



DATE OF ISSUE: 18 APRIL 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 16 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 **19 MAY 2008**

**AMENDMENTS** : **National Department of Water Affairs and Forestry:** Kindly note that the post for Office Manager (post 14/83) advertised in PSVC 14 of 2008, should be on three (3) year contract.  
**National Prosecuting Authority:** Kindly note that the following posts: Chief Administrative Assistant: HRM, the Fax no is 012 843 4258; Chief Admin Assistant: General: AFU Fax no: 012 843 4259 and the senior Administrative Assistant the fax no is 012 843 4257 and the closing date, for these three adverts, has been extended to 25 April 2008.

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## 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.

**OTHER POSTS****POST 16/01**

: **ASSISTANT DIRECTOR: ORDER ADMINISTRATION**  
The post is advertised in the DOD and broader Public Service.

**SALARY  
CENTRE  
REQUIREMENTS**

: R196 815 per annum  
: Defence Matériel Division, Pretoria  
: Diploma/Degree (NQF Level 6) Preferable. Experience as a Commodities & Services Officer in a procurement environment and courses in Advanced/Logistic management 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. Organising-, interpersonal relationships-, problem solving- and management skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES**

: Contract Management: Contract administration, ordering in terms of contracts. Vendor assessment. Administrate, negotiate and finalise the delivery and payment of all orders placed. Record keeping and update clothing and general commodity specifications on behalf of the Bureau for RSA Military Standards. Provide a quality procedure in conjunction with other Arms of Service. Provide an administrative system for record keeping of clothing orders, household and stationery items. Provide information for feedback regarding progress of outstanding orders. Provide a research and development environment to establish new items. Supervisory duties.

**ENQUIRIES  
APPLICATIONS**

: WO1 I. Ferreira, Tel: (012) 355 5954  
: Department of Defence, Defence Matériel Division, Private Bag X910, Pretoria, 0001

**CLOSING DATE**

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

**POST 16/02**

: **SENIOR ADMINISTRATION CLERK GR III**  
This post is advertised in the DOD and the broader Public Service.

**SALARY  
CENTRE**

: R85 362 per annum  
: Procurement Service Centre, Simon's Town

<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. Preferable requirements/skills needed: Computer literate. Ability to communicate efficiently. Analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Render an efficient telephone service. Act as secretary at the OIC's weekly HOD meetings. Proof read typed documentation. Maintain a list of personnel. Ensure classified documents, signals are handled iaw SANDF directives. Maintain unit "mail drop" for incoming and outgoing mail. Maintain register for incoming official correspondence. Maintain diary for official, divisional and social events. Manage stock levels of stationary. Prepare documentation for OIC's travel arrangements.
<b><u>ENQUIRIES</u></b>	:	Ms E.P. McCreadie, Tel: (021) 787 5055
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Simon's Town Procurement Service Centre, Private Bag X1, Simon's Town, 7995
<b><u>CLOSING DATE</u></b>	:	16 May 2008 (Applications received after the closing date and faxed applications will not be considered).
<b><u>POST 16/03</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III</u></b> This post is advertised in the DOD and the broader Public Service.
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Procurement Service Centre, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4: Preferable. Experience in the Procurement environment will be recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Preferable requirements/skills needed: Computer literate (OSIS). Knowledge of the Procurement System. Ability to communicate efficiently. Analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Responsible for the Basic Accounting form (BAS). Incorporate and consolidate all procurement information. Conduct Government Order Administration. Identify availability of funds. Allocate and record all FA applications. Load the FA request on FMS. Liaise with Budget Manager to confirm FA request. Record all Government Order information into Order Admin Register. Administer extension on FA's. Maintain bulk FA's. Provide statistical information regarding Government Orders.
<b><u>ENQUIRIES</u></b>	:	Ms E.P. McCreadie, Tel: (021) 787 5055
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Simon's Town Procurement Service Centre, Private Bag X1, Simon's Town, 7995
<b><u>CLOSING DATE</u></b>	:	16 May 2008 (Applications received after the closing date and faxed applications 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 intention 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 certified copies of qualifications as well as a comprehensive CV in order to be considered. 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.

## OTHER POSTS

**POST 16/04** : **DEPUTY DIRECTOR: AIR QUALITY MANAGEMENT (AP52/2008)**

**SALARY** : Flexible remuneration package of R369 000 per annum. The flexible portion of the package can be structured according to the individual's personal needs

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor Degree or equivalent in Science, or Engineering or Environmental Management.(Post Graduate Degree will be an added advantage) The incumbent must have specialist knowledge ,an extensive experience in the area of Air Quality Management or industrial process management and the knowledge or understanding of relevant legislation. Experience or knowledge of atmospheric sciences will be an advantage. Applicants must have knowledge of the of government's environmental quality and protection related policies, priorities and strategies. In addition, candidates must have general knowledge of: (a) Best practices in the field of air quality management; (b) Industrial Process; (c) Cleaner Production process; (d) Intergovernmental coordination and cooperation; (e) Government's standard administrative procedures. (f) Business planning and budgeting methodologies; (g)Business plan monitoring and reporting methodologies; (h) HR practices and procedures; (i) General management skills.

**DUTIES** : The successful applicant will be responsible for the following key performance areas:(i) Responsible for implementation of Air Quality Management Strategy; (ii) ensuring the smooth transition between APPA and Air Quality Act through full participation in AQM tools development and implementation (iii) ensuring efficient and effective Air Quality Management assistance and support to provincial and local government departments involved in Air Quality Management. (iv)Overall implementation of Air Quality management capacity development programmes and identifying, developing and rolling out standard procedures, guidelines etc for Air Quality Management systems. v) Ensure full participation of Air Quality Management Sub-directorate in permitting, compliance monitoring and enforcement and in Environmental Impact Assessment processes and reviews. (vi) Responsible for HR and financial management of the Sub- directorate Air Quality Management

**ENQUIRIES** : Mr Mazwi Lushaba Tel: (012) 310 3263

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Ms P Diphaha

**CLOSING DATE** : 12 May 2008

**POST 16/05** : **DEPUTY DIRECTOR: OZONE LAYER PROTECTION (AP54/2008)**

**SALARY** : Flexible remuneration package of R369 000 per annum. The flexible portion of the package can be structured according to the individual's personal needs

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor Degree or equivalent in Science, or Engineering or Environmental Management. (Post Graduate Degree would be an added advantage)The incumbent must have specialist knowledge of Industrial and Atmospheric chemistry industrial process and ozone layer protection. An extensive experience or knowledge in the area of Ozone layer protection;

Quality Management and/or industrial and atmospheric chemistry. The incumbent is required to have the experience or knowledge of Vienna Convention and Montreal Protocol on substances that deplete the ozone layer.. Applicants must have knowledge of government's environmental quality and protection related policies, priorities and strategies. In addition, candidates must have general knowledge of: (a) Environmental issues, especially those relating to the ozone layer protection and climate change ;(b) Industrial process; (c) Government's standard administrative procedures.( d)Business planning and budgeting methodologies; (e)Business plan monitoring and reporting methodologies; (f) HR practices and procedure;( g) General management skills.

**DUTIES** : The successful applicant will be responsible for the following key performance areas: (i) Ensure that all overall ozone-layer protection activities undertaken by the Chief Directorate: Air Quality Management and Climate Change are fully aligned and coordinated. (ii) Liaison and coordinating with other authorities on: Ozone Depleting Substance Management Systems and capacity building (iii) Develop standard operating procedure (SOP) for non compliance, monitoring and enforcement.; (iv) Compile reports on non compliance (iii) Ensure HR and Financial Management for Sub Directorate ozone layer protection (v) Develop Ozone Depleting Substances phase out plans. Vi) Ensure effective project management of projects undertaken by the Sub- Directorate.

**ENQUIRIES** : Mr Mazwi Lushaba Tel: (012) 310 3263

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Ms P Diphaha

**CLOSING DATE** : 12 May 2008

**POST 16/06** : **ASSISTANT DIRECTOR: CONSERVATION MANAGEMENT AP50/2008**

**SALARY** : R196 815 per annum (Total Package of R269042 pa/ conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in the natural sciences. Knowledge of NEMA and other relevant legislations. Proven communication skills (written/ verbal). Experience in conservation management as it relates to species management. In addition, applicants must be fully computer literate. A valid Code 8 driver's license will serve as an added advantage.

**DUTIES** : Assist with environmental management of South Africa's biological heritage. Assist in the co-ordination, development and implementation of national policies, legislation, strategies, programmes, norms and standards relating to species conservation. Assist in liaison with relevant stakeholders, as well as promote national policies and interests in relevant domestic and international fora. Assist with the administration and implementation of relevant international agreements. Provide sound specialist advice to line function staff and stakeholders outside the public service on relevant national policies, legislation, strategies, programmes, norms and standards relating to species conservation; and ensure efficient management of the section.

**ENQUIRIES** : Dr Gert Willemsse Telephone: (012) 310 3836

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Ms P Diphaha

**CLOSING DATE** : 05 May 2008

**POST 16/07** : **ASSISTANT DIRECTOR: PERMITTING (AP62/2008)**

**SALARY** : R196 815 p.a. (Total inclusive package of R269 042 p.a. - conditions apply\*)

**CENTRE** : Pretoria

**REQUIREMENTS** : A bachelor's degree or equivalent degree in Microbiology. The incumbent must have relevant working experience in the field of environmental management; preferably pollution and hazardous waste management. She/he must have an understanding of the policy and legislative framework governing pollution and waste management. Experience in Health Care risk waste management is crucial. Database development and project management will be an added advantage. Skills required: Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, interrogation of technical

	reports, business writing skills, basic computer skills. The incumbent must be able to work independently and efficiently under pressure.
<b><u>DUTIES</u></b>	: To establish and maintain streamlined processes for the assessment and approval of applications for the authorisation of waste disposal sites. To support the development and implementation of an efficient and effective administrative system for authorisation processes. To support the development and maintenance of a register of waste disposal sites and ensure that all waste disposal sites are permitted. To process applications for the authorisation of waste disposal sites, waste delisting requests and any other technical inquiries pertaining to authorization of waste disposal sites. To monitor and audit waste disposal sites. To review audits reports. To develop guidelines for the authorisation process. To promote the regionalization of waste disposal sites. To support the development of Minimum Requirements for waste disposal sites. To provide support to provinces on waste disposal site permitting.
<b><u>ENQUIRIES</u></b>	: Mr Mpho Tshitangoni Tel: (012) 310 3380
<b><u>APPLICATIONS</u></b>	: The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	: Ms P Diphaha
<b><u>CLOSING DATE</u></b>	: 05 May 2008
<b><u>POST 16/08</u></b>	: <b><u>2 X ASSISTANT DIRECTOR: AIR QUALITY MANAGEMENT (AP60/2008)</u></b>
<b><u>SALARY</u></b>	: R196 815 per annum (Total inclusive package of R269 042 p.a. - conditions apply*)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate Bachelor Degree or equivalent in Science, or Engineering or Environmental Management. The incumbent must have specialist knowledge, an appropriate experience in the area of Air Quality Management or industrial process management. Experience or knowledge of atmospheric sciences will be an advantage. Applicants must have knowledge of government's environmental quality and protection related policies, priorities and strategies. In addition, candidates must have general knowledge of: (a) Best practices in the field of air quality management; (b) Industrial Process; (c) Cleaner Production process; (d) Intergovernmental coordination and cooperation; (e) Government's standard administrative procedures. (f) Business planning and budgeting methodologies; (g) Business plan monitoring and reporting methodologies; (h) HR practices and procedures.
<b><u>DUTIES</u></b>	: The successful applicant will be responsible for the following key performance areas:(i) Providing support and assistance to the Chief Directorate in the implementation APPA; (ii) ensuring support through industrial inspection in the transition between APPA and Air Quality Act (iii) providing assistance and support to provincial and local government departments involved in Air Quality Management (iv) providing support in the implementation of Air Quality management capacity development programmes and assisting in the identification, development and roll - out of standard procedures, guidelines etc for Air Quality Management systems . v) Ensure support and participation to the EIA processes with Air Quality aspects.
<b><u>ENQUIRIES</u></b>	: Mr Mazwi Lushaba Tel: (012) 310 3263
<b><u>APPLICATIONS</u></b>	: The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	: Ms P Diphaha
<b><u>CLOSING DATE</u></b>	: 12 May 2008
<b><u>POST 16/09</u></b>	: <b><u>ASSISTANT DIRECTOR: PELAGICS AND HIGH SEAS FISHERIES MANAGEMENT (MCM 22/2008)</u></b> Branch: Marine and Coastal Management
<b><u>SALARY</u></b>	: R196 815per annum (Total package of R269042 per annum/Condition apply)
<b><u>CENTRE</u></b>	: Cape Town
<b><u>REQUIREMENTS</u></b>	: An appropriate three year qualification in (Natural Sciences and/or Management and/or Economic Sciences) or relevant equivalent qualification. Relevant working experience. Knowledge of the Marine Living Resources Act, 1998 (Act no. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Knowledge of the respective fisheries. Basic knowledge of Financial Management and Supply Chain Management. Good interpersonal,

	communication, decision-making, problem solving and organising skills are essential. Computer literate. Good administration skills and the understanding of public service systems and procedures will be an advantage.
<b><u>DUTIES</u></b>	: To assist in management, communication and co-ordination of the administrative and regulatory processes of commercial fishing rights in the respective fishing sectors by applying the Marine Living Resources Act, 1998 (Act no. 18 of 1998), Regulations promulgated thereunder and departmental policies. Assist in managing compilation and issuing of permits, licenses and exemptions. Co-ordinate and facilitate stakeholder interactions within the fishing sectors concerned. Assist in managing administrative activities within the sub-directorate. Supervise sub-ordinates.
<b><u>ENQUIRIES</u></b>	: Mr. C. Smith [Tel (021) 402 3048]
<b><u>APPLICATIONS</u></b>	: The Deputy Director-General, Department of Environmental Affairs and Tourism, Branch: Marine and Coastal Management, Private Bag X 2, Roggebaai, 8012, Cape Town.
<b><u>FOR ATTENTION</u></b>	: HR Registry
<b><u>CLOSING DATE</u></b>	: 5 May 2008
<b><u>POST 16/10</u></b>	: <b><u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT (AP43/2008)</u></b>
<b><u>SALARY</u></b>	: R 157 686 per annum (Total package of R 221 566 per annum conditions apply)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a three year tertiary qualification in Administration or an equivalent qualification. ♦ Knowledge and understanding of records classification, and manual & electronic filing systems. ♦ Experience in a registry environment and/or similar nature (records management and filing) will be added advantage. ♦ Knowledge of the National Archives and Record Service of South Africa Act, Minimum Information Security Standards (MISS) and the Electronic Communications and Transaction Act will be an advantage. ♦ Supervisory skills essential. ♦ Advanced computer skills. ♦ Ability to work under pressure and independently. ♦ Innovative. ♦ Planning and organising skills, good communication skills (verbal and written), good interpersonal relations and ♦ The ability to lead and work with a team.
<b><u>DUTIES</u></b>	: Assist in the efficient management of departmental records,. ♦ Improve, implement and maintain internal controls, policies, processes, and procedures related to records management. ♦ Efficient management of manual and electronic information ♦ Maintain the filing system ♦ Maintain an approved file plan and ensure records are classified appropriately in line with the National Archives Act and MISS document ♦ Assist in the identification for new filing items to be communicated with National Archives. ♦ Ensure protection of records as well as the disposal and archiving thereof. ♦ Assist in the management and administration of departmental Parking database ♦ Management and skills development of Records Management personnel ♦ Be prepared to work irregular hours.
<b><u>ENQUIRIES</u></b>	: Ms Sindi Phungula (012) 310-3788
<b><u>APPLICATIONS</u></b>	: The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	: Mr Vusi Blose
<b><u>CLOSING DATE</u></b>	: 05 May 2008
<b><u>POST 16/11</u></b>	: <b><u>PRINCIPAL ENVIRONMENTAL OFFICER: AIR QUALITY MANAGEMENT (AP58/2008)</u></b>
<b><u>SALARY</u></b>	: R157 686 per annum. (Total inclusive package of R221 566 p.a. - conditions apply*)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: An appropriate Bachelor Degree or equivalent in Science, or Engineering or Environmental Management. The incumbent must have specialist knowledge and relevant experience in the area of Air Quality Management or industrial process management. Experience or knowledge of atmospheric sciences will be an advantage. Applicants must have knowledge of government's environmental quality and protection related policies, priorities and strategies. In addition, candidates must have general knowledge of: (a) Best practices in the field of air quality management; (b) Industrial Process; (c) Cleaner



		Production process; (d) Intergovernmental coordination and cooperation; (e) Government's standard administrative procedures.
<b><u>DUTIES</u></b>	:	The successful applicant will be responsible for the following key performance areas: (i) Providing assistance to the Chief Directorate in the implementation APPA; (ii) Provide support in the transition between APPA and Air Quality Act (iii) providing assistance to provincial and local government departments involved in Air Quality Management (iv) providing assistance in the implementation of Air Quality management capacity development programmes and Air Quality Management systems.
<b><u>ENQUIRIES</u></b>	:	Mr Mazwi Lushaba Tel: (012) 310 3263
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms P Diphaha
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 16/12</u></b>	:	<b><u>SENIOR ENVIRONMENTAL OFFICER: PROTECTED AREAS PLANNING (AP 46/2008)</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum (Total package of 190 466 per annum/ Conditions apply
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate post-graduate qualification in natural sciences with appropriate experience in general biodiversity management, policy development and project management. Extensive knowledge of the protected area system of South Africa and bioregional planning approach. Ability to interpret relevant legislation and policies associated with protected areas. Good interpersonal, computer and administrative skills. Innovation, loyalty, ability to work under pressure and a sense of responsibility are additional requirements. Recommendation: Knowledge of GIS, HR and financial practices, possession of code 08 driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Render technical support in the development of strategies, policies and programmes aimed at consolidation and expansion of the national protected area system in line with the National Biodiversity Strategy and Action Plan. Assist in the identification of gaps in the national system. Render support in the implementation of international instruments. Provide specialist advice to senior line functionaries and stakeholders. Ensure appropriate application of relevant legislation, policies and prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr Elias Skosana Tel (012) 310 3236
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms P Diphaha
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<b><u>POST 16/13</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: CLIMATE CHANGE RESPONSE (AP56/2008)</u></b>
<b><u>SALARY</u></b>	:	R106 335 p.a. (Total inclusive package of R159 260 p.a. - conditions apply*)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor Degree or equivalent in Science, or Engineering or Environmental Management. The incumbent must have specialist knowledge of climate change mitigation and energy related issues. Applicants must have knowledge of government's environmental quality and protection related policies, priorities and strategies. In addition, candidates must have general knowledge of: (a) Environmental issues, especially those relating to the climate change mitigation; (b) Government's standard administrative procedures. Experience or knowledge of atmospheric sciences will be an advantage.
<b><u>DUTIES</u></b>	:	The successful applicant will be responsible for providing support within the sub-directorate Climate Change response and s/he will be responsible for the following key performance areas: (i) providing assistance in the identification of climate change mitigation projects; (ii) coordination and support in the climate change mitigation projects and oversight; (iii) Assist in the implementation of Climate Change Response Strategy (iv) Active engagement in energy efficiency programmes.
<b><u>ENQUIRIES</u></b>	:	Mr Mazwi Lushaba Tel: (012) 310 3263
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms P Diphaha
<b><u>CLOSING DATE</u></b>	:	12 May 2008

**POST 16/14** : **OFFICE ADMINISTRATOR I: SECRETARY TO THE DIRECTOR:  
COORDINATION AND ADMINISTRATION (AP47/2008)**

**SALARY** : R85 362 per annum (Total package of R133 813 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate, Secretarial Diploma or equivalent qualification or practical experience related to the duties. Good interpersonal and communication skills. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc) and have good administration and writing/typing skills. Good planning, organisational and decision making skills. Willingness to work after hours when needed and the ability to work under pressure will be an added advantage. The successful candidate must have a sense of responsibility and be able to work under minimal supervision.

