 3847/51
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/131</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF.NO:70049998</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R68 955 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and relevant experience. National Diploma or equivalent qualification in Supply Chain Management will be added as advantage. Extensive knowledge of procurement procedures and policies. Computer literate, good written and verbal communication skills. Ability to deal with public providers and staff, sound knowledge of fixed assets register and loss control.
<b><u>DUTIES</u></b>	:	Procurement of goods and services according to policies and procedure. Extensive knowledge of PAS, preparation of invoices and payment. Maintain commitment register and inventory control. Follow up suppliers on delivery of goods and services as well as payment of suppliers on behalf of end user. Capture RLS 01 on SAP and administer all requisition of goods/ services through SAP system. Liaise with GSSC in terms of procurement of goods/services and maintain asset database.
<b><u>ENQUIRIES</u></b>	:	Ms. F. Law, Tel. No: (012) 354-6131
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/132</u></b>	:	<b><u>SENIOR AUXILIARY WORKER (TECHNICIAN) REF.NO:70050054</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R68 955 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate or N2 qualification plus proven technical skills and knowledge. Good communication and interpersonal skills. Knowledge and skills in the following areas, woodwork, metal work, painting and workshop equipment maintenance will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist the Chief Industrial Technician with the manufacturing of assistive devices for disabled patients. General maintenance of the workshop equipment, ensure safekeeping of tools, equipment and parts. Perform general support duties and assist in repairs of items.
<b><u>ENQUIRIES</u></b>	:	Mr.J.P.M. Cronje, Tel. No: (012) 354-6030
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/133</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF.NO:70050055</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R58 290 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with at least 1 year experience in HR, computer literate, excellent communication and interpersonal skills. Ability to function as part of team and knowledge of PERSAL, to work with confidential information and must be able to work under pressure.
<b><u>DUTIES</u></b>	:	Implement HR policies, transfers, promotions, appointments, leave administration and monitor attendance registers. Provide administrative

		support to recruitment and selection process. Must be able to write submissions, interpersonal, diplomacy, general administration and organization skills will be added advantage.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6745/6219
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/134</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE 1 REF NO: 70050100</u></b> Directorate: Clinical Support Services / Clinical and Service Development
<b><u>SALARY</u></b>	:	R58 290 – 67 668 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and an Office Management certificate. Computer literacy, good interpersonal skills, good planning, organization and problem solving skills and good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Assist with the total administrative management of the directorate. Schedule appointments, workshops and meetings. Ensure all meetings; workshops are thoroughly organized i.e. catering, equipment etc. Receiving and making telephone calls, faxes, e-mails. Manage and maintain confidential documentation effectively and efficiently. Maintain the various databases and produce relevant reports as requested. Typing and photocopying etc.
<b><u>ENQUIRIES</u></b>	:	Dr. C. Mondzanga, Tel No: (011) 355 - 3555
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/135</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 70050151</u></b> Directorate: Employee Wellness Programme (EWP)
<b><u>SALARY</u></b>	:	R58 290 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg (Occupational Health and Safety)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification. Administrative experience. Good communication skills. Computer literacy in MS Office (MS Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Recordkeeping of all expenditure of the unit. Managing telephone and receiving all visitors to the unit. Taking minutes, typing, distribution and keeping of attendance registers. Assist with logistics relating to Employee Wellness Programme projects. Typing of memos, submissions, reports and letters. Other administrative tasks such as faxing, copying and procurement services. Assisting with any tasks related to EWP management. Visit institutions and assist with awareness campaigns.
<b><u>ENQUIRIES</u></b>	:	Ms. Babongile Mathebula, Tel No: (011) 298 2411/16/52
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/136</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF.NO:70049991</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R58 290 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with equivalent experience, successful completion of PAS1 or SCM1 will be an added advantage. Practical working experience with BAUD/BAS will be an added advantage. Knowledge of Supply Chain Management policies, prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping.
<b><u>DUTIES</u></b>	:	Maintenance of stores and goods. Receiving, issuing of stock, check for correctness, quality and quantity and fills in/sign the appropriate documentation and stores according to the prescribed warehouse management principles. Record all stores per VA11, stock on VA10 and distribution of stock to end users. Handling stock on VA4 and VA5. Inspection of stock and give feedback. Handling VA2 for internal stock, apply FIFO rule or the just-in-time principle. Ensure that requisitions are satisfied timely. Perform the administration and maintenance of bin allocations (bin numbering system). Bar-code and capture assets on fixed asset register (BAUD) and manual asset register. Participate in assets verification and counts. Provide support to the asset manager regarding any asset functions. Monitoring and capturing of requisitions on SAP. Capturing of GRV's, render administrative support duties to the unit.
<b><u>ENQUIRIES</u></b>	:	Ms M.E. Mokonyane, Tel. No: (012) 354-6745
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008

<b><u>POST 14/137</u></b>	:	<b><u>SPECIALISED AUXILIARY SERVICE OFFICER REF NO: 70050125</u></b> Directorate: Pharmacy Department
<b><u>SALARY</u></b>	:	R54 290 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 with English and Mathematics or ABET level 3 in English and Mathematics. Registration with South African Pharmacist Assistant or Pharmacist Assistant learner with onset of training cycle. Recommendations: Preference will be given to candidates with a Post Basic Level Pharmacist Assistant or Basic Level Pharmacist Assistant qualification.
<b><u>DUTIES</u></b>	:	Prepacking of medicine. Mixing of lotions, ointments, syrups. Outpatient dispensing under pharmacist supervision. Procurement and stock control. Advice and information regarding medicine.
<b><u>ENQUIRIES</u></b>	:	Mr S.J Ferreira, Tel No: (012) 318-6695
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 14/138</u></b>	:	<b><u>PORTER SUPERVISOR REF.NO:70049999</u></b> Directorate: Casualty
<b><u>SALARY</u></b>	:	R49 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET certificates with at least 3 years experience as a Porter. Previous experience in supervision will be highly recommended, good communication and interpersonal skills. Report writing skills and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Transportation and assistance of patients (walking on stretchers and wheelchairs) to and from wards, ambulances, in and out of beds. Responsible for collecting, cleaning and management of wheelchairs and stretchers. Ensure compliance with the OHS in performing all duties. Supervise and evaluate subordinates, train and supervise staff in the safe handling of patients and equipments.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6745
<b><u>FOR ATTENTION</u></b>	:	Ms. Diane Samuels
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/139</u></b>	:	<b><u>AUXILIARY WORKER (PHARMACIST) 2 POSTS REF NO: 70050105</u></b> Directorate: Ekurhuleni Sedibeng Health Region
<b><u>SALARY</u></b>	:	R49 665 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Germiston Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ABET 4. Registration with service provider and SAPC. As a Learner in Basic Pharmacist Assistant and has commenced training or in training process. Record keeping, Interpersonal Skills and Computer Skills.
<b><u>DUTIES</u></b>	:	Work under direct supervision of pharmacist to receive stock, Issues and dispatch stock to the end –users. Collect Information, do bulk compounding in accordance with standard operating procedures, do pre-packing of bulk stock, and ensure quality control is not compromised. Applicants must be willing to go for in-service training and be register with SA Pharmacy Council
<b><u>ENQUIRIES</u></b>	:	Dr. J.H.J Szczygielski Tel 011 345-1268
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>POST 14/140</u></b>	:	<b><u>ADMIN CLERK REF NO: 70050176</u></b> Directorate: IT Department
<b><u>SALARY</u></b>	:	R49 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or IT qualifications. Equivalent experience of 6 months. Computer Course or Computer Programming Course. Recommendations: Knowledge of a work procedures such as Finance (category A), Training (category A), Computer (category A), Network (category A), Planning and organizing, Reporting procedures, how to do basic research/ gather information, Procurement directives and procedures, Data capturing, Administration procedures relating to a specific work Environment including norms and standards information system. Mathematics, organizing, ability to operate computer (hardware) and software) skills, Basic interpersonal relationship, Problem solving, Ability to operate equipment and machine.
<b><u>DUTIES</u></b>	:	Utilisation Capacity. Provide assistance (in training capacity) to users of micro/ mainframe computers and software/ hardware packages in use. AUTONOMY. Specialist technological functions which may require interpretation within an established framework. USAGE OF EQUIPMENT