**DUTIES** : Provide administrative support in the Director's office, including leave schedule, secretariat during meetings and writing acknowledgement letters. Manage the office diary and filing. Liaise with Chief Directorates with regards to document management and follow-up on outstanding documents. Make logistical arrangements for meetings, seminars, workshops, travelling, procurement of goods and stationery. Be responsible for cash flow, petty cash, processing of S&T, cellular phone and all other claims. Assist manager with personal tasks within agreed framework between the manager and officer. Receive visitors and attend to telephone calls in the Director's office.

**ENQUIRIES** : Ms Mmabatho Nkoe Tel: 012 310-3039  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Mr Vusi Blose  
**CLOSING DATE** : 05 May 2008

**POST 16/15** : **OFFICE ADMINISTRATOR I: SECRETARY TO THE DIRECTOR: HUMAN  
RESOURCE POLICY PLANNING AND EMPLOYMENT PRACTICES  
(AP41/2008)**

**SALARY** : R85 362 per annum (Total package of R133 813 p.a.)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate, Secretarial Diploma or equivalent qualification or practical experience related to the duties. Applicants should have good interpersonal, communication and organising skills. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc) and have good administration and writing typing skills in order to write memos, letters and reports. Willingness to work after hours when needed will be an added advantage.

**DUTIES** : The successful applicants will be responsible for the following: Manage the office diary, Manage correspondence by receiving and distributing documents, Liaise with clients by exchanging basic detailed information regarding departmental policies/strategies. Handle /direct enquiries regarding policies and procedures to client, Make logistical arrangements to the directorate's meetings, seminars and workshops. Assist manager with personal tasks within agreed framework between the manager and officer, Assist in the administration management and compilation of the office budget, human resource and secretarial responsibilities

**ENQUIRIES** : Ms NP Qaqane Tel No: (012) 310 3797  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Mr Vusi Blose  
**CLOSING DATE** : 05 May 2008

**POST 16/16** : **RECEPTIONIST: DIRECTORATE: ADMINSTRATIVE SUPPORT SERVICES  
(AP45/2008)**

**SALARY** : R68 955 per annum (Total package of R113 905 per annum, conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of a Senior Certificate (Grade 12) with experience in running reception in terms of government departments. Computer Literacy. Telephone etiquette. Good Communication and interpersonal skills will serve as a recommendation.

**DUTIES** : The successful candidate will: Provide reception service to DEAT visitors and clients, Receive incoming and outgoing mail/courier delivered at the desk, Assist DEAT visitors and clients to complete the visitor's stickers, Render escort services and manage the TV channels at reception, Assist with the scanning of parcels.

**ENQUIRIES** : Mr CJ van Zyl Tel (012) 310-3543

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001

**FOR ATTENTION** : Mr Vusi Blose

**CLOSING DATE** : 05 May 2008

## DEPARTMENT OF HEALTH

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

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

## OTHER POSTS

- POST 16/17** : **DEPUTY DIRECTOR: PUBLIC HEALTH SURVEILLANCE (REF. NDOH 19/2008)**  
Cluster: Health Information, Evaluation and Research: Directorate: Epidemiology and Surveillance

- SALARY** : R311 358 per annum (plus competitive benefits)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : A Honours degree in Medical Sciences or a related discipline. Three to five years experience in Managerial and or supervisory capacity. Knowledge of Project Management and Policy Development, Knowledge of health related computer software programmes. Willingness to work after hours and to travel extensively, A valid code 08 (Code B) driver's licence.

- DUTIES** : Support Disease Surveillance \*Conduct National morbidity, mortality, disability and risk factor assessments \*Co-ordinate preparations of Epidemiological Comments, Statistical Notes, Epidemiology Newsflash and other publications \*Data analysis and report writing \*Support National and Provincial Health Programmes with disease trends monitoring.

- ENQUIRIES** : Dr TI Mosala at tel. (012) 312 3299.  
**CLOSING DATE** : 19 May 2008 (Applications received after the closing date will not be considered).

- POST 16/18** : **SENIOR EMPLOYMENT EQUITY PRACTITIONER (REF.NO. 6/2008)**  
(This post is advertised in the Public Service only. Applicants who are not employed in the public Service in terms of the Public Service Act, 1994 will not be considered for the post).  
Cluster: Corporate Services: Directorate: Employment Relations, Equity and Workplace Support

- SALARY** : R132 054 per annum (plus competitive benefits)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : An appropriate recognised three-year degree/diploma or equivalent qualification. Thorough knowledge and at least two years experience of employment equity issues including experience in policy/programme development. Experience in the development and implementation of an Employment Equity Plan, Knowledge of transformation legislation e.g Employment Equity Act, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act, Knowledge of related Public Service policies, Thorough knowledge of HRM practices. Organisational and

		presentation skills. Computer literacy, Good communication skills (written and verbal). Good interpersonal skills. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Assist with the coordination of Employment Equity outreach and advocacy project *Serve as the secretariat, provide support and participate in the departmental Employment Equity Consultative Forum and other related task teams e.g. Gender and Disability *Assist in the analysis of departmental policies and practices to ensure compliance with the Employment Equity Act *Assist in the development and implementation of employment equity policies, plans and programmes *Collate information and draft employment equity progress reports to various stakeholders *Monitor recruitment and selection processes.
<b><u>ENQUIRIES</u></b>	:	Adv. M Ngake at tel. (012) 312 0015/17.
<b><u>CLOSING DATE</u></b>	:	5 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/19</u></b>	:	<b><u>SENIOR FORENSIC ANALYST REF NO: NDOH 16/2008</u></b> Cluster: Non-Communicable Diseases: Forensic Chemistry Laboratory
<b><u>SALARY</u></b>	:	R132 054 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Cape Town.
<b><u>REQUIREMENTS</u></b>	:	A BSc. with Chemistry as major subject or equivalent qualification. Experience in Gas Chromatography (GC), Mass spectrometry (MS) and High performance liquid chromatography (HPLC). Good communication skills (written and verbal). Experience in laboratory accreditation and computer literacy (including LIMS). A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Preparation of food and biological samples for analysis, including activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction *Analysis of samples by means of certain processes and methods including gas chromatography, high performance liquid chromatography, visual inspection, mass spectrometry, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, Inductively Coupled Plasma (ICP), etc. *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula *Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits *Give evidence in courts of law *Attend lectures, seminars and short courses, visit academic libraries *Assist in construction of standard operating procedures *Operation, maintenance and record keeping of all information and data associated with instrumentation *Develop instrument methods *Validation of methods.
<b><u>ENQUIRIES</u></b>	:	Ms AM Schillack at tel. (021) 442 8940.
<b><u>CLOSING DATE</u></b>	:	12 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION RESEARCH COORDINATION REF NO NDOH 14/2008</u></b> (This is a re-advertisement, candidates who previously applied for this post "Ref.No.37816/3" may re-apply if they are still interested) Cluster: Health Information, Evaluation and Research: Directorate: Health Research
<b><u>SALARY</u></b>	:	R157 686 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A four-year degree in Public Health or Social Science or equivalent qualification. Three years relevant experience in the research field. Knowledge of research methodology, ethics and statistics. Good communication skills (written and verbal). Experience in management and coordination of research databases. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Management and coordination of health research activities *Monitoring and management of research data bases *Implementation of the South African Health Research Policy and support development and implementation of the research and development (R&D) for Health *Development of research tools and analysis of data *Writing of in-house publications and reports *Liaise with provinces, academic institutions on issues *Liaise with the Department of Science and Technology.

<b><u>ENQUIRIES</u></b>	:	Ms Matsie Ratsaka-Mothokoa at tel. (012) 312 0960.
<b><u>CLOSING DATE</u></b>	:	12 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/21</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO NDOH 15/2008</u></b> Office of the Deputy Director-General: Human Resources
<b><u>SALARY</u></b>	:	R132 054 per annum (plus competitive benefits).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year Bachelor's degree/Diploma. Extensive knowledge and experience of at least five years at senior level secretarial and administrative work. Knowledge of Financial Procedures and Regulations. Excellent knowledge of Microsoft Office packages (Computer literacy). Good planning and communication skills (written and verbal). Ability to work under pressure and beyond normal office hours when required. Good interpersonal skills. Knowledge and experience in writing submissions. Ability to coordinate tasks and also work independently. Planning, analytical and organisational skills. Customer relations and problem solving skills. Ability to work on more than one task simultaneously. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Manage the day-to-day activities in the office of the Deputy Director-General (DDG) *Manage the diary, prioritising and submission of documents *Record keeping (manual as well as on computer) and follow up and coordination of parliamentary questions *Liase with staff in the Department as required by the needs of the DDG *Act as channel of communication between office of the DDG, other Departments and other organisations *Give advice to the DDG on all financial and administrative related issues *Responsible for procurement of goods and services in the DDG's office *Process claims for national and international trips and other financial activities of the DDG *Responsible for all traveling arrangements, national as well as international *Provide administrative support to the DDG *Arrange workshops and meetings, and perform secretarial duties during these meetings as required by the DDG *Arrange briefing notes for meetings attended by the DDG *Distribute and coordinate Parliamentary questions and responses *Implement and maintain a monitoring system for instructions issued by different structures *Ensure a systematic and synchronised filing system is maintained at the DDG's office as well as the Human Resources branch.
<b><u>ENQUIRIES</u></b>	:	Ms N Mhambi at tel. (012) 312 0916.
<b><u>CLOSING DATE</u></b>	:	29 April 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/22</u></b>	:	<b><u>ACQUISITION OFFICER (REFERENCE NUMBER NDOH 12/2008)</u></b> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post). Cluster: Financial Management. Directorate: Demand and Acquisition Management
<b><u>SALARY</u></b>	:	R106 335 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year National Diploma or Senior Certificate (Grade 12) plus at least three (3) years appropriate experience in Logistics Management or Demand and Acquisition Management in terms of a fully operational office with regard to Demand and Acquisition Management or Logistic Management *Experience with regard to LOGIS, Procurement and Bids *Must be computer literate *Good communication skills (written and verbal) *Problem solving skills *Knowledge of Supply Chain Management procedures, LOGIS, PPPFA, PFMA and Treasury Regulations.
<b><u>DUTIES</u></b>	:	*Secretariat to the Departmental Bid Adjudication Committee (DBAC) *Compile minutes of DBAC and Sub DBAC meetings *Invite quotations (verbally and via supplier database) *Compile agendas for DBAC and Sub DBAC meetings *Maintain supplier database *Compile correspondences to bidders/ suppliers *Update Treasury website *Maintain and update bid/quotation register, electronic and manually *Open new bid/quotation files *Filing of all relevant documents *Process requisitions on Logis *Compile labour saving requests for approval *Compile bid documents *Attend Bid Evaluation and Specification Committees *Maintain all transversal contracts.

<b><u>ENQUIRIES</u></b>	:	Mr M P Prinsloo at tel (012) 312-0724.
<b><u>CLOSING DATE</u></b>	:	19 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/23</u></b>	:	<b><u>ASSISTANT FORENSIC ANALYST REF NO: NDOH 17/2008</u></b> Cluster: Non-Communicable Diseases: Forensic Chemistry Laboratory
<b><u>SALARY</u></b>	:	R85 362 per annum (plus competitive benefits).
<b><u>CENTRE</u></b>	:	Cape Town.
<b><u>REQUIREMENTS</u></b>	:	A BSc. with Chemistry as major subject or equivalent qualification. Exposure to a laboratory environment. Skills and knowledge in chemistry. Skills in handling of analytical instrumentation under supervision. Basic computer operation e.g. word processing and spread sheet. Human Resources management skills, such as interpersonal relations communication skills (written and verbal). A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Preparation of food and biological samples for analysis, including activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction, etc. *Draw up calibration curves for instruments to ensure correct readings *Titration of solution through certain reagents under controlled conditions *Analyse samples under supervision by means of certain processes and methods including gas chromatography, high performance liquid chromatography, wet chemistry, spectrophotometry, atomic absorption, spectroscopy, thin layer chromatography, etc. *Interpret analytical data and calculate results by means of mathematical formulae *Record sample information, results of analyses, statistical analysis issuing of reports, certificates and affidavits *Involved in the solving of forensic-scientific problems in consultation with a more experienced analyst *Give evidence in courts of law if subpoenaed *Do routine instrument maintenance *Read scientific journals, attend lectures, seminars and short courses.
<b><u>ENQUIRIES</u></b>	:	Ms AM Schillack at tel. (021) 442 8940.
<b><u>CLOSING DATE</u></b>	:	12 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/24</u></b>	:	<b><u>SENIOR SECRETARY GRADE II (REFERENCE NUMBER NDOH 13/2008)</u></b> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post). Cluster: Medicines Regulatory Affairs. Directorate: Clinical Evaluations and Trials
<b><u>SALARY</u></b>	:	R68 955 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent qualification *Extensive knowledge and appropriate experience as a secretary *Knowledge and experience in office administration *Computer literacy (MS Office package including internet) *Good interpersonal relations *Good communication skills (written and verbal, especially telephone etiquette) *Good planning and organizational skills *Ability to work independently and under pressure *Willingness to work irregular hours.
<b><u>DUTIES</u></b>	:	Provide efficient secretarial and administrative support to the Director *Manage the Director's diary *Receive visitors *Prepare documents for meetings *Make travel and accommodation arrangements and submit claims on behalf of the Director *Arrange meetings and refreshments *Draft letters, reports, submissions, minutes and memoranda *Ensure a good organised and filing system of the Director's office *Screening of all incoming telephone calls, mail and e-mails *Administer the document management system in the office *Maintain confidentiality and security of the Director's office *Execution of any other work related tasks or instructions as required by the Director.
<b><u>ENQUIRIES</u></b>	:	Dr R N Misra at tel (012) 312-0312.
<b><u>CLOSING DATE</u></b>	:	12 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 16/20</u></b>	:	<b><u>SENIOR SECRETARY GRADE II (REFERENCE NUMBER NDOH 20/2008)</u></b> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

<b><u>SALARY</u></b>	:	R68 955 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Cluster: Financial Management. Directorate: Compensation Commissioner for Occupational Diseases. Johannesburg.
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) or equivalent qualification *Knowledge and experience in office administration and secretarial duties *Good telephone etiquette *Computer literacy *Good planning and organization skills *Good interpersonal relations *Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Manage the Commissioner's diary *Type submissions, letters and memoranda *Make travel and accommodation arrangements for the Commissioner *Attend to telephone enquiries and concerns from clients and general public *Arrange meetings and venues *Prepare documents for meetings *Filing of all correspondence *Receive and distribute faxes to relevant units *Send and receive e-mails *Transmission and receipt of messages *Receive visitors and arrange for refreshments.
<b><u>ENQUIRIES</u></b>	:	Mr B K Mashego at tel (011) 713-6900.
<b><u>CLOSING DATE</u></b>	:	19 May 2008 (Applications received after the closing date will not be considered).



**DEPARTMENT OF HOUSING**

*The Department of Housing is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.*

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

**MANAGEMENT ECHELON**

**POST 16/25** : **CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS AND INTERNATIONAL RELATIONS REF NO: DOH/93/2008**

**SALARY** : R635 874 All-inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of: An appropriate recognised Bachelor's Degree in Public Administration, Social Science, Management or Administration. At least 6 years appropriate work experience and three years senior management experience. Appropriate experience in and a sound understanding of international relations and intergovernmental relations, and their legal, administrative and policy framework. Knowledge and understanding of the distribution of powers and function between spheres of government. Must be willing and able to travel extensively. The application will only be considered successful once a security clearance has been obtained. The following will be an advantage: Knowledge and understanding of Housing policy and legislation. Proven management ability and attributes of dynamic leadership skills. Excellent interpersonal skills. Excellent programme and project management skills. Well developed co-ordination skills.

**DUTIES** : Manage the Department's participation in and interface with interdepartmental fora, such as FOSAD Clusters, and other relevant intergovernmental fora. Development and implementation of the Department's International Relations strategy and programme(s). Manage the development and implementation of systems and programmes to support inter-governmental/ inter-sphere service delivery collaboration. Manage the Chief Directorate's resources and assets in accordance with the prevailing public service policies/ regulation and legislation.

**ENQUIRIES** : Mr J Leshabane Tel no: (012) 421-1603  
**APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, E-mail: [Response6@Humancommunications.co.za](mailto:Response6@Humancommunications.co.za) Fax : 0865186538

**CLOSING DATE** : 5 May 2008

**NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.

**POST 16/26** : **DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT (REF: DOH/110/2008)**

**SALARY** : R 540 429 per annum all-inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate tertiary qualification in Information Technology and/or Management field. Knowledge of the

Information Technology industry. Good communication skills (verbal and written). Ability to work under pressure. Knowledge of PFMA, National Archive Act, and the related legislations will be an added advantage. Good interpersonal skills. Knowledge of best practices in the IT environment or field. Good facilitation skills. IT policy development experience understanding of Information Security issues.

**DUTIES** : The successful candidate will manage the overall IT function of the Department. He/she will be responsible to: Develop and ensure implementation of IT policies, strategy and procedures in the Department. Manage the Service Level Agreements and Business Agreements with business partners. Manage resources in the Directorate. Facilitate the provision of equipment in the Department. Render efficient and effective information technology services and support to the Department. Develop and maintain the security and integrity of the Department's IT infrastructure.

**ENQUIRIES** : Ms Y Mbane Tel: (012) 421-1359

**APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001 or Govan Mbeki House, 240 Walker Street, Sunnyside, Pretoria, 0001

**FOR ATTENTION** : Mr M C Ramalepe

**CLOSING DATE** : 05 May 2008

**NOTE** : Successful candidate will be required to sign performance agreement. Applicants for this post will be subjected to a comprehensive assessment test as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post.

#### **OTHER POSTS**

**POST 16/27** : **ASSISTANT DIRECTOR: WOMEN IN HOUSING (WiH) MOBILIZATION**  
**REFERENCE No: DOH/106/2008**

**SALARY** : R157 686 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applications are awaited from: Persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Town and Regional Planning and Experience on women empowerment and participation in construction programmes. Good interpersonal, planning, organizing, networking, negotiation and coordination skills, Computer literacy and A valid driver's license, In-depth understanding on gender issues. Ability to function under pressure coupled with project management skills.

**DUTIES** : Coordinate the implementation of the WiH Programme, Develop guidelines for the WiH Programme, Provide implementation support to Provincial and Local Government programmes Mobilize key sector stakeholders for partnership in implementing the WiH programme, Coordinate the National WiH Forum and support the establishment of Provincial WiH Forum; and Compile report on access to socio-economic opportunities by women in the housing delivery programme.

**ENQUIRIES** : Ms S Rammutla TEL: (012) 421-1356

**APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001

**FOR ATTENTION** : Ms N Boqo

**CLOSING DATE** : 05 May 2008

**POST 16/28** : **SENIOR SECRETARY GRADE IV REFERENCE NO: DOH/107/2008**  
Chief Directorate; Executive Support (D: Administration & Logistical Support)

**SALARY** : R106 335 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of A Senior Certificate or equivalent Qualification, Extensive administrative experience in the Public Service, Computer literacy, Knowledge of administrative procedures applicable to the Public Service. Good organisational skills, interpersonal and writing. Willingness to work long and irregular hours.

**DUTIES** : The successful candidate's duties will include: Screening of incoming and outgoing telephone calls, Manage the reception and information desk. He/she will assist with a variety of tasks, Do travel arrangements and arrange for the payment of claims Arrange meetings and refreshments thereof. Assist with the

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

monitoring and reporting of the budget for the directorate, Take minutes at meetings as assigned .  
: Mr BM Mtlantsana: Telephone No: (012) 421 1520  
: The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001  
: Ms N Boqo  
: 05 May 2008

**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/transfers would be considered will promote the achievement of employment equity within the ICD, will receive preference.*

**APPLICATIONS FOR ATTENTION** : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001  
**CLOSING DATE** : Ms O Mazibuko  
 : 02 May 2008  
**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications.

**OTHER POST**

**POST 16/29** : **REGISTRY CLERK**

**SALARY** : R58 290 per annum  
**CENTER** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Relevant experience. Computer literacy. Knowledge of National Archives and Records Service Act, The Public Finance management Act and the Promotion of Access to Information Act. Organizational, verbal and writing skills. Must be able to work in a team. A valid driver's license.

**DUTIES** : Key competencies include: Keep Departmental Filing System up-to-date Update and Maintain files, open post and files, Distribute incoming documents. Pend files according to the pending system, Responsible for operating and control over the franking machine, Disposal and auditing files, Collect and deliver documents (fetch post /parcels).

**ENQUIRIES** : 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.

**MANAGEMENT ECHELON**

**POST 16/30** : **PRINCIPAL LEGAL ADMIN OFFICER, REF: 08/35/MP**  
Re-Advertisement

**SALARY** : R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a Performance Agreement within three months of assumption of duty.

**CENTRE** : Mpumalanga Regional Office  
**REQUIREMENTS** : LLB or B. Proc Degree; Eight to ten years' legal experience; Sound knowledge of the South African Legal System as well as the application of International Law and of Constitutional law in relation to the rights of vulnerable persons; A working knowledge of the courts, in particular the criminal courts, sexual offences courts, equality courts and small claims courts, is essential; Knowledge of human rights; Knowledge of the Public Finance Management Act; and budgetary/financial management; Relevant experience in generic administrative processes in a Public Sector Environment, would be an added advantage; Flexible enough to do any other work as may be required by the strategic need of the office; Candidate must be willing to work long hours; A valid code EB driver's licence is essential. Skills and Competencies: Monitoring and Evaluation Skills; Decision Making Skills; Computer literacy; Good communication (verbal and written); Project Management; Strategic planning and negotiation skills; Research and report-writing; Facilitation and Presentation Skills; Accuracy and Attention to Detail; Analytical Skills; People Management Skills; Good Public Relations; Ability to work under pressure; Financial Planning and Budgeting.

**DUTIES** : Provide leadership and strategic direction to the Directorate; Facilitate implementation of the Service Charter for Victims of Crime in the Courts; Facilitate improvement of service delivery in the Sexual Offences Courts; Equality Courts and Small Claims Courts; Facilitate inter-sectoral implementation of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Facilitate the development, consultation and implementation of relevant policies and guidelines; Liaise with the Regional Offices of the DOJCD and other State organizations regarding petitions, representations and complaints from civil society, Government Departments and members of the public and develop complaints management system; Facilitate the Stakeholder Management Forum for Court Services; Liaise with other departments, the National Prosecuting Authority, the Judiciary, the SA Human Rights Commission, the Commission on Gender Equality, the Public Protector and relevant research institutions, Universities and NGO's regarding the above; Facilitate the development of Information

Management Systems and Monitoring and Evaluation Tools for the relevant areas; Assist in compilation and management of the directorate's budget; Facilitate the development of training and awareness campaigns for the relevant areas;

**ENQUIRIES** : Ms Winnie Rambau ☎ 013 753 9310  
**APPLICATIONS** : Quoting the relevant reference number, forward your applications to: Private Bag X 11249, Nelspruit, 1200 OR physical address: 24 Brown Street, 4<sup>th</sup> Floor Nedbank Centre, Nelspruit, 1200  
**CLOSING DATE** : 16 April 2008

#### **OTHER POSTS**

**POST 16/31** : **AUDIT MANAGER: COMPUTER AUDIT & DECISION SUPPORT, REF: 08/155/IA**

**SALARY** : R369 000 – R427 836 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree or National diploma in Auditing/Accounting; At least five years auditing experience of which two years should be at Supervisory/Management level; Experience in the use of CAATS and Teammate Software; Knowledge of COBIT, COSO, and IT governance framework and must also be a member of the Institute of Internal Auditors and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards; The successful candidate will be required to undergo a security clearance; A valid driver's license as the candidate will be required to travel frequently.

**DUTIES** : Provide input and contribute in the development of Internal Audit three year and annual plans on regional audit focus areas; Ensure that computer audits are conducted in accordance with the approved audit methodology and IIA standards; Plan, execute and report on general and application control reviews on complex and high level audit assignments; Perform audits using CAATS and Systems Development Life Cycle audits; Lead and manage the multiple internal audit teams to ensure that audit projects are executed and performance targets are achieved; Build and maintain relationships with all stakeholders; Identify opportunities and provide input through audit recommendations for improvement of organizational efficiencies and performance; Assist with IT risk assessments; Provide management and other stakeholders with timely audit reports; Ensure that internal audit resources are managed effectively and efficiently; Perform ad-hoc assignments and promote and market internal audit services; Train, mentor and develop team members.

**ENQUIRIES** : Ms A Xundu ☎ (012) 315 1781.  
**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** : 28 April 2008

**POST 16/32** : **DEPUTY MASTER, REF: 08/154/MAS**

**SALARY** : R369 000 – R427 836 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court, Pretoria  
**REQUIREMENTS** : LLB Degree or equivalent qualification plus five years' relevant experience OR B.IURIS Degree plus seven years' relevant experience to be appointed on a fixed term contract for a three year period; Admitted attorney or advocate who has completed and passed pupillage; Three years' experience in a management or executive and supervisory position; Knowledge of or experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates. The following will serve as a recommendation: An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court; A valid code EB (Previously code 8) driver's license; Skills and Competencies;

	Research and report writing; Management and Supervisory skills; Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation;
<b><u>DUTIES</u></b>	: Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration; Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Department; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). The incumbent would report to the Chief Master of the High Court; Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training to the legal professional and management team at the Office; Represent the Office in its relationships with internal and external stakeholders; Develop and implement strategies for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms N I Sigcau ☎ (012) 339 7807
	: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	: 05 May 2008
<b><u>POST 16/33</u></b>	: <b><u>LEGAL ADMINISTRATION OFFICER (2 POSTS), REF: 08/13/MP</u></b>
<b><u>SALARY</u></b>	: R311 358 – 360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Regional Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	: An LLB degree or equivalent qualification. The following will serve as a recommendation; A valid EB driver's license; Minimum two years post graduate practical experience in legal administration; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation; Skills and Competencies, Computer Literacy; Excellent Communication (verbal and written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	: Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters; Responding to Petitions, representations and complaints from Civil Society and other Government Departments; Liaise with other Departments, Directors of Public Prosecutions and communities on programmes around crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths, Appraisers and Justices of Peace; Determining of responsibility in respect of losses of state money and goods; Administration in respect of the collection of Departmental debts and writing off of debts Oversee the smooth functioning of specialized courts in the province. i.e. Sexual Offences, Family, Equality and the soon to be established Municipal Court; Conduct Community Awareness Campaigns on Legislations Administered by the Department; In addition to the above-mentioned duties the successful candidates will be required to form part of the Court Visit Team as per mandate of the Provincial Justice, Crime Prevention and Security Cluster, to Act as a Departmental Gender Focal person in the Province, implementation of the Victim's Charter and to give support services to the Courts regarding <i>quasi</i> -judicial functions and to conduct ad hoc training for Maintenance Clerks and Investigators.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms W.N Rambau ☎ 013 753 9310
	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address:

	Application Box, Fourth Floor Reception, 24 Brown Street, Nedbank Centre, Nelspruit.
<b><u>CLOSING DATE</u></b>	: 28 April 2008
<b><u>POST 16/34</u></b>	: <b><u>DEPUTY DIRECTOR: COURT NERVE CENTRE, REF: 08/152/CS</u></b>
<b><u>SALARY</u></b>	: R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Pretoria Bachelor's degree in Social Science or equivalent qualification with at least five or more years experience in project management, Information management and/or organizational performance management; A legal or statistics, research and analysis background would be an advantage; A valid code EB drivers' license. Skills and Competencies; Communication (verbal & written) skills; Project management skills; Advanced Computer skills; Mastery of Advanced data management systems; Planning and Problem solving skills; Creative and Innovative thinking skills; Interpersonal skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	: Identify available sources of information; Develop new sources, including the development of data capturing systems; Institute mechanisms for the capture of data at court level; Manage the data analysis, interpretation and reporting process; Produce reports in various formats (newsletters, presentations); Develop tools and products for the continuous monitoring and evaluation of strategy and performance; Render an advisory service to the Ministry, the office of the DG, the Magistrate's Commission, the NPA and Senior Management on organizational performance related matters, court budget and resources right-sizing and the placement of new facilities; Manage stakeholder relationships (internal and external) and ensure the effective communication of the Court Nerve Centre's products.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. M Ndlovane ☎ (012) 315 1559 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.
<b><u>CLOSING DATE</u></b>	: 05 May 2008
<b><u>POST 16/35</u></b>	: <b><u>ESTATE CONTROLLER (20 POSTS), REF: 08/ 153/MAS</u></b>
<b><u>SALARY</u></b>	: R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: Master: Bloemfontein (4); Pietermaritzburg (1) and Pretoria (15) A Three year legal qualification; Two years' relevant working experience. The following would serve as recommendation: A valid code EB drivers' license, Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Attention to detail; Problem solving; Customer focus.
<b><u>DUTIES</u></b>	: Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr G Masingi ☎ 012 315 1893 Submit a separate application if applying for more than one centre please specify centre applying for. 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.
<b><u>CLOSING DATE</u></b>	: 05 May 2008



<b><u>POST 16/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: COURT NERVE CENTRE, REF: 08/151/CS</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Social Science or equivalent qualification with at least 3-5 year experience in statistics, research methodologies and data analysis; An information management or statistics, research and analysis background would be an advantage; A valid code EB drivers' license. Skills and Competencies: Computer Literacy; Communication (oral & written) skills; Ability to operate/interface with information management technical systems; Interpersonal skills; Research and data analysis skills; Leadership skills; General management & Project management skills; Loyal, honest and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Conduct a needs assessment of the information requirements for court management and administration; Design data collection systems and instruments to meet identified information requirements; Administer data collection instruments and methods; Collate, analyze and interpret information/data collected; Compile reports; Develop criteria for the distribution of information resources to management and stakeholders, based on international best practice and local requirements; Develop and maintain databases containing various types of court information.
<b><u>ENQUIRIES</u></b>	:	Mr. M Ndlovane ☎ (012) 315 1559
<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 Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<b><u>POST 16/37</u></b>	:	<b><u>FAMILY COUNSELLOR (3 POSTS), REF: 08/20/MP</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Bachelors Degree in Social Work; Registration with SA Council for Social Service Professions (SACSSP); Three years experience in Social Work; A valid code EB driver's license and be willing to undertake a certain amount of traveling; Knowledge and experience in Mediation and as Intermediary; Court experience in Expert Evidence; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Maintenance Act and Domestic Violence Act. Skills and competencies: Computer literacy (MS Word); Good communication skills (written and verbal); Attention to detail.
<b><u>DUTIES</u></b>	:	Conduct mediation and/or inquiries as part of multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Act as intermediary in Sexual Offences cases.
<b><u>ENQUIRIES</u></b>	:	Adv. B.Dengler ☎ (013) 752 2755
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200.
<b><u>CLOSING DATE</u></b>	:	28 April 2008
<b><u>POST 16/38</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: PUBLIC EDUCATION AND COMMUNICATION, REF: 08/149/PEC</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</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors degree or equivalent qualification as well as 1 -2 years experience in a media related field; Knowledge of the media; Knowledge of more than 2 official languages will be an added advantage; Knowledge of

the SA Judiciary and Justice System would serve as a recommendation; A Valid driver's licence; Skills and Competencies: Computer literacy (proficiency in MS Word, Internet, MS Outlook and PowerPoint presentations); Good Communication skills (written and spoken) and creative writing; Ability to cope under pressure as well as adhering to deadlines; Ability to work independently; Analytical and problem-solving abilities; Ability to put together a communication strategy; Time management, organizational and planning skills; Mediation and conflict resolution skills; Administration and basic financial management skills; Ability to form and maintain necessary relationships with media.

**DUTIES** : Monitor and analyse the print and electronic media for the Daily News and Actuality Reports; Monitor media reports on television, radio and electronic media and scan communication environment; Media attitude research and analysis of media trends affecting the Department; Develop communication strategy and plan for projects aligned to the overall Departmental strategy; Identification of opportunities for positive media liaison; Examine the media for issues that affect the department; Draft media statements, feature articles and responses on matters affecting the Department; Liaise with media houses, sub-offices in the Department and other state institutions and non – governmental organizations on media related matters; Take photographs for publications and use of media; Organise media events; Facilitate interviews and information sessions; Respond and facilitate media queries; Upkeep of media database and media relations.