AND MACHINERY. Use a variety of office equipment. JOB INFORMATION. Receive instructions/ guidance on several closely related subject areas which are straight forward. Physical operate computers and peripheral equipment (including loading, unloading and storing tapes, cassettes, diskettes, punch cards ect). Undergo mentoring, including in-service person to person training as well as the approved training programme at Central Computer services. Office: PC's, photocopier ect. Computer: Network equipment, ect.

**ENQUIRIES** : Mr B Jaftha, Tel No: (012) 318-6631  
**CLOSING DATE** : 23 April 2008

**POST 14/141** : **MESSENGER REF.NO:70050056**  
 Directorate: Personnel

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : Grade 10 certificate or ABET. Be able to work shifts, read and write. Good interpersonal and communication skills. Ability to sort post/mail and work under supervision or independently.

**DUTIES** : Collecting and distribution of internal/external mail and be prepared to do tasks as and when required by management.

**ENQUIRIES** : Ms Eva Mokonyane, Tel. No: (012) 354-6745/6219  
**FOR ATTENTION** : Ms. Diane Samuels  
**CLOSING DATE** : 18 April 2008

**POST 14/142** : **FOOD SERVICE AID REF.NO:70049990**  
 Directorate: Food Service Management

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : ABET/Numeracy and literacy. Good interpersonal and communications skills. To be able to work effectively in a team, must be prepared to work shifts, weekends and public holidays.

**DUTIES** : Perform routine and operate machinery. All tasks related to operation and serving of food to patients. Cleaning of kitchen shelves, fridges, washing of cutlery and crockery. Apply hygiene procedures in the food service unit and wards.

**ENQUIRIES** : Ms M.E. Mokonyane, Tel. No: (012) 354-6745  
**FOR ATTENTION** : Ms. Diane Samuels  
**CLOSING DATE** : 18 April 2008

**POST 14/143** : **PORTERS (2 POSTS) REF NO: 70050177**  
 Directorate: Patient Affairs

**SALARY** : R38 610 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Standard 8 or Grade 10. Recommendations: Ability to read and write. Good interpersonal skills and communication skills.

**DUTIES** : Transporting patients to different department. Transporting corpses to mortuary. Cleaning trolley and wheelchairs. Be able to work shifts.

**ENQUIRIES** : Ms F Mokotedi, Tel No: (012) 318-6496  
**CLOSING DATE** : 23 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  
**CLOSING DATE** : 18 April 2008

**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

<b><u>POST 14/144</u></b>	:	<b><u>DEPUTY DIRECTOR: PRIVATE SECTOR PARTNERSHIPS REF NO: 70050083</u></b> Directorate: Stakeholder Relations
<b><u>SALARY</u></b>	:	R369 000 per annum (All inclusive Package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	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 / intersect oral 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. Solomon Ndweni, Tel No: (011) 355-7842
<b><u>POST 14/145</u></b>	:	<b><u>SOCIAL WORK MANAGER REF NO: 70050084</u></b> Directorate: Substance Abuse & Crime Prevention
<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg Head Office
<b><u>REQUIREMENTS</u></b>	:	BA Social Work and minimum of seven (7) years experience. Proven managerial experience. Registered with the South African Council for Social Services Professions. Valid driver's license. Computer literacy. Presentation and facilitation skills including sound reporting skills. Experience in Human Resource Management and Development. Implementation of labour related procedure. Knowledge of the following will be an advantage: Probation services act; Criminal Procedures Act; Public Finance management Act; Transformation of the Child and Youth Care System; Minimum Norms and Standards for diversion programmes; Policy on financial awards to service providers; International conventions underpinning probation services.
<b><u>DUTIES</u></b>	:	To manage and monitor the implementation of legislation, policies and international conventions for probation services. To ensure that new programmes and projects are in line with legislation and policies. Conduct case audits and developmental quality assurance at regional offices, state facilities and NGOs. To conduct trainings and capacity building workshops. Compile reports for provincial legislature and National Department. Collation of monthly statistics on the movement of children in conflict with the law. Responsible for the response to ministerial enquiries. To develop provincial guidelines for probation services. To manage, supervise, guide and develop personnel. To act as a provincial coordinator for probation services and crime prevention programmes. Report on the status quo of the regional offices and motivate for expansion of staff establishment at regional offices