**ENQUIRIES** : Phumla Sekhonyane ☎ 012 357 8234  
**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, 0001.

**CLOSING DATE** : 05 May 2008

**POST 16/39** : **SENIOR ADMINISTRATION CLERK (3 POSTS), REF: 08/156/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: Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Two years administrative experience. 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; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA); Perform various other administrative duties.

**ENQUIRIES** : Mr. G Masingi ☎ (012) 315 1893  
**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** : 05 May 2008

**POST 16/40** : **HELPDESK OPERATORS, REF: 08/158/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: Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office and MS Access); Good communication skills (written and verbal); Interpersonal skills; Ability to work under pressure; Ability to manage conflict situations effectively; Literacy.

**DUTIES** : Assist external clients daily over the phone; Contact external clients if there are any queries around their applications; Explain to the Clients procedures of the Guardians Funds, application forms that are being used at the Guardians Funds and also inform them how long it takes to effect the payment; Post application forms to clients; Help the members of the Public, who report to the Office with their queries; Prepare urgent applications when instructed by the supervisor; Keep records of daily outgoing calls; Draw card and Guardians

		Fund files to the Assistant Masters if there are queries over the files; Keep weekly statistics of work being done at the call centre.
<b><u>ENQUIRIES</u></b>	:	Mr. JB Mdhuli ☎ (012) 339 7705
<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 Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	05 April 2008
<b><u>POST 16/41</u></b>	:	<b><u>DATA CAPTURER, REF: 08/157/MAS</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>	:	Master of the High Court: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years experience in data capturing in MS Access, Excel and Power – Point. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Ability to work under pressure; Numerical skills; Literacy; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Collect Files from Groups; Register files collected; Capture/ update files from the different groups; Open new files; Trace missing files of Magistrate (fast tracking); Type correspondence for the Assistant and Deputy Master; Keep weekly and monthly statistics of files attended to.
<b><u>ENQUIRIES</u></b>	:	Mr. JA du Plessis ☎ (051) 411 5500
<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 Street, Pretoria. Please do not use envelopes in the application box.
<b><u>CLOSING DATE</u></b>	:	05 May 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
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

**OTHER POST**

- POST 16/42** : **PRINCIPAL DATA TYPIST (REFERENCE: S8/3/2008/534)**
- SALARY** : R68 955 per annum
- CENTRE** : Office Of The Registrar Of Deeds: Mpumalanga
- REQUIREMENTS** : Senior Certificate or equivalent qualification. \* Typing as a fully passed subject. \* Computer literacy. \* Numeracy skills. \* Knowledge of the functions of a deeds office will be an added advantage. \* Good communication and interpersonal relations skills. \* Ability to perform under pressure. \* Experience in Deeds office Data Section is essential.
- DUTIES** : Capture and verify all relevant data. \* Prepare Deeds, black book Deeds, final black booking and supply information. \* Report system and equipment problems to Head Data Capturer. \* Any other duty assigned by Registrar.
- CLOSING DATE** : 27 April 2008

## DEPARTMENT OF MINERALS AND ENERGY

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

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

**CLOSING DATE** : 02 May 2008

**NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

## OTHER POSTS

**POST 16/43** : **ENERGY OFFICER – NUCLEAR COOPERATION**  
(3 YEAR CONTRACT)

**SALARY** : R132 054 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Natural Sciences, preferably Nuclear and Radiation Science coupled with no more than 2 years relevant experience PLUS the following key competencies: ☐ Knowledge of: • Knowledge of Nuclear Policy and legislation • Nuclear Sector in general • government processes ☐ Skills: • computer literacy • excellent presentation skills • information evaluation • good interpersonal skills ☐ Communication: • excellent writing skills • excellent communication skills ☐ Creativity: • creative thinking.

**DUTIES** : Coordinate inputs on draft International Agreements • Serve as scientific secretary for bilateral nuclear coordination • Coordinate projects emanating from bilateral agreements • Coordinate inputs and follow-up on IAEA Annual General Meeting.

**ENQUIRIES** : Mr T Maqubela ☎ 012 317 8340

**POST 16/44** : **TRAINING OFFICER: ORIENTATION AND INDUCTION**  
(1 YEAR CONTRACT)

**SALARY** : R106 335 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A National Diploma in Human Resource Development /Public Administration or related field of study coupled with relevant experience. Knowledge of PERSAL System will be an advantage. PLUS the following key competencies:☐ Knowledge of: • Government policies and all skills development related legislations, Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Strategy and understanding of learnership, Computer specifically MS Excel, Access, MS Project ,Power Point.☐ Skills: • Presentation and report writing • Organisational and administration • Numeracy • Interpersonal and communication ☐ Communication: • Verbal and written ☐ Creativity: • Innovative.

**DUTIES** : Liaise with relevant stakeholders • Presentation of the orientation and induction program. • Compilation of relevant documentation pertaining to Learnership program. • Compilation of monthly, quarterly and annually reports on program. • Update learner database. • Payment of learners and Service Providers • Mentor interns • Learnership administration • Monitoring and evaluation of the programs

**ENQUIRIES** : Mr. Sandile Boyi ☎ 012 317 8108

<b><u>POST 16/45</u></b>	:	<b><u>ADMINISTRATION OFFICER – LEARNERSHIP</u></b> (1 YEAR CONTRACT)
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Human Resource Development /Public Administration or related Field of study couple with relevant experience. Knowledge of PERSAL System will be an advantage PLUS the following key competencies: ☐ Knowledge of: • Government policies and all skills development related legislations, Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Strategy and understanding of learnership, Computer specifically MS Excel, Access, MS Project ,Power Point ☐ Skills: • Presentation and Report Writing • Organisational and Administration • Numeracy • Interpersonal and Communication ☐ Communication: • Verbal and Written ☐ Creativity: • Innovative.
<b><u>DUTIES</u></b>	:	Liaise with relevant stakeholders • Compilation of relevant documentation pertaining to learnership program • Recruitment, selection and placement of learners and mentors • Update learner database • Payment of learners and service providers • learnership administration • Monitoring and evaluation of the programs
<b><u>ENQUIRIES</u></b>	:	Mr. Sandile Boyi ☎ 012 317 8108
<b><u>POST 16/46</u></b>	:	<b><u>ADMINISTRATOR (3 POSTS)</u></b> 1 YEAR CONTRACT
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Human Resource Development /Public Administration or Related Field of study coupled with relevant experience. Knowledge of the PERSAL System will be an advantage. PLUS the following key competencies: ☐ Knowledge of: • PERSAL, SDA, Computer specifically MS Excel, Access, MS Project, Power Point, • Public Service Regulations and Batho Pele principles ☐ Skills: • Presentation and report writing • Organisational and administration • Numeracy • Interpersonal and Communication ☐ Communication: • Verbal and written ☐ Creativity: • Innovative
<b><u>DUTIES</u></b>	:	Administration of the iInternship/ learnership/ mentorship processes • Creating and updating inters database • Filing • Logistical arrangements
<b><u>ENQUIRIES</u></b>	:	Ms M Mokwena ☎ 012 317 8000

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001. Physical address: Commission House, Cnr. Hamilton & Ziervogel Streets, Arcadia, Pretoria
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. A successful candidate will be subjected to security clearance

## MANAGEMENT ECHELON

- POST 16/47** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (2) (REF. DPAI (2)/04/08)**
- SALARY** : 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. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Pretoria  
Ideal candidate profile: An appropriate three-year degree/diploma or equivalent qualification in Public Administration, Economic Science, Labour Relations or Law. Extensive experience in the application of the regulatory framework for Human Resources, Supply Chain Management and/or Financial Management in the Public Service. Proven experience in conducting investigations and research. Project management experience. Verbal/written communication skills. The incumbent sound interpersonal skills, be analytical and pro-active. Solid experience in the Microsoft Office Suite. A valid driver's license and willingness to travel are essential.
- DUTIES** : Key Performance Areas: Conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and Anonymous complainants/ Whistle-blowers, e.g National Anti-Corruption Hotline. Determine the terms of reference for investigations. Conduct *in loco* inspections, identify and interview witnesses, evaluate, analyse and process information obtained during investigations. Draft investigations reports containing findings and recommendations (best practices to ensure sound public administration). Ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Attend to projects initiated by the PSC in respect of public administration practices. Provide leadership in researching public administration practices and drafting reports. Strategically plan and oversee the work of the Directorate. Provide advice to stakeholders on best practice. Manage staff and the financial resources of the Directorate. Note: Short-listed candidates will be expected to complete a writing-, cognitive- and problem solving skills assessment as well as the compulsory Competency Based Assessment for SMS.
- ENQUIRIES FOR ATTENTION** : Ms NC Mampuru (012) 352 1201/1207
- CLOSING DATE** : Ms A West
- NOTE** : 09 May 2008  
The successful candidate will be required to undergo a security clearance and other vetting processes before appointment.

## OTHER POST

- POST 16/48** : **DEPUTY DIRECTOR: PROCUREMENT, LOGISTICS AND SECURITY SERVICES (REF: DDPLSS/04/08)**

<b><u>SALARY</u></b>	:	An all – inclusive remuneration package of R 369 000 per annum. The package includes a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>REQUIREMENTS</u></b>	:	An appropriate three – year degree or equivalent qualification in Public Administration, Financial Management or related field. Extensive knowledge of the Public Finance Management Act, Treasury Regulations and the Framework for Supply Chain Management (SCM). A good understanding of the various elements of SCM, including demand, acquisition, logistics and asset management and disposal. Sound knowledge of the Preferential Procurement Policy Framework Act and its associated Regulations as well as the Broad – Based Black Economic Empowerment Act (BBBEE Act) and the BBBEE Codes of Good Practice. Working knowledge of the relevant transversal systems (LOGIS and BAS) and extensive experience in the field of logistical support, preferential procurement, facilities management and the management of human resources and finances. Knowledge and experience of security risk management, investigations, emergency, contingency planning and Minimum Information Security Standards (MISS). Experience in physical security, security administration and access control of vehicles and people. Good verbal and writing skills including computer skills (MS Word, Excel and PowerPoint). Excellent interpersonal relations. Private Security Industry Regulatory Authority (PSIRA) registration would be a recommendation.
<b><u>DUTIES</u></b>	:	Manage an effective and efficient SCM system in the Office of the Public Service Commission (OPSC) in accordance with the Framework for SCM, the relevant Treasury Regulations as well as SCM Practice Notes issued by the National Treasury. Develop and implement procurement, logistical and security policies within the OPSC. Provide logistical support in accordance with the LOGIS requirements and other relevant prescripts. Assist Senior Management in developing sourcing/ procurement strategy. Oversee the establishment and maintenance of the OPSC Supplier Database in accordance with the requirements and criteria as contained in the Preferential Procurement Policy Framework Regulations and the BBBEE Codes of Good Practice. Assume responsibility for all reporting on matters relating to procurement, logistics, facilities management, security and SCM performance. Attend to all audit queries on SCM functions within the timeframes of the Auditor – General. Serve as a member of the OPSC Bid Specification Committee and Bid Evaluation Committees. Provide secretariat and advisory services to the Bid Adjudication Committee, Departmental Control Committee (DCC) and the Information Technology Committee (ITC). Undertake reviews of SCM and Security Management policies and procedures. Manage, evaluate and review all physical security measures. Co-ordinate personnel vetting for the OPSC. Identify all risks and threats to the security of the OPSC as well as vulnerability in the OPSC's capacity to counter them. Control the effective implementation of all security measures. Liaise regularly with security agencies such as the National Intelligence Agency (NIA), the South African Police Service (SAPS) etc. Ensure compliance with the Occupational Health and Safety (OHS) Act. Administer all contracts and Service Level Agreements (SLAs) including the performance of service providers. Manage the financial and human resources of the sub – directorate and control performance and evaluation of staff according to Employee Performance Management Improvement System (EPMIS).
<b><u>ENQUIRIES</u></b>	:	Ms S Nolte (012) 352 1087
<b><u>FOR ATTENTION</u></b>	:	Ms A West
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be expected to complete a writing-, cognitive- and problem solving skills assessment as well as the compulsory Competency Based Assessment for SMS. The successful candidate will be subjected to a security clearance and other vetting processes before appointment.
<b><u>POST 16/49</u></b>	:	<b><u>SENIOR HUMAN RESOURCES PRACTITIONER: PERFORMANCE MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria



<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: An applicant must be in possession of a Senior Certificate and a recognized qualification in the field of Human Resources Management/Development, Public Management/Administration •Plus extensive appropriate experience in Performance Management and Development system. year diploma/degree or equivalent qualification in the field of Human Resources Management and Development •Good interpersonal relations as well as written and verbal communication skills •Sound interpersonal skills and the ability to think creatively •Knowledge of relevant Human Resource Management prescripts, including the Public Service Act, Public Service Regulations, supervisory and management skills •Ability to work under pressure as an individual as a member of a team •Involvement in the Moderation Committee meetings •Sufficient Computer Literacy skills, presentation skills and a valid Code EB (08) driver's licence.
<b><u>DUTIES</u></b>	:	Providing HR advisory support services to staff, including Senior Managers with regard to HR policies, procedures, processes and systems •Monitor the implementation of performance management system •Provide technical advice during performance management appraisals •Ensure proper monitoring and management of assessments documents i.e. Performance Agreements, Job Descriptions, Annual Workplans etc. •Check the accuracy of the information accordingly, compile reports/submissions •Do presentations during the Induction Training •Developing and reviewing HR policies, performing supervisory functions which include staff management and development.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms D Nkhona (012) 352 1072
<b><u>CLOSING DATE</u></b>	:	Ms A Steenkamp 09 May 2008
<b><u>POST 16/50</u></b>	:	<b><u>SENIOR HUMAN RESOURCES PRACTITIONER: LABOUR RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An applicant must be in possession of a relevant Degree or equivalent qualification. Sound knowledge of Labour Relations Act, Public Service Regulations, Public Service Act, Promotion and Administration Justice Act and other relevant employee relations legislation •Good interpersonal skills, conflict resolution, negotiation, presentation and supervisory skills as well as written and verbal communication skills •Willingness to travel •Sufficient Computer Literacy skills, presentation skills, ability to work under pressure and also independently •Code 08 drivers licence.
<b><u>DUTIES</u></b>	:	•Induction Training in Labour Relations and managing discipline; Facilitating and handling disciplinary and grievance cases •Conducting investigations in the Office, advising and assisting management and staff on dispute resolution procedures •Liaising with organized labour, perform secretarial duties to the Departmental Bargaining Chamber •Representing the Office in the Labour Relations Forums •Providing HR advisory support services to staff, including Senior Managers •Conducting exist interviews on employees leaving the Office; Manage industrial action and labour unrest, ensure proper implementation of collective agreements •Maintain database on labour relations matters and compile reports and submissions •Developing and reviewing HR policies •Perform supervisory functions which include staff management and development.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr E Lamola (012) 352 1108
<b><u>CLOSING DATE</u></b>	:	Ms A Steenkamp 09 May 2008
<b><u>POST 16/51</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER: HUMAN RESOURCE DEVELOPEMENT</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum (Level 6)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Ideal candidate profile: An applicant must be in possession of a Senior Certificate and a recognized qualification in the field of Human Resources Management/Development, •Plus extensive appropriate experience in Training and •Good interpersonal relations as well as written and verbal communication skills •Knowledge of relevant Human Resource Management and Development prescripts, involvement in training and development as well as Human Resource Development Committee meetings • Sufficient Computer Literacy skills.

**DUTIES** : Performing administrative functions with regard to training and development  
•Perform secretarial duties during the Human Resource Development Committee meetings •Arrange Induction/ Re-Orientatation of staff •Update the database for training material on a regular basis •Maintain training and development records, including bursary correspondences •Co-ordinate nominations and confirm the bookings of officials who should attend training courses/ workshops and provide them with the necessary information •Assist the Skills Development Facilitator in the implementation of Internships and Learnerships programmes in the office •Assist with regards to the arrangement of performance appraisal when required •Drafting submissions pertaining to drivers license/ updating a drivers license database • Perform the normal administrative duties such as typing, photocopying, faxing, attending to enquiries by means of phone, e-mails or memorandums, arranging meetings and ensuring that the necessary logistics are in order •Serve as the Secretariat in the meetings of the Sub-Directorate: Human Resource Development

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Mr SS Malema (012) 352 1112  
: Ms A Steenkamp  
: 09 May 2008

**POST 16/52** : **SENIOR LIBRARY ASSISTANT (REF. SLA/04/08)**  
Sub-Directorate: Information Services

**SALARY CENTRE REQUIREMENTS** : R85 362 per annum  
: Pretoria  
: Ideal Candidate Profile: Matric coupled with relevant experience or Degree or three-year Diploma in Library and Information Science or related field Basic analytical, numerical and literacy skills •Good research skills •Understanding of relevant acts and regulations •Computer literacy •Knowledge of Internet searches and various information databases such as SABINET and Inmagic •Good administrative and organizational skills• Ability to work under pressure and meet deadlines •Good interpersonal skills •A valid driver's license and willingness to travel will be an advantage.

**DUTIES** : Key Performance Areas: Assist the librarian in ensuring that the Information Resource Centre (IRC) acquires and updates required collections of books and other publications, government material, etc. •Service the needs of the clients both in-house and external through various tools such as database searches •Assist the Librarian in ensuring online accessibility of IRC products in keeping with the O/PSC's Information Knowledge Management (IKM) System •Assist the Librarian with inventories, cataloguing, indexing and the Inter-library loan system •Assist with logistical arrangements for internal events •Assist with the distribution of PSC Corporate Publications. Contribute news articles for PSC internal publications •Render general administration (Handling of IRC correspondence, shelving of periodicals and magazines, renewal of newspaper subscriptions, etc).

**ENQUIRIES FOR ATTENTION CLOSING DATE** : Mr K Ledwaba (012) 352 1070 or Ms N Lukhero (012) 352 1124  
: Ms A West  
: 09 May 2008

## 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](mailto:humancv@humancommunications.co.za) (MS Word).

**NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in the DPLG.

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. 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.

## MANAGEMENT ECHELON

**POST 16/53****SENIOR MANAGER: DISASTER INTERVENTION AND SUPPORT**

National Disaster Management Centre

**SALARY** : R 540 429 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 / diploma in Development Studies, Social / Physical Sciences or other relevant tertiary qualification. The successful candidate must be a dynamic, driven and multi-skilled individual with the ability to lead the Disaster Intervention and Support Unit of the National Disaster Management Centre (NDMC). A comprehensive understanding of disaster management and development issues. Previous experience in setting up and managing structures (both within and outside of government) to co-ordinate disaster management is a key requirement of the post. The successful candidate will be required to organise and manage the country's financial, human and in-kind resources and render an effective support service to disaster stricken areas (both locally and internationally). Competencies Proven managerial experience. Experience in co-ordinating and fostering partnerships and building coalitions, as well as working with communities and community structures in relief efforts Planning, problem solving and data modeling skills Strong written and verbal communication skills. An appreciation of geographic information systems will be an added advantage

**DUTIES** : Reporting to the Executive Manager: Disaster Management, the appointee will: Perform all managerial and operational functions related to the Directorate. Provide leadership to the Directorate, as well as develop, promote and implement the strategic vision for disaster intervention and support. The appointee will furthermore serve as the liaison between the NDMC and other national departments, provinces and municipalities involved in disaster relief. Co-ordinate and manage national government's disaster management and support to affected areas. Prepare and develop disaster response plans at national level. Conduct assessments of areas affected by disasters. Source, manage and monitor funding for emergency relief, reconstruction and rehabilitation. Maintain a stakeholder database relevant to disaster management (incorporating Government Departments, NGO's, the Corporate Sector as well as other entities involved in Disaster Management). Foster improved information management practices across all three spheres of

		government and the private sector. Monitor, report on and evaluate post-disaster reconstruction and rehabilitation activities. Develop and maintain Memoranda of Understanding with relevant stakeholders. Provide advice and guidance on Disaster Management related matters. Represent the Department on National and International Disaster Management Committees.
<b><u>ENQUIRIES</u></b>	:	Mr L Williams Tel (012 334 0726)
<b><u>CLOSING DATE</u></b>	:	5 May 2008
<b><u>POST 16/54</u></b>	:	<b><u>LABOUR RELATIONS PRACTITIONER</u></b>
		Branch: Corporate Services
		Directorate: Human Resource Development
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's degree or equivalent qualification with emphasis on Human Resource Management, preferably with one of the following subjects: Labour Law, Labour Relations and/or Industrial Psychology. Appropriate hands-on experience within the Labour Relations field. Problem-solving skills. Excellent written and verbal communication skills. Negotiation and conflict management skills. Computer literacy. Sound knowledge of labour legislation with an emphasis on Employment Equity Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and the relevant PSBC collective agreements. Knowledge of the White Paper on Transformation of the Public Service will be an added advantage.
<b><u>DUTIES</u></b>	:	Promote sound Labour Relations within the Department. Provide administrative support to aspects such as implementation of the Employment Equity Strategy, administration of grievances, disciplinary hearings, appeals, conciliation and arbitration processes and Labour Relations training. Provide secretariat function to the Departmental Chamber. Keep appropriate records and statistics as required by law. Provide professional and technical guidance to employees and managers within the Department regarding Labour Relations and Employment Equity best practices, where necessary.
<b><u>ENQUIRIES</u></b>	:	Mr C Sejake (012 334 0736)
<b><u>CLOSING DATE</u></b>	:	5 May 2008
<b><u>POST 16/55</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL INFRASTRUCTURE GRANT PROGRAMME (MIG)</u></b>
		Branch: Free Basic Services and Infrastructure
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year degree or equivalent qualification plus an understanding as well as experience of the duties attached to the advertised post. Knowledge of and experience in Local Government and project management. Computer literacy (especially Microsoft Excel) and good written and verbal and communication skills with proven administrative skills. A valid drivers licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Responsible for the project management of the Municipal Infrastructure Grant Programme (MIG) in certain provinces. Provide support to Provincial and Municipal Programme Managers. Perform administrative functions such as writing letters, reports and answering Parliamentary Questions. Monitor monthly and quarterly reports received from certain provinces. Meetings with certain municipalities and provinces as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms A Van Schoor, Tel: (012 334 0583)
<b><u>CLOSING DATE</u></b>	:	5 May 2008
<b><u>POST 16/56</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER</u></b>
		Branch: Corporate Services
<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 Senior Certificate or equivalent qualification. The successful candidate must have previous experience and sound knowledge of most personnel administration functions. He/ she must have good knowledge of the Public Service Human Resource processes and systems and the PERSAL system. Good interpersonal, written and verbal

		communication skills are required. Good computer skills (MS word and GroupWise) are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will perform administrative functions related to all human resource matters, which includes providing support in respect of recruitment and selection processes. Assist with the administration of the Performance Management and Development System. Administer temporary appointment within the Department. Process documentation and record keeping. Data capturing on PERSAL system.
<b><u>ENQUIRIES</u></b>	:	Ms E Mashaphu Tel (012 334 0838)
<b><u>CLOSING DATE</u></b>	:	9 May 2008
<b><u>POST 16/57</u></b>	:	<b><u>HANDYMAN (FOREMAN) BUILDING &amp; MAINTENANCE SERVICES</u></b> Directorate: Administrative Support Services
<b><u>SALARY</u></b>	:	R 58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate grade 12/N3 plus appropriate experience or extensive experience as handyman or general assistant within a large office environment. Excellent interpersonal, supervisory and conflict resolution skills, Ability to work under pressure and for long hours.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: General maintenance work on office equipment doors, etc. Assisting in ensuring that buildings comply with the OHS Act. Changing light bulbs and general maintenance in restrooms and general workstations. Ensuring that all entrances and pavement are clean. Supervising General Assistants. Reporting to management on what action to take. Ensuring that all equipment is in perfect working order. Carrying out preventative maintenance work. Performing any other duties as assigned by the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. H Mamabolo Tel (012 395 4710)
<b><u>CLOSING DATE</u></b>	:	9 May 2008
<b><u>POST 16/58</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT</u></b> Branch: Systems and Capacity Building Chef Directorate: Intergovernmental Fiscal Relations
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and any other relevant formal qualification such as Secretarial /Office Administration Certificate/Diploma. Relevant secretarial and administrative experience, and demonstrable knowledge of maintaining filing systems and procedures, Strong computer literacy and typing proficiency, Excellent and proven time management skills, ability to be self-driven and solutions-orientated despite pressure. Willingness to work long hours and high level of accuracy and attention to detail. Excellent communication (written and verbal) and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide secretarial and administrative tasks/support for the Executive Manager in an efficient and highly professional manner. Request, receive and package information/documents for meetings, Manage the diary of the Executive Manager, monitor official emails and telephone calls to the office and where required direct them accordingly, and handle appointments. Responsible for official travel and accommodation arrangements, S&T claims preparations and submissions, provisioning of stationary and office equipment off/for the Executive Manager. Write routine notes, memo's, letters and reports, Monitoring of tasks, budget and expenditure, Ensure proper control over supplies, effective filing and tracing of documents/correspondences. Act as communication channel between the Executive Manager and internal/external clients/stakeholders, ensuring that all information is submitted timeously for response and issuing of reminders.
<b><u>ENQUIRIES</u></b>	:	Ms N Malepe, Tel: (012 334 0734)
<b><u>CLOSING DATE</u></b>	:	9 May 2008
<b><u>POST 16/59</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT</u></b> Directorate: Municipal Finance Policy
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Pretoria

**REQUIREMENTS**

: Grade 12 and any other relevant formal qualification such as Secretarial /Office Administration Certificate/Diploma. Relevant secretarial and administrative experience, and demonstrable knowledge of maintaining filing systems and procedures. Strong computer literacy and typing proficiency, Excellent and proven time management skills, ability to be self-driven and solutions-orientated despite pressure. Willingness to work long hours, high level of accuracy and attention to detail, and excellent communication and interpersonal skills.

**DUTIES**

: Provide secretarial and administrative tasks/support for the Directorate in an efficient and highly professional manner. Request, receive and package information/documents for meetings, Ensure proper control over supplies, effective filing and tracing of documents/correspondences, Manage the diary of the Senior Manager and handle appointments. Facilitate official travel and accommodation arrangements, provisioning of stationary and office equipment for the Directorate, and S&T claims for the Senior Manager. Responsible for the office equipment allocated to the Senior Manager, Act as communication channel between components and internal/external clients, ensuring that all information is submitted timeously for response and issuing of reminders.

**ENQUIRIES**

: Ms N Malepe, Tel: (012) 334 0734

**CLOSING DATE**

: 9 May 2008

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be sent to the Head of HR: Private Bag X916, Pretoria, 0001 or delivered to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Monday, 28 April 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

## OTHER POST

- POST 16/60** : **DEPUTY DIRECTOR: ANTI – CORRUPTION MONITORING AND EVALUATION**
- SALARY** : An all inclusive remuneration package of R369 000 per annum (Level 12). Annual progression up to a maximum salary of R427 836 is possible subject to satisfactory performance. The all-inclusive package consists of basic salary, State's contribution to the Government's Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTER REQUIREMENTS** : Pretoria  
: An appropriate 3-year degree or equivalent qualification in the Social Sciences. Experience in monitoring and evaluation programmes, including impact assessment. Knowledge of the design of monitoring and evaluation tools and methodologies. Proven track record of developing, implementing and managing projects involving multiple partners, Good analytical and report writing skills.
- DUTIES** : Develop, implement and maintain an anti-corruption monitoring and evaluation system. Monitor and measure the levels of corruption. Evaluate the impact of the national anti-corruption framework. Establish and maintain liaison with research and anti-corruption institutions regarding anti-corruption research, monitoring and evaluation programmes. Prepare compliance reports on international anti-corruption instruments.
- ENQUIRIES** : Ms T Gopane, tel. (012) 336 1003, e-mail: gopanet@dpsa.gov.za

## 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. An indication in this regard will facilitate the processing of applications.*

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001 Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Mrs J Malala
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>NOTE</u></b>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. DSD supports people with disabilities.

## MANAGEMENT ECHELON

<b><u>POST 16/61</u></b>	:	<b><u>DIRECTOR: FINANCIAL ADMINISTRATION</u></b> Chief Directorate: Financial Management and Administration
<b><u>SALARY</u></b>	:	R540 429 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate recognised Degree or equivalent qualification in Public Finance/ or Financial Management <input type="checkbox"/> Knowledge and understanding of Public Finance Management Act and Treasury Regulations. <input type="checkbox"/> Knowledge of GAAP and GRAP. <input type="checkbox"/> Knowledge and understanding of BAS and LOGIS systems. <input type="checkbox"/> Knowledge of government financial management in the public sector as well as Risk Management will be an added advantage. Competencies needed: <input type="checkbox"/> Financial management skills, <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written, verbal and presentation) and liaison skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Strategic capability and leadership skills. <input type="checkbox"/> Customer Care skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Policy development and implementation skills. <input type="checkbox"/> Presentation and facilitation skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Computer Skills. <input type="checkbox"/> Research Skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Coordination Skills. Attributes: <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Compliance. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Decisiveness <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Compliant. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Trustworthiness <input type="checkbox"/> Integrity
<b><u>DUTIES</u></b>	:	Key Responsibilities: Manage the Directorate: Financial Administration and Risk Management. <input type="checkbox"/> Facilitate the review, development and monitoring of the implementation of departmental financial policies, processes, systems and delegations including a theft and loss control system. <input type="checkbox"/> Facilitate the implementation of the departmental Action Plan for the implementation of the PFMA. <input type="checkbox"/> Facilitate the coordination and effective response to internal and external audit queries. <input type="checkbox"/> Facilitate the monthly reconciliation of the Paymaster General Account, follow-up and recommend corrective steps. Facilitate the management of the secretariat functions of the Financial Misconduct Board. <input type="checkbox"/> Facilitate the development and implementation of the Departmental Risk Management Plan as well as the Fraud Prevention and Anti-Corruption strategy. Facilitate capacity building of all Departmental staff on Internet Control, Risk management and Financial Administration policies processes and procedures. <input type="checkbox"/> Manage the rendering of the prescribed Financial Administration functions of the Department. <input type="checkbox"/> Facilitate and co-ordinate all responses to audit queries and facilitate action plans to rectify weaknesses



identified. □Provide support in responding to Parliamentary Question and in his interaction with oversight institutions including the Auditor-General's Office and Internal Audit. □Ensure effective and appropriate steps to prevent unauthorized and irregular expenditure and recommend action against any official who makes or permits such expenditure. □Compile the Annual Statement of the Department as prescribed. □Compile year-end audit working papers and financial statements.

**ENQUIRIES** : Mr. CBJ Pakade Tel: (012) 312-7676

#### **OTHER POSTS**

**POST 16/62** : **DEPUTY DIRECTOR**  
(Two-year fixed term contract position)  
Directorate: Youth Development

**SALARY** : R369 000 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 Head Office  
**REQUIREMENTS** : □An appropriated three-year Degree/Diploma (or equivalent qualification) PLUS extensive knowledge and exposure in integrated youth development. A valid driver's licence and willingness to travel. Competencies needed: Excellent communication skills. □Project Management skills. □Computer literacy. □Communication (written and verbal) skills. □Policy and research analyst and development skills. □Good interpersonal skills. □Computer literacy (MS Word, MS PowerPoint, MS Excel. Attributes: Accurate. □Independent. □Compliant. □Ability to work independently and as part of a team. □Systematic. □Adaptable. □Ability to cope with a high work load.

**DUTIES** : Key Responsibilities: Develop strategies and plans for the implementation of integrated youth development programmes. □Design plans for the rollout of Masupa-tsela and National Youth Service Programme. □Facilitate the implementation of strategies and plans to be developed, engage stakeholders on the strategies and plans. □Advise line managers regarding integrated youth programmes. □Coordinate inputs and reviews. □Develop measures to monitor and assess impact of strategies and plans.

**ENQUIRIES** : Mr M J Radebe Tel no: (012) 312-7642  
**CLOSING DATE** : 25 April 2008

**POST 16/63** : **ASSISTANT DIRECTOR: RESEARCH**  
Office of the Minister  
Directorate: Research

**SALARY** : R 157 686 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in social policy/economics and statistics plus extensive experience in social sciences and /or socio-economic research. Knowledge and understanding of research techniques, research proposals, data collection and analysis. A valid driver's licence 08 (Code B). Competencies needed: computer literacy, communication (written, liaison and verbal) skills), presentation skills. Planning and organizing skills. Project and financial management skills. Good interpersonal skills. Attributes: Attention to detail

**DUTIES** : Key Responsibilities: Conduct primary research to inform policy development. Assist in monitoring the implementation of the Ministry's strategic priorities within the department and by the provinces. Facilitating the planning and organizing of the Minister's Consultative Workshop. Participating in development of research proposals. Assist on updating the database on reliable data and information on all key stakeholders and collating data / information on commissioned research.

**ENQUIRIES** : Mr S Nana Tel: (012) 312-7355

**POST 16/64** : **SENIOR SECRETARY GRADE III**  
Various posts

**SALARY** : R85 363 per annum

**CENTRE** : Pretoria

**REQUIREMENTS**

: Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. ☐Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: Planning and organising skills. ☐Ability to interpret directives. ☐Interpersonal skills. ☐Problem solving skills. ☐Typing skills. ☐Communication (written and verbal) skills. ☐Cost consciousness. ☐Knowledge of document tracking, storage and retrieval. ☐MS Office Suite. ☐Knowledge of filing systems. ☐Telephone etiquette. ☐Knowledge of provisioning administration prescripts. Personal attributes: Friendly. ☐Confident. ☐Accurate. ☐Adaptable. ☐Independent. ☐Ability to work under pressure and to cope with a high workload.

**DUTIES**

: Key Responsibilities: ☐Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. ☐Receive clients or visitors. ☐Arrange meetings, workshops and appointments and provide administrative support. ☐Manage the diary of the senior manager. ☐Arrange journeys and accommodation and compile and submit subsistence and travel claims. ☐Scan, manage and draft correspondence, documentation, supporting registers and filing. ☐Facilitate inputs for parliamentary questions. ☐Take notes, keep minutes and do typing. ☐Co-ordinate financial inputs as well as human resource management and human resource development matters. ☐Act as Chief User Clerk.

**ENQUIRIES**

: Mr C Tefu Tel: (012) 312-7511 / 7789

## STATISTICS SOUTH AFRICA

*Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998*

**NOTE**

: Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, certificates, and copy of ID. NB: Applicants risk being disqualified for failing to submit all the required documents. Important note: • If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. • Correspondence will be entered into with short listed candidates only • Stats SA reserves the right not to make an appointment. • Appointment is subject to security clearance, the signing of a performance agreement, the verification of applicant's documents, and reference checking • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the position you are applying for in your application and applicant must submit separate application for each position where several positions are advertised.