		in line with the demands of service delivery. Collation of quarterly reports on the Departmental Strategic plan. Recruitment and selection of personnel. Manage the annual budget in accordance with the MTEF cycle. Manage the development and the implementation of the Child Justice Bill.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mirriam Samodien, Tel No: (011) 355-7719 Mrs. Tebello Mkhonto, Tel No: (011) 355 7724
<b><u>POST 14/146</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 70050080</u></b> Directorate: Institutions
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Van Ryn Place of Safety
<b><u>REQUIREMENTS</u></b>	:	Bachelors degree or management or an equivalent Qualification with extensive appropriate experience in departmental policies. Knowledge of Government financial management system relevant experience and exposure to human resource Management and Government Financial Management (PFMA) Computer literacy. Good writing skills. Valid code 08 driver's licence.
<b><u>DUTIES</u></b>	:	Assist Head of Institution in respect of financial Management and budget control in line with the Public Finance Management Act requirements. Manage the functions of Provisioning and Transport and Finance Sections. Promote sound Labour Relations in the office Management plan and policy. Ensure adherence to policies and procedures. Ensure implementation of operational plan. Co-ordinate programme and projects related to administration functions. Assist in aligning the overall institution operational plan with the departmental plan within the Management Team. Provide strategic directions for the office within the management team.
<b><u>ENQUIRIES</u></b>	:	Ms. M Morolong, Tel No: (011) 421-5657
<b><u>POST 14/147</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 70050081</u></b> Directorate: Institutions
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Jabulani Centre (Soshanguve)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent) certificate. Three years experience in logistical administration in aspects of planning, administration, training and supervision. Knowledge of related acts policies and procedures and prescripts. Knowledge of BAS. Computer literacy.
<b><u>DUTIES</u></b>	:	To effectively administer and manage the provisioning of necessary stock to the different sections within the Jabulani Centre. To train subordinates in policies, procedures, acts and prescripts of Demand Acquisition. To receive and deliver stock. To manage budget and payments. To verify documents, evaluation, assessments and reports. To maintain Risk Management. To effectively communicate with relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mrs. S R Matsimela, Tel No: (012) 797 8302 / 8313
<b><u>POST 14/148</u></b>	:	<b><u>ADMINISTRATION OFFICER (3 POSTS) REF NO: 70050096</u></b> Directorate: Agency support
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Matlotlo House
<b><u>REQUIREMENTS</u></b>	:	Diploma in Administration or equivalent qualification. 1-3 years relevant experience, good communication skills at all levels, organisational skills, computer literacy. Good report writing skills, able to take Minute for all meetings, knowledge document management and understanding of budget processes.
<b><u>DUTIES</u></b>	:	Perform all admin duties to the division: putting together data/information packs, co-ordinating workshops and facilitating correspondence for the Directorate. Liaise with relevant stakeholders for the unit. Assist in the creation of an electronic a manual filing system for the unit. Collect and collate the required data/statistics for the unit, attend to formal provision requirements, attend all budget enquiries. Attend to HR matters i.e.: leave and performance system ,detects and report faults on the office equipment, complete template for contractors and ensure payments, monitor all purchases for the directorate, ensure receipt and monitor stock levels. To act as a contact point for the directorate, dealing with enquiries and correspondence in a professional and courteous manner. Assist in co-ordinating meetings for the division in the absence of a Personal Assistant including taking minutes; maintain professional filing system which can be



**ENQUIRIES** : assessed by everyone in periods of your absence and perform miscellaneous job- related duties as assigned.  
Siphiwe Nhlapo, Tel No: (011) 355- 8540

#### **DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS**

**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

**CLOSING DATE** : 14 April 2008  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

#### **MANAGEMENT ECHELON**

**POST 14/149** : **CHIEF ENGINEER: TRANSPORT PLANNING COORDINATION REF NO: 70050076**  
Directorate: Transport Planning

**SALARY** : R540 429 per annum (all inclusive benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate recognized Bachelor's Degree in civil engineering. Registered with the Engineering Council of S.A. as a professional engineer.  
**DUTIES** : Undertake and coordinate provincial transportation studies. undertake and coordinate provincial infrastructure plans. Further rail transport planning e.g. Gautrain. Organise and coordinate special transport planning initiatives e.g. 2010 SWC at provincial level. Freight implementation coordination. M-grade in transportation engineering would be a recommendation. Experience in transportation planning processes including knowledge of software packages such as EMME 2 would be advantageous. Project management experience. Experience in planning of PT systems would be a recommendation. NB: it is our intention to promote Equity a cording to our Equity plan with the filling of the post.

**ENQUIRIES** : Mr. Sipho Mbele / Ms Nombulelo Dineka, (PA) Tel No: (011) 355-7188

#### **OTHER POSTS**

**POST 14/150** : **CHIEF WORKS INSPECTOR (BUILDING) x2 POSTS REF NO: 70050077**  
Directorate: Maintenance

**SALARY** : R132 054 per annum (plus benefits)  
**CENTRE** : Springs Regional Office  
**REQUIREMENTS** : N-Diploma in building Environment (T or N stream). Trade test will be an added advantage. Valid code 08 Driver's licence; Computer literacy. Good communication skills – verbal and written.  
**DUTIES** : Compiling and preparation of specifications for building and related services. Supervise maintenance by contractors to ensure quality and compliance with standards. Preparation of payment certificates. Responsible to ensure that all works adhere to the prescribed Occupational Safety standards.

**ENQUIRIES** : Mr. H. Duvenage, Tel No: (011) 360-7801

**POST 14/151** : **SENIOR WORKS INSPECTOR ( BUILDING) REF NO: 70050126**  
Directorate: Maintenance

**SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Springs Regional Office  
**REQUIREMENTS** : N-Diploma in building Environment (T or N stream). Trade test will be an advantage. Valid code 08 Driver's licence; Computer literacy. Good communication skills – verbal and written.  
**DUTIES** : Compiling and preparation of specifications for building and related services. Supervision of maintenance by contractors to ensure quality and compliance with standards. Preparation of payment certificates. Ensure that all work adhere to Occupational Safety standards.

**ENQUIRIES** : Mr. H. Duvenage, Tel No: (011) 360-7801

<b><u>POST 14/152</u></b>	:	<b><u>ARTISAN FOREMAN REF NO: 70050127</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Heidelberg Hospital
<b><u>REQUIREMENTS</u></b>	:	N3 certificate and a Trade test in mechanical or electrical field. Appropriate experience after obtaining a trade test certificate. Good communication Skills – verbal and written. Valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	MECHANICAL: Maintain boilers, ash and coal carrying systems, air compressors, Vacuum and water pump installations, theatre air conditioning as well as vacuum, oxygen and nitrous gas points. ELECTRICAL: Maintain low tension and high tension distribution networks, electrical installations in wards and theatres. Lead the team to solve workplace problems and conflict. Ensure that all work executed complies with the OHS Act and departmental standards. Render emergency and standby services on all mechanical and electrical installations at the institution.
<b><u>ENQUIRIES</u></b>	:	Mrs. A.R. de Klerk, Tel No: (011) 355-7929
<b><u>POST 14/153</u></b>	:	<b><u>WORKS INSPECTOR (BUILDING) REF NO: 70050129</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Springs Regional office
<b><u>REQUIREMENTS</u></b>	:	S4/NTC3/N6 in building, trade test will be an added advantage. Valid code 08 Driver's licence. Computer literacy. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Preparation and compiling of specifications for building and related Services. Supervision, inspection and quality control of maintenance projects done by contractors. Preparation of payment certificates. Responsible to ensure that all work adheres to the prescribed Occupational Safety Standards.
<b><u>ENQUIRIES</u></b>	:	Mr. H. Duvenage, Tel No: (011) 360-7801
<b><u>POST 14/154</u></b>	:	<b><u>WORKS INSPECTOR (ELECTRICAL) REF NO: 70050130</u></b> Directorate: Maintenance
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Springs regional Office
<b><u>REQUIREMENTS</u></b>	:	S4/NTC3/N6 in Electrical - trade test will be an added advantage. Valid Driver's licence. Computer literacy. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Compiling and preparation of specifications for electrical services. Supervision, inspection and quality control of maintenance done by contractors. Compile payment certificates. Responsible to ensure that all work adheres to the prescribed Occupational Safety Standards.
<b><u>ENQUIRIES</u></b>	:	Mr. H. Duvenage, Tel No: (011) 360-7801