**OTHER POSTS****POST 16/65**

: **PERSONAL ASSISTANT (REF. NO. 21/04/04)**  
(One permanent post exist within the IES/Poverty Survey Component)

**SALARY**

: R157 686 per annum

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: A three year qualification in Office Administration or any relevant field • Relevant work experience • Good computer skills • Excellent administrative and secretarial skills, including ability to plan independently and high accuracy typing skills • General and project management skills • Excellent verbal and written communication skills. Person Profile: • This position will suit a person with good communication, typing, numerical and analytical skills • Ability to work effectively, independently and efficiently under pressure in order to meet deadlines.

**DUTIES**

: Key Performance Areas: Manage all incoming documents in the EM's office for quick and easy reference • Setting up a document management electronic system to enable the easy tracking of all incoming and outgoing documents in the EM's office • Follow up on all documents in the EM's office through the document tracking system • Draft other documents and reports as directed by the EM • Monitor workflow between the office of the EM and entire division • Manage the office administration including filing, organising and managing the diary of the EM, and provide logistical support for the office of the EM • Plan, organise , coordinate and document events such as meetings, workshops, record proceedings and follow up on decisions made • Interact with internal and external clients as determined by the EM • Assist in the control of budget responsibilities.

**ENQUIRY**

: Rosina Mamadi on (012) 310 8657

**APPLICATIONS**

: Applications can be forwarded by • Posting to: The Recruitment Manager, Private Bag X 44, Pretoria, 0001 or placing in the Application Boxes at the Andries and Vermeulen Street entrances at our Head Office.

**CLOSING DATE**

: 29 April 2008

**POST 16/66**

: **SWITCHBOARD OPERATOR: (REF. NO. 20/04/08)**  
(Two permanent posts exist at Head Office, Pretoria)

**SALARY**

: R68 955 per annum

**REQUIREMENTS**

: A senior certificate or equivalent qualification • A tertiary qualification will be an added advantage • Previous work experience on a switchboard system is essential • Training in the following is essential: Customer Care, Voice customer services and Telephone Techniques • Extensive knowledge of the Batho Pele principles. Person Profile: This position will suit a person with listening skills, Facilitation skills and bilingual • Good communication skills (verbal and written) • Good interpersonal skills • Honest • Understanding • Good interpersonal skills • Ability to work in a team and under pressure.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide telecommunication services to internal and external users • Updating of the internal telephone list • Distribution of monthly telephone print-outs to Budget Managers • General office duties such as filing, faxing and making of copies • Weekly tasks given by the Supervisor • Servicing communication support of Fault reporting of lines / installations of new lines and testing of handsets of the internal users • Participate in service delivery improvement initiatives.
<b><u>ENQUIRIES</u></b>	:	Phikisile Dlamini on (012) 336 0158
<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded by • Posting to: The Recruitment Manager, Private Bag X 44, Pretoria, 0001 or placing in the Application Boxes at the Andries and Vermeulen Street entrances at our Head Office.
<b><u>CLOSING DATE</u></b>	:	29 April 2008
<b><u>POST 16/67</u></b>	:	<b><u>DATA CAPTURER REF NO: KZN 01/04/2008</u></b> (One permanent post exist in KwaZulu-Natal Provincial Office: Durban)
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>REQUIREMENTS</u></b>	:	Prerequisites: •Grade 12/Matric certificate • Relevant in-house training on data capturing and editing •Previous experience in editing/quality control as well as data processing/capturing • Quality control, capturing, data editing, processing and statistical knowledge would be added advantage. Person profile: • Hardworking person, who is able to work independently • Must have the ability to check quality • Capturing, observational, analytical as well as numerical skills • The person must be self-motivated, energetic and able to work under pressure • The incumbent should be able to meet deadlines.
<b><u>DUTIES</u></b>	:	Key Performance Areas: • Receive forms and report missing forms • Do editing on the received forms (quality checking) and ensure a standardised reporting method • Capture all the forms received in the system • Document forms in the filing cabinet • Open new files for the section • Prepare the training manuals in the section.
<b><u>ENQUIRIES</u></b>	:	Ms Nomagugu Mkhize at (031) 360-0600.
<b><u>APPLICATIONS</u></b>	:	KwaZulu-Natal: • Posting to: The Human Resource Professional, Stats SA, Private Bag X54337, Durban 4000 • Delivering at 85 On Field, Field Street, 4 <sup>th</sup> Floor, Durban, 4001
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<b><u>NOTE</u></b>	:	All applicants must be willing to undergo a competency exercise as part of the selection process.

## 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 application, 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

## OTHER POSTS

**POST 16/68** : **CHIEF DEVELOPMENT EXPERT: SANITATION IMPLEMENTATION SUPPORT**  
(2 Year Contract)

**SALARY** : R196 815 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate and recognised three-year Bachelor's degree in Civil Engineering/Social Science/Environmental Sciences or equivalent qualification. Appropriate experience in the water and sanitation field or municipal services sector. Extensive knowledge of water and sanitation related legislation and policies. Ability to interact with sector stakeholders at National, Provisional and Local levels. Excellent verbal and written communication, including presentation skills. Project Management, organisational, coordination and facilitation skills. Computer Literacy, including MS PowerPoint, Excel and Word. Willingness to travel and work irregular hours and a valid driver's licence.

**DUTIES** : Key Performance Areas : Support the Water Services Authorities (WSAs) through Regional Offices to accelerate sustainable sanitation services delivery. Ensure that planning of sanitation services in the Water Services Development Plans (WSDP's) is aligned with national targets. Ensure alignment and integration of planning processes. Identify and develop sanitation related policies, strategies and guidelines required by the sector and manage the required public consultation and participation processes. Coordinate with other directorates and sector partners to align policies, strategies and guidelines. Provide inputs into various sanitation related documents. Be involved in the management of the implementation of water supply and sanitation to schools.

**ENQUIRIES** : Ms N Lerobane, tel (012) 336 8381  
**APPLICATIONS** : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka 610  
**CLOSING DATE** : 09 May 2008

**POST 16/69** : **CHIEF WORK STUDY OFFICER (ORGANISATION AND MANAGEMENT SUPPORT)**

**SALARY** : R196 815 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate relevant Diploma/Degree or certificate in Management Support Services or Certificate in Organisation and Work-study with relevant work study experience. Training in the Public Service's Job Evaluation System. Ability to use word processor and spreadsheet applications. Computer literacy is essential. Proficiency in Orgplus software package. Facilitation skills for problem solving and in project management will be recommendations. A valid driver's license.

**DUTIES** : Key Performance Areas: The management and co-ordination of assignments at National Office and at Regions. Act as team leader, allocating resources and providing advice to clients at all levels. Facilitating strategic planning sessions

		and conducting of business plans. Conducting of job evaluations by researching and analysing job information then presenting JE analysis results to the JE Panel .Deal with appeal cases. Participation in the management of the OMS component, and mentoring of supervisees
<b><u>ENQUIRIES</u></b>	:	Mr L Fourie, Tel (012) 336 8627
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka 610
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/70</u></b>	:	<b><u>CHIEF WORK STUDY OFFICER (ORGANISATION AND MANAGEMENT SUPPORT)</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate relevant Diploma/Degree or certificate in Management Support Services or Certificate in Organisation and Work-study with relevant work study experience. Training in the Public Service's Job Evaluation System. Ability to use word processor and spreadsheet applications. Computer literacy is essential. Proficiency in Orgplus software package. Facilitation skills for problem solving and in project management will be recommendations. A valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The management of Division JE systems and procedures. Facilitating strategic planning sessions and conducting of business plans. Conducting of job evaluations by researching and analysing job information then presenting JE analysis results to the JE Panel .Deal with appeal cases. Participation in the management of the OMS component, and mentoring of supervisees
<b><u>ENQUIRIES</u></b>	:	Mr L Fourie Tel (012) 336 8627
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka 610
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/71</u></b>	:	<b><u>CONTROL FORESTER</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	KZN Forestry (Umsunduze District)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a National Diploma in Forestry. Appropriate experience in commercial forestry management. Exposure in commercial forestry management in the private sector. A valid driver's license and computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage all technical activities on commercial plantations in KZN.Co-ordinate the performance of silvicultural operations in line with the APO. Co-ordinate the performance of harvesting operations as per working plan. Ensure that records of all timber and revenue collected are controlled according to the PFMA. Manage and control all contract agreements and adhere strictly to the agreed terms. Ensure fire protection operations, including tolls and equipment care and maintenance , loss control management, financial management, environmental management, human resource management and development, safety management, participatory forestry management, protection management, Commercial Forestry Transfer and Restructuring management, regulatory functions in line with the NFA and the NVFFA. Compilation of a budget and an APO
<b><u>ENQUIRIES</u></b>	:	Mr KJ Weir, Tel 082 887 2098
<b><u>APPLICATIONS</u></b>	:	Regional Director, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Ms G. N. Lesaoana
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESOURCE PROTECTION</u></b>
<b><u>SALARY</u></b>	:	R196 815 – R228 492 per annum (SR10)
<b><u>CENTRE</u></b>	:	Bellville Regional Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate four-year degree in Aquatic Sciences •Environmental Management •Geomorphology •Hydrology or Environmental Engineering or

equivalent qualification, plus at least 5 years of appropriate experience in the field of Resource Directed Measures. Knowledge of National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Basic Hydrological Modelling background or experience. Knowledge of hydraulic and hydrological application in terms of Water Resource Protection. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWAF staff and stakeholders. Computer literacy with practical experience in using software packages such as MS Word, Excel, PowerPoint and Outlook. A valid drivers license.(certified copies should be attached) Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other DWAF functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Innovative, enthusiastic and creative. Able to manage stress and large workloads. Good interpersonal skills.

**DUTIES** : The successful candidate will implement the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM) including the implementation of the Reserve in the 4 WMAs as well as the River Health Programme. Conduct low confidence reserves, including running the hydrological models. Organise field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the National RDM office on (higher confidence) reserve determination and implementation. Liaise with internal and external stakeholders regarding RDM initiatives. Integrate reserve determinations with other DWAF functions within the Regional Office such as licence applications and provide general technical and scientific support. Develop TORs and manage PSPs. Be willing to undertake substantial travelling that could result in being out of office for a week or more at a time. Participate in capacity building programmes and mentorship programmes for junior staff. Appropriate testing of skills may be undertaken.

**ENQUIRIES** : Ms. W Kloppers, Tel. 021-9507100  
**APPLICATIONS** : The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, 7532  
**FOR ATTENTION** : Ms. MC. Knowles  
**CLOSING DATE** : 28 April 2008

**POST 16/73** : **ASSISTANT DIRECTOR: INTERVENTION MANAGEMENT**

**SALARY** : R157 686 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualifications. Administrative experience in the areas of basic Project Management, Human resource and Financial Management . Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, procurement policies and procedures, Supply Chain Management (SCM), budget process. Excellent interpersonal skills. Strong verbal and written communication skills. Computer Literacy preferably in Microsoft Office and valid driver's licence .

**DUTIES** : Key Performance Areas: Administrative Coordination. Ensure the provision of support services to Director: Strategic Support by carrying out Strategic management tasks: Human Resource Management and Development; general administration; budget planning and control; strategic planning and coordination of branch activities. Ensure that financial administration and management services are rendered according to the PFMA, departmental policies, regulations and treasury instructions. Ensure that the Human Resource Development and Management functions are coordinated and sustained. Ensure that general administration and procurement services are rendered and managed. Liaise with Regional offices on Ministerial correspondence and submissions.

**ENQUIRIES** : Mr WT Nkabinde, Tel (012) 336 6776  
**APPLICATIONS** : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001  
**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka 610

<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualifications. Administrative experience in the areas of basic Project Management and Financial Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, procurement policies and procedures, Supply Chain Management (SCM), budget process. Excellent interpersonal skills. Strong verbal and written communication skills. Computer Literacy preferably in Microsoft Office and valid driver's licence .
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administrative Coordination, Planning and Operational Support. Ensure a supportive office environment and liaise with Office Services. Support development and the implementation of training programmes of the unit. Manage corporate services support to the Directorate (this includes: Human Resource Management and Development; procurement and provisioning of office equipment and stationery). Knowledge of filing system and document control for the Directorate. Photo copying; scanning and faxing. Assistance with travel and accommodation arrangement for staff. The management and maintenance of all assets for the Unit. The provision of secretarial/project administration services. Budget Planning and control for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr WT Nkabinde, Tel (012) 336 6776
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka 610
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/75</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INFRASTRUCTURE OPERATIONS MANAGEMENT (NWRIB)</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year Bachelors degree or equivalent qualification and/or Grade 12 with proven relevant extensive secretarial experience. Good communication skills (Verbal and Written). Ability to maintain sound interpersonal relations. Computer literacy. Good administrative and organisational skills. A valid driver's license and preparedness to travel.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the office of the Chief Director, including Management of Budget, Overall office organisation, fulfill all executive secretarial duties, preparation of Presentations, arranging / organizing workshops and meetings. Assisting the Chief Director in preparing for meetings and related engagements and providing committee and administrative support thereto. Assist the Chief Director in fulfilling his executive and statutory obligations. Supporting operational expediency through facilitating and coordinating information flow across the Chief Director's key areas of responsibility (by tracking tasks, directives and milestones). Representing the Manager (Chief Director) at certain meetings and workshops. Managing queries and information. Managing, Supervising and Training Human Resources and Managing Procurement.
<b><u>ENQUIRIES</u></b>	:	Mr LS Moloi, Tel (012) 336 8092.
<b><u>APPLICATIONS</u></b>	:	Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka 610
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/76</u></b>	:	<b><u>PRINCIPAL WATER POLLUTION CONTROL OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum (SR 9) all inclusive
<b><u>CENTRE</u></b>	:	Belville
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree in Natural or Earth Sciences, Environmental Management or equivalent qualification plus 4 years relevant experience in the field of water quality management and integrated water resource management. A sound knowledge of the National Water Act and related



policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. Computer literacy as well as a driver's licence (EB) are essential requirements.(certified copies should be attached) Willingness to travel extensively and work irregular hours. Proven management and negotiation skills. Good communication skills (both written and verbal); Report writing skills. The person may be required to write a test as part of the interview process.

**DUTIES** : Processing of Water use license applications in the Berg Water Management Area; Provide comment on environmental impact assessment, environmental management program reports and rezoning applications in the Berg WMA; support and manage catchment management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, wineries and local authorities etc.; manage water quality monitoring and the investigation of pollution incidents. Managing junior staff members.

**ENQUIRIES** : Wilna Kloppers ( 021 950 7141)

**APPLICATIONS** : The Chief Director, Department of Water; Affairs and Forestry, Bag X16, Sanlamhof, 7532.

**FOR ATTENTION** : Michelle Knowles (021 950 7100)

**CLOSING DATE** : 28 April 2008

**POST 16/77** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (EXCHEQUER ACCOUNT)**

**SALARY** : R132 054 - R153 312 per annum

**CENTRE** : Bellville

**REQUIREMENTS** : Bachelors degree or diploma with experience in Supply Chain Management or Matric with 5 years experience in Supply Chain Management. Thorough knowledge of tender procedures, contract management, Logis / BAS hands on experience, supervisory skills, knowledge of PFMA, Treasury Regulations, PFMA, Acquisition Management Delegations

**DUTIES** : Evaluation of tenders, management of suppliers and Professional Service Providers, Writing report on contracts awarded, manage Supply Chain Management Information flow, consolidation of regional asset register, asset and loss management, asset and tender teams supervision.

**ENQUIRIES** : Ms Khanyi Mthethwa 021 950 7273

**APPLICATIONS** : The Regional Director, Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Sanlamhof, 7532 or hand delivered to 17 Strand Street, Bellville.

**FOR ATTENTION** : Ms M Knowles

**CLOSING DATE** : 25 April 2008

**POST 16/78** : **CHIEF INDUSTRIAL TECHNICIAN: INFORMATION MANAGEMENT**

**SALARY** : R132 054 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma in Business Information Systems (or information Technology) and knowledge or experience in the areas of basic Project Management, Information System Management and Database Management. A valid driver's licence and computer literacy preferably in Ms Excel, Ms Word and Ms PowerPoint. Experience in or knowledge of the Water Services Act (Act No. 108 of 1997), the National Water Act (Act No. 36 of 1998), the previous Water Act (Act No. 54 of 1956) and the National Water Use Registration process.

**DUTIES** : Key Performance Areas: Coordination, finalisation and documentation of the business requirement for the Water Use Authorisation and Management System (WARMS). Prioritisation and coordination of new business requirement for development of WARMS. Prioritisation and coordination of upgrades to and maintenance of the WARMS. Coordination of the User support to WARMS Users. Coordinating of Users participation for the User Acceptance Testing of the WARMS deliverables. Ensure periodic auditing of the WARMS.

**ENQUIRIES** : Mr L Jack, Tel (012) 336 6829

**APPLICATIONS** : Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001

**FOR ATTENTION** : Ms C Mazibuko, Zwamadaka 610

<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/79</u></b>	:	<b><u>SENIOR WATER POLLUTION CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum (SR 8) all inclusive
<b><u>CENTRE</u></b>	:	Belville
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree in Natural or Earth Sciences, Environmental Management or equivalent qualification plus 3 years relevant experience in the field of water quality management and integrated water resource management. A sound knowledge of the National Water Act and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and wastewater treatment processes. Computer literacy as well as a driver's licence (EB) are essential requirements.(certified copies should attached) Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal); Report writing skills. The person may be required to write a test as part of the interview process.
<b><u>DUTIES</u></b>	:	Processing of Water use license applications in the Berg Water Management Area; Provide comment on environmental impact assessment, environmental program reports and rezoning applications in the Berg WMA; support and manage catchment management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, wineries and local authorities etc.; water quality monitoring and the investigation of pollution incidents.
<b><u>ENQUIRIES</u></b>	:	Wilna Kloppers ( 021 950 7141)
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water; Affairs and Forestry, Bag X16, Sanlamhof, 7532.
<b><u>FOR ATTENTION</u></b>	:	Michelle Knowles (021 950 7100)
<b><u>CLOSING DATE</u></b>	:	28 April 2008
<b><u>POST 16/80</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRES</u></b>	:	Western Cape Region 1 post
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate), proven experience in the national water use registration process as defined by the National Water Act 1998 (Act No 36 of 1998), experience in working with spatial data and extensive experience in the management of general administration work. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Knowledge of the following will serve as recommendations: ArcView or ArcExplorer, the Water Services Act and all other relevant legislation
<b><u>DUTIES</u></b>	:	Serve as the main interface between the client and other functions in the national water use registration process including the handling of inquiries from clients. Handle all exceptions relating to the capture, amendments and maintenance of water use registration data. General office administration and supervision of subordinates
<b><u>ENQUIRIES</u></b>	:	Ms E Bisset/ Ms T Dywili Tel: 021x 950 7100
<b><u>APPLICATIONS</u></b>	:	The Regional Director, Department of Water Affairs and Forestry, Private Bag x16 Sanlamhof
<b><u>FOR ATTENTION</u></b>	:	Ms M Knowles
<b><u>CLOSING DATE</u></b>	:	28 APRIL 2008
<b><u>POST 16/81</u></b>	:	<b><u>SENIOR FORESTER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	KZN Forestry (Maputa District)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Forestry or equivalent qualification. Appropriate experience in Forest Management. A valid driver's licence. Knowledge of silviculture practices. Knowledge of harvesting methods and equipment used. Knowledge of fire fighting techniques. Knowledge of how to control contractual operations. Knowledge of protocol in working with the community and the Amakhosi. Knowledge of disciplinary procedures. Good communication, negotiation skills. Ability to use own initiative. Understanding of Public Service Transformation policies. Basic computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Weekly and monthly planning of silviculture and harvesting duties. Addressing problems and devising alternative methods of

work to ensure efficiency, fighting of fires, making of firebreaks and burning belts. Maintenance of fire fighting tools. Compiling of fire fighting plans and implementation thereof. Harvesting of timber. Measuring volumes and supply invoices. Monitor collection of revenue from sale of timber. Management of contractor and compilation of budget and an APO

**ENQUIRIES** : Mr KJ Weir Tel 082 887 2098  
**APPLICATIONS** : Director: Forestry, KZN Forestry, Department: Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.  
**FOR ATTENTION** : Ms G.N Lesaoana  
**CLOSING DATE** : 09 May 2008

**POST 16/82** : **SENIOR INDUSTRIAL TECHNICIAN X2**

**SALARY** : R106 335 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : An appropriate National Diploma (S/T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990 plus 2-3 years relevant experience. Willing to travel and work irregular hours. Able to write technical reports. Knowledge of agricultural practices. Computer literacy and management of spatial data. Possession of as a driver's licence (EB) is essential (certified copy must be attached) Recommendations- the following will serve as recommendations: Good communication skills (both written and verbal); Initiative and innovative skills; Report writing and knowledge of the National Water Act

**DUTIES** : The incumbent will be responsible for the following: The administration of the New National Water Act, Verification and validation of Water Resources in the region's area of responsibility in terms of water allocation, surface and ground water and stream flow reduction activities with clear provision of the reserve. Water use management and authorization of water use. Licensing of water use, incident management and general enquiries. On site inspections to verify existing lawful water use

**ENQUIRIES** : Mr JF Loedolff (021-950 7169)  
**APPLICATIONS** : Dept.of Water Affairs and Forestry, Private Bag X16, Sanlamhof Bellville, 7532  
**FOR ATTENTION** : Ms. MC. Knowles  
**CLOSING DATE** : 28 April 2008

**POST 16/83** : **PROVISIONING ADMINISTRATION OFFICER (MAIN ACCOUNT)**

**SALARY** : R106 335 -123 456 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : Bachelors degree or diploma with experience in Supply Chain Management or Matric with 5 years experience in Supply Chain Management. Thorough knowledge of logistics management, supply chain management procedures, good communication skills, Logis / BAS hands on experience, supervisory skills, knowledge of PFMA, Treasury Regulations, PFMA, Acquisition Management Delegations.

**DUTIES** : Logis store/warehouse management, ensuring risk management in logistics, authorize provisioning process online, manage stock taking, ensure application of delegations on all purchases, playing the role of a logis system controller, effect disposal on the system and providing report thereof, supervision of purchasing team

**ENQUIRIES** : Ms Khanyi Mthethwa 021 950 7273  
**APPLICATIONS** : The Regional Director, Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Sanlamhof, 7532 or hand delivered to 17 Strand Street, Bellville.

**FOR ATTENTION** : Ms MC Knowles  
**CLOSING DATE** : 25 April 2008

**POST 16/84** : **FORESTER**

**SALARY** : R85 362 per annum  
**CENTRE** : KZN Forestry (Umzimkhulu Plantation)  
**REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma in Forestry /Forestry Ecology/ Environmental Management or equivalent qualification. Relevant experience in conversation and/ or management of

		indigenous forest woodlands. A valid code 08 driver's licence. Basic computer literacy. The following will serve as recommendations: Knowledge of forestry or Environmental Legislation. Understanding of Public Service Transformation policies. Appropriate interest in forestry environment, rural development, community development, institution building and other related interest. Good communication, negotiating and team leadership skills. Ability to use own initiative. Ability to work independently without supervision.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage all aspect of Conversation Forestry. Be required to familiarize him/ herself with all aspects of the National Forest Act of 1998, National Veld and Forest Fire Act of 1998 and other Environmental Laws. Develop a Management plan for Estates. Compile and control the budget for the Estate. Compile and submit monthly and quarterly reports to management. Supervise and identify staff training needs. Manage all activities involved in Conversation through Participatory Forest Management approach. Implement Principles Criteria Indicators and standards as required by National Forest act of 1998. Be involved in the daily administration of the forest estate. Address queries from the community and from external stakeholders. Assist in developing the future roles, responsibilities and structure of Indigenous Forestry, based on latest international, national and departmental policy.
<b><u>ENQUIRIES</u></b>	:	Ms O Mashele, Tel (033) 342 8101
<b><u>APPLICATIONS</u></b>	:	Regional Director, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Ms G. N. Lesaoana
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/85</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	KZN Forestry (Eshowe Area Office)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior Certificate or equivalent qualifications with appropriate experience. Excellent written and verbal communications skills, computer literacy and a Driver's License will serve as recommendations. Knowledge of provisioning/procurement, knowledge of banking procedures, knowledge of stocktaking procedures, knowledge of general administration procedures, knowledge of human resource management matters, and knowledge of the Public Financial Management Act are the competencies required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render assistance and co-ordinate procurement of goods. Provide logistic support to the Eshowe office and surrounding plantations. Effective and efficient ordering. Controlling and issuing of expendables and equipment to staff. Support and co-ordinate all administrative functions. Render administrative assistance for the District. Deal with all aspects of finance in the District. Deal with all aspects of human resource management in the District
<b><u>ENQUIRIES</u></b>	:	Mr LWB Mbatha, Tel (033) 474 4109
<b><u>APPLICATIONS</u></b>	:	Regional Director, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Ms G. N. Lesaoana
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/86</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK: ASSET CONTROLLER (MAIN ACCOUNT)</u></b>
<b><u>SALARY</u></b>	:	R85 362 – per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	Matric with 3 years Supply Chain Management experience in the public sector. Asset management knowledge, Good communication skills, computer literacy, planning and organizing skills, Recommendations: Bachelors degree or diploma with Supply Chain Management background would be an added advantage.
<b><u>DUTIES</u></b>	:	Maintain and update the asset register, perform relevant reconciliation, verify fixed asset register, administer property and lease contracts, monitor compliance to lease agreements, compile documents for disposal committee, reports on disposal items to the committee, inspect items for reuse. Filing of all lease contracts, completion of disposal documents, taking minutes in asset and other Supply Chain Management Meetings.

**ENQUIRIES** : Ms Khanyi Mthethwa 021 950 7273  
**APPLICATIONS** : The Regional Director, Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Sanlamhof, 7532 or hand delivered to 17 Strand Street, Bellville.

**FOR ATTENTION** : Ms M Knowles  
**CLOSING DATE** : 25 April 2008

**POST 16/87** : **SENIOR PROVISIONING ADMINISTRATION CLERK ASSET CONTROLLER (TRADING ACCOUNT)**

**SALARY** : R85 362 per annum  
**CENTRE** : Bellville  
**REQUIREMENTS** : Matric with 3 years asset management experience. Good communication skills, computer literacy, problem solving skills, ability to translate policy, SAP knowledge will be an additional recommendation. Recommendations: Bachelors degree or diploma with Supply Chain Management background would be an added advantage.

**DUTIES** : Maintain and update the asset register, perform relevant reconciliation, verify fixed asset register, administer property and lease contracts, monitor compliance to lease agreements, compile documents for disposal committee, reports on disposal items to the committee, inspect items for reuse. Filing of all lease contracts, completion of disposal documents

**ENQUIRIES** : Enquiries: Ms Khanyi Mthethwa 021 950 7273  
**APPLICATIONS** : The Regional Director, Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Sanlamhof, 7532 or hand delivered to 17 Strand Street, Bellville.

**FOR ATTENTION** : Ms M Knowles  
**CLOSING DATE** : 25 April 2008

**POST 16/88** : **SENIOR ACCOUNTING CLERK GRADE III**

**SALARY** : R85 362 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate with accounting as a passed subject, supplemented by appropriate experience. Experience in the finance field, computer literacy, code 08 Driver's license and experience in BAS and PERSAL. Knowledge of the PFMA, Treasury Regulation and financial policies.

**DUTIES** : Key Performance Areas: Check and capture of PERSAL transactions e.g. Overtime, Standby, night shift allowance and camping allowance. Capturing of allowances and deductions, payrolls, deal with queries related to PERSAL transactions and functions. Compile and capture payments, S&T advances, receipts and journals. Compile and capture fleet journals. Request all BAS related reports. Suspense account, queries relating to BAS transactions and functions. Order and distribute all face value books and documents. Perform cashier duties with petty cash, receiving and banking of state money and issuing of receipts.

**ENQUIRIES** : Mrs. D Botes Tel (033) 392 7700  
**APPLICATIONS** : Regional Director, KZN Forestry, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.

**FOR ATTENTION** : Ms G. N. Lesaoana  
**CLOSING DATE** : 09 May 2008

**POST 16/89** : **SENIOR ADMINISTRATION CLERK GRADE II (3 POSTS)**

**SALARY** : R68 955 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate or equivalent qualification plus appropriate experience in Provisioning Administration. Knowledge of Public Finance Management Act (PFMA) and procurement regulations.

**DUTIES** : Key Performance Areas: Completion of VA2 for required items and services needed. Call suppliers for quotations. Be aware of the specifications or samples. Verify and sign when receiving items from the suppliers. Compile memorandum for payments, incoming and outgoing stores for correctness, quality and quantity. Ensure that all orders are timeously placed and distributed accordingly. Adhere to Provisioning Administration System or Logistical

		Information System. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the department HRM Policies, systems, regulations, guidelines, resolutions and other prescripts. Writing of submissions and other correspondence. Handling of all HRM administration functions in the Unit.
<b><u>ENQUIRIES</u></b>	:	Mr WT Nkabinde, Tel (012) 336 6776
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka 610
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/90</u></b>	:	<b><u>ADMINISTRATION CLERK (RESOURCE PROTECTION)</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Bellville
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification. A tertiary qualification in Administration would be an advantage. The incumbent must have proven office administration skills; ability to organise events; ability to work independently and proactively; Computer literacy (MS Word, Excel, Power Point, Internet and Outlook) is essential; Good communication skills (verbal and written); Willingness to travel; A Valid driver's license (certified copies should be attached)
<b><u>DUTIES</u></b>	:	Providing technical administrative support to the Resource Protection section; compilation of monthly reports; regular follow-up of outstanding issues related to Resource Protection; assist with management of Service Providers; assist officials in liaison with various stakeholders; assist with financial matters; arrange meetings and workshops; provide secretarial services to the Resource Protection section; and General office administration e.g. taking minutes and filing.
<b><u>ENQUIRIES</u></b>	:	Wilna Klopppers ( 021 950 7141)
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water; Affairs and Forestry, Private Bag X16, Sanlamhof, 7532.
<b><u>FOR ATTENTION</u></b>	:	Michelle Knowles (021 950 7100)
<b><u>CLOSING DATE</u></b>	:	28 April 2008
<b><u>POST 16/91</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum (SR 5)
<b><u>CENTRES</u></b>	:	Bellville (3 posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (or equivalent certificate) and experience in the management of general administration work. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Knowledge of the following will serve as recommendations: the Water Services Act, the National Water Act 1998 (Act No 36 of 1998) and all other relevant legislation; experience in the national water use registration process.
<b><u>DUTIES</u></b>	:	Serve as the main interface between the client and other functions in the national water use registration process including the handling of enquiries from clients. Handle all aspects relating to the capture, amendment and maintenance of water use registration data, General office administration.
<b><u>ENQUIRIES</u></b>	:	Ms E Bisset/ Ms T Dywili Tel 021x 950 7100
<b><u>APPLICATIONS</u></b>	:	The Regional Director, Department of Water Affairs and Forestry, Private Bag x16, Sanlamhof
<b><u>FOR ATTENTION</u></b>	:	Ms M Knowles
<b><u>CLOSING DATE</u></b>	:	28 April 2008

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

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

**MANAGEMENT ECHELON**

**POST 16/92** : **DIRECTOR (SECURITY SERVICES) REF NO: 70050529**  
ESPM Branch

**SALARY** : R540 429 per annum (all inclusive package)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Degree/ National Diploma applicable to Security Management with extensive experience in security management of which 5 years must be at management level. Experience and knowledge in security field of MISS, IT security & risk management. Experience & training to provide institutions wide strategic advice & guidance. Strong leadership and communication skills.

**DUTIES** : Responsible for the execution of the entire security function of GDoH (planning, co-ordination, implementation & controlling). Review Security Policy & plan at regular intervals. Advise management on security implications of management decisions. Implement a security risk awareness programme. Conduct internal compliance audits & inspections at GDoH at regular intervals. Establish good working relations with SAPS & NIA & liaise on regular basis. Manage the vetting process of new employees & contractors at GDoH. Develop & maintain security training capacity. Investigation into all crimes at GDoH & attend disciplinary hearings. Ensure that due process is followed & compliance with regulations and policies are maintained. Manage security control. Identify security risks. Identify risk mitigation strategies. Manage security breach / incident reporting & investigation.

**ENQUIRIES** : Dr O Mooketsi Tel No, (011) 355 - 3513  
**CLOSING DATE** : 07 May 2008

**OTHER POSTS**

**POST 16/93** : **SENIOR SPECIALIST (2POSTS) REF NO: 70050434**  
Directorate: Radiology

**SALARY** : R383 844 per annum (all inclusive remuneration package)  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : MMed (Rad) D or FC Rad(D) SA or equivalent. Experience as a Radiologist of greater than 3 years will be an advantage. Experience in all aspects of General Radiology.

**DUTIES** : Participate in the pre and post graduate training programme. General administration and managerial duties and duties as needed by HOD. Rotate through different Radiological modalities. Initiation of research projects in Radiology.

**ENQUIRIES** : Prof Z.I Lockhat, Tel No: (012) 354-2406  
**CLOSING DATE** : 13 May 2008

**POST 16/94** : **SPECIALIST (2 POSTS) REF NO: 70050435**  
Directorate: Radiology

**SALARY** : R353 871 per annum (all inclusive remuneration package)  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : MMed (Rad) D or FC Rad(D) SA or equivalent. Experience in General Radiology, Administrative skills.