**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
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed and dated. 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). Applicants must ensure that their CV contains all the information required in sections B and F of the Z83 if such information is not indicated on the Z83. 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 14/155** : **PROJECT CO-ORDINATOR (3 POSTS)**
- SALARY** : R157 686 per annum
- CENTRE** : Durban Region (Ref No. P93/2008)  
Pietermaritzburg Region (Ref No. P94/2008)  
Ladysmith Region (Ref No. P95/2008)
- REQUIREMENTS** : An appropriately recognized Civil Engineering degree/diploma or equivalent in Civil Engineering (T/N/S Stream). \*1 year experience in road infrastructure development, construction and maintenance of the road network. \*Valid driver's licence (minimum code B). Knowledge, Skills, Training And Competencies Required: \*Understanding of Public Services and Departmental policies, research, analysis, objectives, developmental processes. \*Knowledge of Project and Financial management. \*Understanding of Departmental strategies and related business plans. \*Knowledge of administrative policies, practices, budgeting and managerial functions. \*Knowledge of Public service reporting procedures and work environment. \*Computer Literacy. \*Knowledge of construction and engineering environment. \*Knowledge of the provincial road infrastructure and applicable standards. \*Knowledge of structural design: road, river and rail. \*Knowledge of staff development processes. \*Ability to interpret and apply legislation and departmental policies. \*Project Management skills. \*Planning and organising skills. \*Problem solving and analytical thinking skills. \*Verbal and written communication skills. \*Motivation and negotiation skills. \*Presentation and facilitation skills. \*Creative and innovative thinking skills. \*Interpersonal relations. The ideal candidate should be reliable, innovative, creative, open and transparent and receptive to ideas and suggestions. He / she should also be a team player, committed to organisational objectives and strategies and demonstrate an interest in road construction, maintenance and other related fields.
- DUTIES** : \*Manage the contracts in the region. \*Provide structural design services. \*Assist and provide road design services. \*Render pavement design services. \*Manage general conduct of the staff under your control.
- ENQUIRIES** : Mr S Majola Durban Region 031-7002222  
Mr W Bennett Pietermaritzburg Region 033-8455800

<b><u>FOR ATTENTION</u></b>	:	Mr S Mothilal Ladysmith Region 036-6384400
<b><u>CLOSING DATE</u></b>	:	Mrs S McCarthy
<b><u>NOTE</u></b>	:	18 April 2008
	:	It is the intension of this department to fill this post with a person from the disabled community or an African female. Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>POST 14/156</u></b>	:	<b><u>SENIOR TRAINING OFFICER: MATERIALS TRAINING: T<sup>2</sup> TRAINING CENTRE (REF. NO. P 100/2008)</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Diploma/certificate in materials testing plus a minimum of 3 year technical /scientific experience. *A valid driver's licence (minimum code B). knowledge, skills, training and competencies required: *Knowledge of road building materials testing including but not limited to sieve analysis, CBR, PI, MOD, concrete strength. etc. *Knowledge of materials laboratory management. *Knowledge of materials quality control methods and procedures. *Knowledge of Procurement policies, procedures and guidelines. *Understanding of the Public Service and Departmental policies, objectives, and implementation procedures. *Knowledge of Public Service reporting and procedures and work environment. *Knowledge and experience within a technical environment. *Experience within a civil engineering training environment would be an advantage. *Knowledge of SAQA and the NQF would be an advantage. *Knowledge of SETA training requirements would be an advantage. * Computer literacy (Microsoft Word, Excel, Powerpoint, Outlook, Internet). *Teaching and lecturing skills. *Planning and organizing skills. *Operation of materials testing equipment skills. *Well developed verbal and written skills. and should also have interpersonal and motivational skills. *The ideal candidate should have integrity, demonstrated interest in technical and materials training, receptive to suggestions and ideas, be accurate, honest, reliable, co-operative, courteous and professional. He/she should also have the ability to work in a team and a positive attitude.
<b><u>DUTIES</u></b>	:	*Ensure a well trained workforce by assessing training needs, co-ordinating and facilitating training, moderating and assessing trainees to meet the Departmental, SAQA and CETA's standards and requirements. Assist with the development of relevant training programmes and training material that is up to date with departmental methods and standards and according to T2 set standards and in line with SAQA and CETA's requirements. *Manage the materials laboratory training venues. *Research and determine the most efficient and effective work procedures and methods from a technical point of view to achieve Departmental goals and objectives and to stray abreast of new technologies to ensure training provided is current and up to date. *Monitoring external service providers conducting training for the Training Centre.
<b><u>ENQUIRIES</u></b>	:	Mrs J Blunt Tel. No.: 033 – 355 8615
<b><u>FOR ATTENTION</u></b>	:	Ms N Khanyile
<b><u>CLOSING DATE</u></b>	:	29 April 2008
<b><u>NOTE</u></b>	:	It is the intension of this department to fill these posts with a person from the disabled community or an african or Indian female. Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>POST 14/157</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (REF NO. P96/2008)</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Cost Centre, Estcourt
<b><u>REQUIREMENTS</u></b>	:	A Degree / National Diploma in Civil Engineering; plus 3 years appropriate experience in Road Design Construction and Maintenance; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial and Human Resource matters. *Knowledge of planning and organising. *Knowledge of construction management. *Project and conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Ability to chair meetings. *Good organisation, management and leadership skills. *The ideal candidate should be responsible, conscientious, a team builder, lead by example, believe in fairness and be receptive to ideas and suggestions.
<b><u>DUTIES</u></b>	:	*Provision of advice and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the

		departmental strategy. *Assist the Control Industrial Technician I so far as to manage the financial resources and utilisation of various resources to stay within the budget. *Supervise / manage materials and services effectively (Quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in-house teams. *Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<b><u>ENQUIRIES</u></b>	:	Mr B G Matjila Tel. No. 036-352 3453
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>FOR ATTENTION</u></b>	:	Mrs S McCarthy
<b><u>NOTE</u></b>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female
<b><u>POST 14/158</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN: ENGINEERING &amp; SUPPORT (2 POSTS) (REF. NO P98/2008)</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Area Office, Msinga
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree / National Diploma in Civil Engineering or equivalent qualification, plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of financial matters. * Knowledge of human resources. * Knowledge of planning and organisation. * Knowledge of construction management. * Project and conflict management ability. * Good report writing and public speaking ability. * Ability to chair meetings. * Good organisation, management and leadership skills. * Computer literacy. * The ideal candidate should be a team player, responsible, conscientious, lead by example, be receptive to ideas and suggestions and believe in fairness.
<b><u>DUTIES</u></b>	:	Assessing projects for the business plan in line with Departmental strategies. *Support the Chief Industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Efficient and effective training and developing of Vukuzakhe contractors and Trainee Technicians. *Ensure fair tender procedures with regard to assessment, estimates, workshop adjudication and implementation. *Assist in the maintenance of computer based information systems thereby providing accurate and timeous information and reports. *Supervise and manage the projects with regard to materials, plant and labour to ensure cost effective service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms B Ndaba Tel. No: 034- 212 2137
<b><u>FOR ATTENTION</u></b>	:	Mr R Marillier
<b><u>CLOSING DATE</u></b>	:	18 April 2008
<b><u>NOTE</u></b>	:	Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply. It is the intension of this department to fill this post with a person from the disabled community or an African female.
<b><u>POST 14/159</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN: ROAD CONTROL &amp; PROJECT DOCUMENTATION (2 POSTS) (REF. NO P99/2008)</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Cost Centre, Newcastle
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree / National Diploma in Civil Engineering or equivalent qualification, plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: Knowledge of financial matters. * Knowledge of human resources. Knowledge of planning and organisation. * Knowledge of construction management. * Project and conflict management ability. *Good report writing and public speaking ability. Ability to chair meetings. Good organisation, management and leadership skills. Computer literacy. The ideal candidate should be a team player, responsible, conscientious, lead by example, be receptive to ideas and suggestions and believe in fairness.
<b><u>DUTIES</u></b>	:	Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. * Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessment, estimates, and workshop, adjudication and implementation of projects.
<b><u>ENQUIRIES</u></b>	:	Mr L Buthelezi Tel. No: 034- 328 4000

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Mr R Marillier  
: 18 April 2008  
: Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply. It is the intension of this department to fill this post with a person from the disabled community or an african female.

**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
- 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.

**MANAGEMENT ECHELON**

- POST 14/160** : **EXECUTIVE MANAGER: CORPORATE GOVERNANCE (CHIEF FINANCIAL OFFICER) Ref: MPL/0004**  
The Mpumalanga Provincial Legislature has embarked on a project of asserting its autonomy, efficiency and effectiveness with an objective of creating internal capabilities to manage its own affairs. The incumbent will support the Secretary in executing the organizations strategy and establishing full treasury function within the Office of the Speaker.
- SALARY** : R 635 874 per annum (all inclusive package). The successful candidate will be required to enter into a performance agreement. This is a 5 year contract appointment.
- REQUIREMENTS** : A recognized degree or National Diploma in Finance and Accounting is essential for appointment. The ideal candidate should be conversant with Public Service transformation and management issues. In addition, the ideal candidate should have a thorough understanding of the Public Finance Management Act, Public Service Regulations Act, Treasury Regulations and Supply Chain Management Prescripts and have skills and experience in financial management as well as financial control. The candidate should be dynamic and innovative to provide strategic leadership and management as the CFO of the Institution. He/She should possess the following attributes:  
\*customer service skills \*planning and organizational skills \*result driven approach \*conflict-handling ability \*computer literacy \*people development skills\* sound financial report writing and interpretation skills. The incumbent will further provide input into the visioning and strategic management of the Legislature in consultation with the Secretariat of the Legislature.
- DUTIES** : Key Performance Areas: Manage corporate governance services to the Legislature. Facilitate, co-ordinate and integrate the strategic planning of the Legislature. Plan and manage the finances of the Legislature. Manage the internal audit services of the Legislature. Strategic Management: Facilitate strategic and business planning. Monitor and evaluate the attainment of strategic objectives. Co-ordinate and integrate reporting on the attainment of strategic objectives. Financial Planning and Advice: Undertake financial trends analysis. Facilitate and co-ordinate the budget planning of the Legislature. Provide financial advice to the Speaker pertaining to the Treasury function of the Legislature. Perform budgetary control. Co-ordinate and integrate the financial reporting of the Legislature. Finance: Manage financial transactional services. Provide expenditure control. Manage supply chain management services .Internal Audit: Oversee internal compliance audits by the external service provider. Oversee internal performance audits by the external service provider. Provide audit assurance to management and the Audit Committee. Facilitate and co-ordinate risk management Ensure management of the Register of Member's Interests.
- ENQUIRIES** : Ms Kagiso Mashile 013 766 1181 / 766 1108
- CLOSING DATE** : 18 April 2008

**OTHER POSTS**

- POST 14/161** : **MANAGER NCOP REF: MPL/0005**  
Purpose: To manage, administer and coordinate the Mpumalanga NCOP Office/ NCOP services to ensure efficiency, effectiveness and quality of the Legislature' participation and engagement with the NCOP and to provide

procedural support and advise to the Mpumalanga Provincial Legislature on NCOP and National Assembly processes.

- SALARY** : R311 358 per annum (all inclusive remuneration package). The successful candidate will be required to enter into a performance agreement.
- REQUIREMENTS** : Bachelor's Degree or any three year tertiary qualification, at least three years practical research experience, three years managerial experience and three years experience in parliamentary or related environment. General management skills: Research skills, good report and analytic skills, problem solving, good organizing and coordinating skills, good administration skills, good verbal and written communication skills financial management skills. Customer Service, Computer literacy.
- DUTIES** : Key Performance Areas: General Management: Overall management of staff: Monitor and evaluate performance, Maintain a sound working relations with Delegates, MPL'S and staff (NCOP office and Legislature), implement sound administrative procedures and processes, participate in general management and administration activities of the Legislature. Strategic Management: Take part in development, implementation, monitoring and evaluation of Strategic plan of the NCOP and Committees. Participate upon invitation in the institutional strategic planning and management processes of the Legislature. Financial Management: Prepare the budget of the office in line with strategic plan and operational plan of the Legislature. Monitor and report on the use of financial and physical resources. Coordinating and Liaising: Make sure that the activities, projects and programmes of the NCOP are properly co-coordinated. Make sure that the necessary liaising with the relevant stakeholders take place timously, efficiently, and effectively. Provide the Legislature with feedback and information on NCOP activities and projects. Facilitate and monitor the processing of bills, mandates, special delegates to ensure effective participation of the Mpumalanga Provincial Legislature in the NCOP. Develop and maintain systems for tracking of NCOP programme, National Bills. Develop and maintain systems for tracking matters, other than NCOP programme and National Bills, having an impact on the process of the Legislature. Procedural advise and support: Provide procedural advise and support to the Legislature and its Business Units with regard to matters from Parliament. Provide procedural advise and support to Members and Committees of the Legislature on the Procedure to be followed when raising issues in the NCOP. Provide procedural support and advise to Permanent Delegates on the Rules and processes of the Legislature. Research and Procedural Matters: Provide research and procedural support and advice the Permanent Delegates. Write and present research reports.

**ENQUIRIES** : Ms Kagiso Mashile 013 766 1181 / 766 1108

**CLOSING DATE** : 11 April 2008

**POST 14/162** : **MANAGER: PUBLIC RELATIONS AND MEDIA LIAISON Ref: MPL/0006**

- SALARY** : R311 358 per annum (all inclusive remuneration package). The successful candidate will be required to enter into a performance agreement.
- REQUIREMENTS** : An appropriate three year diploma / degree in communication/ marketing /public relations or equivalent qualification with three year working experience in those fields. Sound knowledge in photography and videography. An analytical thinker with corporate communications, event management, writing and project management experience. Excellent communication skills (written and verbal) and should be computer literate. The ability to work under pressure and should be willing to travel. A valid driver's licence is also required.

- DUTIES** : Key Performance Areas: Assist the senior manager of the broad communication strategy for the Legislature, within an efficient and effective framework. Develop and implement a public relations and marketing strategy. Design and implement a revitalization plan, to ensure a fully operational souvenir shop, in line with the objectives of management. Monitor and ensure timeous compilation, publication and distribution publications. Develop content for various products and platform to effectively reach out to internal stakeholders in the Legislature and the public through newsletters, publications intranet, notice boards, plasma screens and the website. Organise and support approved Legislature events. Develop an annual Legislature events calendar. The successful candidate must disclose to the Secretary of the Legislature all his/her registered financial interests.

**ENQUIRIES** : Ms Kagiso Mashile 013 766 1181 / 766 1108

**CLOSING DATE** : 11 April 2008



<b><u>POST 14/163</u></b>	:	<b><u>MEDIA LIAISON OFFICER Ref: MPL/0008</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>REQUIREMENTS</u></b>	:	A qualification in Journalism. Knowledge of desktop, publishing and appropriate computer packages. Advanced writing and editing skills. Ability to work effectively as a team member. An understanding and commitment to objectives of the Mpumalanga Legislature.
<b><u>DUTIES</u></b>	:	Organising, managing and facilitating media conferences in line with the media strategy. Organising interviews and information sessions. Writing articles, opinion pieces, briefing / speech notes and letters to the editor. Develop a media strategy and media plan. Develop and disseminate media statements, in consultation with management. Prepare media packages for media conferences. Arrange interviews with the media. Respond to media queries, in consultation with management. Ensuring there are monthly media plans for all the portfolio committees, the speaker and deputy speaker, as well as the Legislature activities. Co-ordinating and managing contact and interaction between the Legislature and the media. Planning, co-ordinating and managing the content for our internal and external publications, including writing and editing. Maintain custody and asset register of the directorate: Audio-visual equipment, Manage and implement the distribution strategy.
<b><u>ENQUIRIES</u></b>	:	Ms Kagiso Mashile 013 766 1181 / 766 1108
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>NOTE</u></b>	:	The successful candidate will be required to enter into a performance agreement.
<b><u>POST 14/164</u></b>	:	<b><u>EXECUTIVE SECRETARY: SECRETARY'S OFFICE REF: MPL/0009</u></b>
<b><u>SALARY</u></b>	:	R 157 686 per annum
<b><u>REQUIREMENTS</u></b>	:	Good verbal and written skills in the official languages Professional and high level typing skills. Computer literacy in MS Office. Secretarial Diploma / Certificate. Certificate in Typing. Ability to work under pressure. Ability to work with people from all cultures and levels of society. Expected to work beyond normal working hours. Good Interpersonal skills. Initiative and drive. Minute taking Skills. Document management skills. Office Administration competency. Diary management skills.
<b><u>DUTIES</u></b>	:	Provide administrative support including, maintaining filing, screening of telephone calls as well as taking messages. Receive visitors. Liaise with Secretaries from other Directorates and Provincial Departments. Liaise with the Offices of the Speaker, Deputy Speaker, Members of the Legislature, MECs, HODs, Directors, staff members and other external customers. Manage and control the diary of the Secretary in conjunction with the PA to the Secretary, other Directors and inform him of activities and requirements and requirements and expectations on a daily basis. Organise and support meetings for the Secretary. Compile type and distribute internal documents / correspondence. Make a follow-up on assignments given to staff members and perform other duties as delegated by the Secretary. Receiving and dispatching mails. Arranging for official acknowledgement of correspondence and documentation received.. Draft and type correspondence. Order stationery, refreshments and other office equipment. Liaise with the General Assistant/ Messenger and Cleaner of the Office of the Secretary. Prepare venues and other logistics for meetings. Take minutes of meetings. Arrange travel and accommodation for the Secretary. Capture Orders on LOGIS. Assist with various administrative and secretarial duties as may be assigned by the Secretary and PA from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms Kagiso Mashile 013 766 1181 / 766 1108
<b><u>CLOSING DATE</u></b>	:	11 April 2008
<b><u>NOTE</u></b>	:	The successful candidate will be required to enter into a performance agreement.
<b><u>POST 14/165</u></b>	:	<b><u>RECEPTIONIST REF: MPL/0010</u></b>
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>REQUIREMENTS</u></b>	:	Computer skills (Literacy) Excellent telephone manners. Excellent communications skills. Excellent organizational and planning skills. Good typing and filing skills. Three year's relevant front desk experience. Matric certificate with the relevant training. Secretarial Diploma will be an added advantage.
<b><u>DUTIES</u></b>	:	Handle and manage incoming calls. Manage the front desk. Receive and register incoming mails. Keep record of outgoing mails. Typing. Assist in the

**ENQUIRIES**  
**CLOSING DATE**  
**NOTE**

- : filing of documents in the office. Receiving visitors and taking messages. Projecting a positive image to members of the public and providing relevant information where necessary.
- : Ms Kagiso Mashile 013 766 1181 / 766 1108
- : 11 April 2008
- : The successful candidate will be required to enter into a performance agreement.

**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.

**MANAGEMENT ECHELON**

**POST 14/166** : **PRINCIPAL SPECIALIST (ORTHOPAEDIC SURGERY)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : Remuneration package: R 540 429 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

**CENTRE** : George Hospital, George

**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as Specialist in Orthopaedic Surgery. FCS(SA) or equivalent. Appropriate experience in the speciality at least a level 2 Hospital. Good computer skills (MS Word, Excel and PowerPoint). Valid drivers licence. The following will serve as recommendations: Good communication and interpersonal skills.

**DUTIES** : Run a cost effective department in respect of investigations, procedures, general management and placement of patients seen on day to day basis. Provide effective administration of the Orthopaedic department. Provide an effective clinical service at specialist level in the Orthopaedic department. Provide effective training of under- and postgraduates. Deliver a cost-effective and efficient outreach program to District Hospitals.

**ENQUIRIES** : Dr M Viljoen, tel.no (044) 802-4535, e-mail [mviljoen@pgwc.gov.za](mailto:mviljoen@pgwc.gov.za)

**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Mr RA Merton

**CLOSING DATE** : 25 April 2008

**OTHER POSTS**

**POST 14/167** : **PRINCIPAL MEDICAL OFFICER (ORTHOPAEDIC SURGERY)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : Remuneration package: R 311 358 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

**CENTRE** : George Hospital, George

**REQUIREMENTS** : Registration with the Health Professions Council as Medical Practitioner. MB.Ch.B or equivalent qualification. Appropriate experience in the speciality at least at a level 2 Hospital. Extra qualifications or experience in Sport Medicine will be advantageous. Good computer skills (MS Word, Excel and PowerPoint). Valid driver's licence. The following will serve as recommendations: Good communication and interpersonal skills. Experience in the treatment of back and sport injuries.

**DUTIES** : Assist with the running of a cost effective department in respect of investigations, procedures, general management and placement of patients seen on day-to-day basis. Assist with the provision of effective administration of the Orthopaedic department. Provide an effective clinical service at senior level in the Orthopaedic department. Provide effective training of under and post graduates. Assist with the delivering of a cost-effective and efficient outreach program to District Hospitals.

**ENQUIRIES** : Dr M Viljoen, tel. no. (044) 802-4534, e-mail: [mviljoen@pgwc.gov.za](mailto:mviljoen@pgwc.gov.za)

**APPLICATIONS** : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Ms B Hermes

**CLOSING DATE** : 25 April 2008

<b><u>POST 14/168</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST/LECTURER</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 196 815 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE</u></b>	:	Stikland Hospital, Bellville
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as independent practitioner Clinical Psychologist. Appropriate post-registration experience of clinical service delivery. Experience of under- and postgraduate teaching in the health sciences. Fluency in at least two of the three official languages of the Western Cape. The following will serve as recommendations: Advanced experience of or a tertiary qualification in research. Advanced computer proficiency.
<b><u>DUTIES</u></b>	:	Manage Psychological Services in the outpatient and acute units. Diagnose and treat psychiatric conditions in the outpatient and acute units. Supervise clinical psychology interns and registrars in Psychiatry. Teach selected modules at the Faculty of Health Sciences of the University of Stellenbosch. Perform general, academic and clinical administrative tasks associated with the appointment. Perform clinical research and publish its findings.
<b><u>ENQUIRIES</u></b>	:	Ms ML Hendricks, tel.no (021) 940-4451
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<b><u>FOR ATTENTION</u></b>	:	Ms B Hermes
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 14/169</u></b>	:	<b><u>PRINCIPAL PHARMACIST</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 157 686 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.
<b><u>CENTRE</u></b>	:	George Hospital, George
<b><u>REQUIREMENTS</u></b>	:	Registration with the South African Pharmacy Council as Pharmacist. Diploma Pharm / B.Sc Pharm / B Pharm. Appropriate experience working in a State Hospital or Community Health Centre. Good computer skills (MS Word, Excel and PowerPoint). Valid driver's licence. The following will serve as recommendations: Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provision of safe pharmaceutical care. Effective drug supply management. Providing an effective and continuously updated working pharmacy service. Monitoring and reporting on pharmaceutical expenditure, implementation of budgetary control measures and promotion of rational drug use. Professional advisory service, including the training, education and development of pharmacy staff and other health workers and promotion of public health. Managerial functions to supervise resources, including staff and equipment necessary to provide an effective pharmacy service. Participation and initiation of research and development.
<b><u>ENQUIRIES</u></b>	:	Dr M Viljoen, tel. no. (044) 802-4534
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<b><u>FOR ATTENTION</u></b>	:	Ms B Hermes
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 14/170</u></b>	:	<b><u>ADMINISTRATIVE OFFICER</u></b> (Chief Directorate: Metro District Health Services)
<b><u>SALARY</u></b>	:	R 106 335 per annum.
<b><u>CENTRE</u></b>	:	Elsies River Community Health Centre.
<b><u>REQUIREMENTS</u></b>	:	Senior (or equivalent) Certificate plus appropriate experience. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). The following will serve as recommendations: Knowledge of all applicable government legislations. Knowledge and understanding of Basic Accounting System (BAS)/Logis or any computerised accounting and logistical system. Knowledge of the Supply Chain Management, procurement policy of the department and personnel procedures. Knowledge of and experience in budgetary aspects. Supervisory experience. Good communication skills.
<b><u>DUTIES</u></b>	:	Management of allocated budget, assist with expenditure, administration and revenue management. Management of the Supply Chain section of the

		facility. Manage the assets of the facility. Personnel management. Labour Relations Management. Management of support services. Render assistance to facility management. Human Resource control management.
<b><u>ENQUIRIES</u></b>	:	Mr AE Patientia, tel.no (021) 931-0211
<b><u>APPLICATIONS</u></b>	:	The Director: Metro District Health Services, Private Bag X7, Woodstock, 7915.
<b><u>FOR ATTENTION</u></b>	:	Mr G Barry
<b><u>CLOSING DATE</u></b>	:	30 April 2008
<b><u>POST 14/171</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b> (South Cape/Karoo Region)
<b><u>SALARY</u></b>	:	R 106 335 per annum.
<b><u>CENTRE</u></b>	:	Beaufort West Hospital, Beaufort West
<b><u>REQUIREMENTS</u></b>	:	Senior (or equivalent) Certificate. Appropriate human resource experience. Computer literacy. The following will serve as recommendations: Ability to work accurately under pressure and meet deadlines. Ability to function as part of a team as well as independently. Ability to communicate verbally and in writing in two of the three languages of the Western Cape. Ability to handle conflict situations and to maintain confidentiality.
<b><u>DUTIES</u></b>	:	Responsible for Personnel Administration as well as Persal transactions. Supervise personnel clerks to ensure effective functioning of the personnel administration section. Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts by the personnel office. Supervision and control of the following support services: kitchen, laundry, linen, nurses home and driver. Assist with the co-ordination of all skills training required of institute and attendance of regional meetings. Implementation of disciplinary and grievance procedures as well as relevant management regulations and prescribed laws. Support to Hospital Secretary.
<b><u>ENQUIRIES</u></b>	:	Ms M Bothma, tel.no. (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	The Director: South Cape/Karoo Region, Private Bag X6592, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 14/172</u></b>	:	<b><u>PHARMACIST'S ASSISTANT (BASIC/POST-BASIC)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 58 290 per annum (Pharmacist's Assistant Basic or Learner Post-Basic level) R 68 955 per annum (Pharmacist's Assistant Post-Basic level).
<b><u>CENTRE</u></b>	:	Stikland Hospital, Bellville
<b><u>REQUIREMENTS</u></b>	:	Pharmacist's Assistant (Basic): Proof of current registration with the South African Pharmacist Council as a Pharmacist's Assistant (Basic) in the hospital sector. Pharmacist's Assistant (Post Basic/Learner Post Basic): Successful completion of Pharmacist's Assistant post- basic qualification and registration with the South African Pharmacy Council as Pharmacist's Assistant (Post basic) in the hospital sector (within 18 months if Learner Post Basic). The following will serve as recommendations: The ability to function well in a group and to have good interpersonal relationships. The ability to work accurately under pressure and to do routine tasks. Previous experience. A neat and legible handwriting.
<b><u>DUTIES</u></b>	:	Receiving and unpacking of stock from suppliers. Precise record keeping of issues and receipts. Assist with effective distribution of pharmaceutical stock from store to pharmacy and wards. Assist with efficient control of pharmaceutical stock. Assist with repacking of medicines following SOP's (Standard Operating Procedures). Assist with the dispensing process and ordering process within the legislated scope of practice of the Pharmacist's Assistant. Accurate record keeping for statistical purposes.
<b><u>ENQUIRIES</u></b>	:	Ms S Price, tel.no (021) 940-4445
<b><u>APPLICATIONS</u></b>	:	The Senior Medical Superintendent, Stikland Hospital, Private Bag X13, Bellville, 7535.
<b><u>FOR ATTENTION</u></b>	:	Ms N Jacobs
<b><u>CLOSING DATE</u></b>	:	25 April 2008

## PROVINCIAL TREASURY

*In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.*

- APPLICATIONS** : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2<sup>nd</sup> Floor, Room 2-11.
- FOR ATTENTION** : Mr B Damons
- CLOSING DATE** : 18 April 2008
- NOTE** : It will be expected from the selected candidates to be available for interviews on a date, time and place as determined by the Provincial Treasury. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address [www.CapeGateway.gov.za](http://www.CapeGateway.gov.za)) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned, shall be considered and those without, shall be disqualified. Section B of the form is compulsory. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. 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, qualification verification and criminal records. No fax or e-mail applications will be accepted.

## OTHER POSTS

- POST 14/173** : **SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING REF NO.: WCPT 10/01/08**  
Chief Directorate Public Finance  
Directorate Public Finance Policy Research and Modelling
- SALARY** : R540 429 per annum (Level 13) (including basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : Minimum qualification requirements and experience: • Masters Degree in Economics/Public Administration/Business Administration or Public Policy • Strong experience in economic and fiscal research and analysis • Proven appropriate management experience • Proven knowledge of public sector (national, provincial or local) revenue management and capital markets. Required skills: • Creative and innovative researcher keen on working in an applied economic policy environment • Verbal exchange of highly specialised and complex information requiring difficult explanation as well as tact and diplomacy • Strategic and visionary leader • Ability to apply good people management • Ability to plan and soundly organise • Ability to negotiate and resolute • Ability to work under pressure • Ability to produce good written documents/reports as well as present presentations • Ability to do research and apply econometric skills • Good computer literacy especially. Personal attributes: • Personal commitment to Growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative • Ability to work under pressure.
- DUTIES** : • Enhance the evolving of the overall financing envelope for the Western Cape's Medium Term Expenditure Framework • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation • Evaluate the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluate the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial

and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments

- Assess and assist to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments
- Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue
- Research and development of efficiency parameters and ratios that inform least cost analysis
- Performance Management of key outputs and deliverables of the component, including staff performance management.

**ENQUIRIES**

: Mr HC Malila, ☎ Tel. (021) 483-6673

**POST 14/174**

: **ECONOMIST REF NO. WCPT 10/02/08**

Directorate Budget Management: Provincial Government

**SALARY**

: R311 358 per annum (Level 11). This includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE  
REQUIREMENTS**

: Cape Town

: Minimum qualification requirements: • Master's degree in Economics or Policy Analysis or a related field • Appropriate experience • Proven macro- and socio-economic knowledge base • Knowledge of and experience in policy making and/or policy analysis.

**DUTIES**

: To promote effective, optimal financial resource allocation through the study of economic implications pertaining to budget allocations by: • Determining and driving the annual MTEF budget process • Preparing and compiling the annual fiscal policy • Analysing, recommending and determining annual budget allocations • Integrating and synergising the budget priorities between departments and governments • Recommending measures to close gaps between macro-economic variables and policy priorities, budget trends, spending trends, strategies, development plans and service delivery indicators • Evaluating the costing of policy proposals • analysing programme impact and outcomes, as well as appropriateness of policies • Handling policy matters pertaining to the content of the job. Personal Attributes: • Self-driven • Self-confident and innovative • Ability to work under pressure • Ability to display team work • Attention to detail and thoroughness. Required Skills: • Excellent writing skills • Strong macro- and socio-economic skills • Complex submissions and reports • Good verbal communication skills • Strategic and relationship building skills • Analytical and research skills • Organising and planning skills.

**ENQUIRIES**

: Mr P Pienaar ☎ (021) 483-5618.

**NOTE**

: This post was previously advertised in The Sunday Times and City Press on 10 December 2007. Applicants who previously applied need not to re-apply in order to be considered.