<b><u>DUTIES</u></b>	:	Participate in training of pre and post graduates. Have experience in all aspects of General Radiology. Rotate through different Radiological modalities. Administrative duties and duties needed by HOD. Contribute to research activities in Radiology.
<b><u>ENQUIRIES</u></b>	:	Prof Z.I Lockhat, Tel No: (012) 354-2548
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/95</u></b>	:	<b><u>SPECIALIST (PAEDIATRICS DEPARTMENT) REF NO: 70050451</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R353 871 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	MMed (Paediatrics) postgraduate qualification. More than 1 years experience in under-and postgraduate training. Recommendations: Proven experience. Social interest in Paediatrics oncology.
<b><u>DUTIES</u></b>	:	Service rendering in the Paediatrics Oncology department. Acting participate in research. Under-and postgraduate teaching. Management functions in department of Paediatrics.
<b><u>ENQUIRIES</u></b>	:	Prof M. Kruger or Dr L.M Phalatsi, Tel No: (012) 373-1009/ 318-6502
<b><u>CLOSING DATE</u></b>	:	8 May 2008
<b><u>POST 16/96</u></b>	:	<b><u>PRINCIPAL PHARMACIST REF NO: 70050214</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R 215 253 – 219 582 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Pharmacy Diploma or B. Pharmacy recognized by South Africa Pharmacy Council. Registered as a Pharmacist with the SAPC and complemented community service. Good oral and the SAPC and completed community service. Good oral and written communication is recommended. Must be prepared to work in a team. Knowledge of the public service financial practices. Sound knowledge of the Batho Pele Principles. Registered as a tutor for pharmacist interns and pharmacist interns and Pharmacist Assistant.
<b><u>DUTIES</u></b>	:	Promote rational drug use. Co-ordinate the in-service and formal training of Pharmacist Interns and Pharmacist Assistants. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicines. Monitor and evaluate the quality of service in the department. Financial Management for the department. Ensure the adherence to the dispensing standards as set out by the SAPC. Manage, monitor and evaluate Pharmacy staff in the unit. Ensure adherence to standard treatment guidelines and protocols. Ensure adherence to both the hospital and provincial drug formulations.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Ayob, Tel No: (011) 933 - 9864
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 16/97</u></b>	:	<b><u>ASSISTANT DIRECTOR HUMAN RESOURCES ADMINISTRATION REF NO: 70050321</u></b> Directorate: Human Resources Management and Logistics.
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	RVQ 13 or Grade 12 and credible experience in HR Management, Organizational Planning and co-ordination. Strong Computer skills. Interpretation of policies. Creativity and excellent Communication and Writing skills. Work under pressure.
<b><u>DUTIES</u></b>	:	Manage and control the staff establishment control of the Hospital. Perform cost calculations applicable to HRM. Conduct research in HR Planning and filling of posts. Administration/Auditing of the staff establishment. Monitor and report on the utilization of posts. Preparing submissions and memorandums with regards to staff Human Resources matters. Plan and implement Human Resource Strategies, guidelines and Procedures. Including effective and efficient management of HR administrative aspects (appointments, transfer, terminations, salary administration and management of conditions of service) etc. Manage the HR Admin team and complies with the provision of all relevant legislation. Render HR advisory service to Management, all Line Managers



		and staff. Manage Audit queries. Management of the leave Unit and help desk. Training and development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr.P.Mostweni, Tel No: (012) 354-2235
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/98</u></b>	:	<b><u>HEALTH AND INFORMATION SYSTEM MANAGER REF NO: 70050527</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R196 815 – 228 492 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Sizwe Tropical Disease Hospital
<b><u>REQUIREMENTS</u></b>	:	B Degree or National Diploma in information Technology or Health Information Systems. Knowledge of the Information System. Ability to compile, present, analyse and interpret data/reports. Ability to operate hard and software.
<b><u>DUTIES</u></b>	:	Compiling accurate statistics and maintenance and update of database. Monthly submissions of statistics. 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 and average length of stay. Ensure correct wards census and cost centre information. Clarify performance expectations and provide performance feedback e.g. cost per PDE, ALOS, and BOR. Practice Information management. Provide vital statistics capturing cause of death and mortality rate. Manage system used to collect, store, process, retrieve, analyse, disseminate and communicate information. Coding diagnosis and procedures for healthcare service provided to patients. Maintain /repair/ upgrade computer hardware and software as and when a need arises.
<b><u>ENQUIRIES</u></b>	:	MS Mabel Pitso, Tel No, (011) 531 – 4307 or 082 773 8963
<b><u>CLOSING DATE</u></b>	:	07 May 2008
<b><u>POST 16/99</u></b>	:	<b><u>MIDDLE MANAGER: INFORMATION TECHNOLOGY REF NO: 70050213</u></b> Directorate: ICT
<b><u>SALARY</u></b>	:	R 196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in information management or Matric with 5 years experience in Hospital Management Information system. Candidate Leadership qualities and strong interpersonal skills with good knowledge in computer skills (Ms Word, Ms Excel and Ms Power Point) and Health Information Systems. Sound numeric skills. Experience in using District Health Information Systems Software DHISS). Knowledge and experience of health indicators. Good communication management, planning and presentation skills. Ability to work under pressure. Experience in a healthcare setting will be an advantage.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for managing the Information Management Section. Co-ordinate and support the timous submission of quality hospital data. Compile statistics and reports of the institution and make submission to the Senior Management, CEO, Regional and Central Office within the set deadlines. Set up and monitor health indicators to determine the demographical trends and inform management of any changes. Develop a system for analyzing, evaluating and interpreting minimum data set, national Tertiary Services giant and CEO's reports. Prepare informed and graphically illustrated reports for Senior Managers. Attend to the internal and external patient information queries. Knowledge and understanding of Promotion of Access to information Act (PAIA). Establish hospital information committee and support needs of the team. Workshop and train management on the use of information for planning and decision making.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Nefale, Tel No: (011) 983 – 9788
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>NOTE</u></b>	:	This is a re-advertisement. Candidates which applied previously are encourage to apply.
<b><u>POST 16/100</u></b>	:	<b><u>PRINCIPAL PHARMACIST REF NO: 70050106</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R183 066 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Germiston Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration as a Pharmacist with the S.A. Pharm. Council. Between 5 & 10 Years extensive appropriate experience, Computer literacy.

<b><u>DUTIES</u></b>	:	Overall management of the Pharmacy department of the Complex. Financial management and budget control. Support to the surrounding clinics in the Complex. Oversee medicine procurement system, dispensing and stock control. Compounding and quality pharmacy service. Co-ordinate training programmes for Pharmacy Assistant and Professional Nurses where necessary. Attend professional meetings where pharmacy representation may be required. Provide medicine-related information as may be required for therapeutic purposes by clinicians. Devise protocols, procedures and guidelines for efficient and cost-effective pharmaceutical services.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Dr. J.H.J. Szczygielski, Tel No : (011) 345 1268
<b><u>CLOSING DATE</u></b>	:	Ms. Diane Samuels 25 April 2008
<b><u>POST 16/101</u></b>	:	<b><u>LECTURE GRADE 1 GENERAL NURSING SCIENCE REF NO: 70050223</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R 160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a general Nurse and Midwife. Diploma/ Degree in General Nursing Science. Diploma/ Degree in Nursing Education. Minimum of three years appropriate experience as a General Nurse. Code 8 driver's licence. Computer literate. Must be able to work under pressure.
<b><u>DUTIES</u></b>	:	Plan and manage academic programs. Employment of a variety of teaching strategies to teach required outcomes. Policy development. Student's evaluation (theoretical and practical). Subject-specific academic support. Develop, review and evaluate curricula. Implementation of PMS &D for students where applicable. Participate in and encourage research. Accompany learners in clinical areas (General, Psychiatric, Community and Midwifery). Management of students matters, including student leaves as well as student contracts. Liaison with clinical facilities as well as students employing institutions. Continuing education in Nursing Education in own subject field.
<b><u>ENQUIRIES</u></b>	:	Mrs. M. Joka, Tel No: (011) 983 3004
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 16/102</u></b>	:	<b><u>MIDDEL MANAGER LOGISTICS REF NO: 70050389</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R157 686 - R183 066 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and 5 years experience in Logistics. An appropriate degree/ diploma in Facility Management, Transport or Public Management is recommended. Computer literacy (MS Word, MS Excel, and PowerPoint). knowledge and understanding of PFMA Act, OHS Act National Building Regulation and Procurement Policies. A valid driver's license. Sound communication skills, interpersonal, leadership and organisational skills. Knowledge, understanding and implementation of practices, regulation and acts that governs administration support.
<b><u>DUTIES</u></b>	:	Ensure formation of programmes/ projects and implementation thereof. Manage the budget and adhere to human resource, procurement and financial acts and regulations. Manage facility management, transport, garden and pest control and other logistic duties. Liaise with the Department of Public Work, Roads and Transport. Initiate and advice on the compilation of business plan and budget process. Prepare and submit monthly progress and status report to the Management Evaluation, training and development of personnel. Perform all legal duties that may be suggested by management.
<b><u>ENQUIRIES</u></b>	:	Mr B. Kgadimane, Tel no: (011) 933 - 8313
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<b><u>POST 16/103</u></b>	:	<b><u>ASSISTANT MANGER: OBSTETRICS AND GYNAECOLOGY REF NO: 70050215</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R 157 686 – 235 659 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in Nursing management, Nursing Education and Community Health Science and Advanced Midwifery. Registration with the South African Nursing

		Council as a Professional Nurse and advanced Midwifery. Minimum of 5 years experience as a Professional Nurse. Good interpersonal relationship, leadership skills and must be able to work in stressful situations.
<b><u>DUTIES</u></b>	:	Comprehensive health care provision to patient/ client utilizing a cost effective approach. Promote the Principles of Batho Pele in health care delivery. Ensure availability of human and material resources. Set standards and norms of the unit. Promote and maintain accreditation requirements. Engage in teaching and min research. Ensure that the customer care services are in place. Maintain labour peace and implement strategies to prevent medico legal hazards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi, Tel: (011) 933 0134
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 16/104</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: 70050528</u></b> Directorate: Hospital Support
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or equivalent in either Medicine or Nursing. Experience in Health Sector & project management. Research & analytical skills. Experience in the hospital systems & transformation. Computer literate & report writing skills.
<b><u>DUTIES</u></b>	:	Assist the Director with hospital service planning, development and support of the hospital health system. Support of National planning for sustainable and affordable hospital services. Establish step down beds and rationalisation of expensive care. Assist with strengthening of Hospital Information System. Implementation of cost centres and revitalisation of hospitals in the province. Support for decentralization and strengthening of hospital management Support the process of liaison and co-ordination of specific health system components across the province, including liaison with key stakeholders (Universities etc), to ensure sustainability through capacity development.
<b><u>ENQUIRIES</u></b>	:	Dr Phila Mazamisa Tel No, (011) 355 3535/3265
<b><u>CLOSING DATE</u></b>	:	07 May 2008
<b><u>POST 16/105</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: 70050436</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Brad (Hons) Nuclear Medicine or equivalent tertiary Qualification and registration with HPCSA. At least 8-10 years experience as a Chief Radiographer in a Nuclear Medicine facility offering a comprehensive clinical service. Experience in an academic environment will be an advantage. Managerial skill and financial management knowledge. Strong leadership abilities with high level of responsibility. Good knowledge of Nuclear Medicine Equipment. Good knowledge of radiation control legislation. Computer skills. Knowledge of PAC system and Medicom.
<b><u>DUTIES</u></b>	:	Responsible for planning, organising, implementation, leadership and control of all activities in the Department of Nuclear Medicine. Supervision of Radiographic personnel and management of service delivery to maintain a dedicated, innovative and loyal workforce. As a member of the management team responsible for departmental policy, budget, equipment and quality assurance programmes. Liaise with the multidisciplinary team in the department to ensure quality service rendering and patient care. Responsible for in-service training of Nuclear Medicine Radiographers. Administrative duties relating to all relevant areas of duty. Implementation of new diagnostic procedures to maintain a competitive service delivery and up-to-date training facility.
<b><u>ENQUIRIES</u></b>	:	Mrs. D. van der Westhuizen, Tel No: (012) 354-1684/2374
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/106</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN OFFICER REF NO: 70050437</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital

<b><u>REQUIREMENTS</u></b>	:	An senior certificate or equivalent qualification with extensive in: Supply Chain Management. Knowledge of the Preferential Procurement Policy Framework Act (PPPFA). Public Finance Management Act and Treasury Regulations. In-depth knowledge of Procurement regulations, GSSC developments and all other related guidelines to ensure effective and economical management.
<b><u>DUTIES</u></b>	:	Manage all aspects of data capturing on SAP with regards to the acquisition and provisioning of stores. Management of warehouses and Transit by ensuring that: Optimum economic stock levels are maintained, request for store items from end users are promptly attended. Optimum safe-keeping of store items are always maintained. Stocktaking of stores is regularly done as prescribed by the prescripts and redundant, damaged and obsolete items are regularly disposed. Ensure proper reporting and reconciliation on stores. Human Resource Management: Complete and agreed job description and manage performance and development.
<b><u>ENQUIRIES</u></b>	:	Mrs i. Meyer, Tel No : (012) 354-5412
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/107</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REF NO: 70050409</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshepong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree in Occupational Therapy and registration with the PCSA as an Occupational therapist. Minimum 3 years experience in Occupational Therapy in the Health sector is recommended. Experience in setting up treatment programmes and developing protocols. Managerial and planning skills. Computer literate. Valid driver's license. Good interpersonal, communication and creative skills.
<b><u>DUTIES</u></b>	:	Render and manage quality occupational therapy services. To execute occupational therapy procedures correctly and according to standard protocols and policies. Ensure accurate record keeping and reporting to Supervisors. Attendance and feedback of scheduled meetings. Development and evaluation of staff, Compilation of monthly statistics.
<b><u>ENQUIRIES</u></b>	:	Ms M.D Mekgoe, Tel No: (012) 373-5033
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/108</u></b>	:	<b><u>ASSET MANAGER REF NO: 70050525</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R132 054 – 153 312 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Sizwe Tropical Disease Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Degree, National Diploma or Grade 12 with 5 years relevant experience. Sound understanding of basic accounting principles. Ability to work independently, strong analytical skills and good interpersonal relations. Strong Computer skills especially Excel, Word, BAUD, SAP and BAS. Ability to prepare and analyse figures. Strong managerial skills. Ability to manage a team. Strong attention to detail and communication skills (verbal, written and reading). Ability to handle complex data & organise multiple & complex tasks. Understanding of PFMA, PPPFA and treasury Regulations.
<b><u>DUTIES</u></b>	:	Assist to develop, implement & monitor acquisition, maintenance & disposal plans for assets. Implementation of the Asset Management strategy institutionally. Manage asset management resources allocated to the asset management section. Promote & obtain buy –in from international & external functions. Ensure effective integration & working procedures between asset management functions and supply chain management. Assist with effective management of assets within the department and according to the asset Management strategy & requirements of the PFMA. Asset counts & verifying against Asset Register .Maintain and update the Asset Register of the institutions. 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 and policies. Prepare monthly reconciliation between Asset Register & ledger & annual reconciliation between Asset Register & ledger and annual reconciliation of the Register. Annual Financial Statements & ledger. Disposal of redundant assets through proper procedures.

<b><u>ENQUIRIES</u></b>	:	Ms Mabel Pitso Tel No, (011) 531 - 4307
<b><u>CLOSING DATE</u></b>	:	07 May 2008
<b><u>POST 16/109</u></b>	:	<b><u>SENIOR PHARMACIST REF NO: 70050410</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshepong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Registered with the SAPC as a pharmacist. Diploma in pharmacy or B.Pharmacy, Minimum of one to two years experience in Pharmaceutical Service in a hospital environment. Good understanding of TB and ARV protocols. Communication and good interpersonal relationships. Ability to work in a team and good decision making skills. Computer literate. Mentoring and supervisory skills and compliance with applicable legislation. Drivers License.
<b><u>DUTIES</u></b>	:	Perform all delegated duties within legislative prescripts. Packing and dispensing of medication. Manage allocated Funds. Monitor and evaluate quality of service. Ensure accurate statistic analysis. Support the Chief Pharmacist and supervise pharmacy assistants.
<b><u>ENQUIRIES</u></b>	:	Ms M.D Mekgoe, Tel No: (012) 373-5033
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 16/110</u></b>	:	<b><u>INFORMATION TECHNOLOGY (IT) NETWORK CONTROLLER REF NO: 70050225</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R 132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus National Diploma in Information Technology or equivalent diploma (A+, N+, MCSE). A minimum of three years working experience in the role of supporting systems: Windows XP and Windows 2003 server. Knowledge of the OHSA, Linux server, Ms Office Suite, TCP/ IP protocols and networks. Ability to install, configure and troubleshoot OS's. Knowledge of the programmes on MIS. Practical assessments may be required. Must be able to work autonomously, must be service orientated, self driven, able to work independently without direct and constant supervision. Knowledge of Treasury Regulations. Computer literate. Good interpersonal relations. Code 8 driver's licence is compulsory.
<b><u>DUTIES</u></b>	:	Manage data Communication with regard to operations. Control and development of programs. Formulate Network operating policies. Manage emergency action plan of the network. Supervision and maintenance on all relevant computer network equipment and software, including updating and servicing and plan, implement and maintain security of IT systems. Initiate and maintain computer network disaster recovery procedures. Responsible for the physical operation of electronic computer and audiovisual equipment. Identify computer faults at the College and sub campuses. Render advisory service to management, manage a budget and negotiate with contractors. Manage CCTV, security of the building and equipment. Manage the Soft Win System, the C6 Win and PABX system. Training of interns. Evaluate (PMDS) staff. Develop operational plans. Supervision of designated personnel. In-service training of staff on effective utilization of IT equipment.
<b><u>ENQUIRIES</u></b>	:	Mrs. M. Neveling, Tel No: (011) 983 - 3006
<b><u>CLOSING DATE</u></b>	:	25 April 2008
<b><u>POST 16/111</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL (2 POSTS) REF NO: 70050325</u></b>
<b><u>SALARY</u></b>	:	R 109 269-203 280 per annum (plus benefits).
<b><u>CENTRE</u></b>	:	Germiston Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government notice 452 (I.e. Diploma/Degree in Nursing) or equivalent qualifications that allows registration with SANC as a Professional Nurse.
<b><u>DUTIES</u></b>	:	Supervision of nursing personnel. Assist with formulation and implementation of institutional operational plan. Exercise control of all personnel regarding discipline, hours of duty and work ethics. Implement and promote quality health care. Assist with formulation and implementation of nursing policies. Education and training of nursing personnel. Adhere to all Acts and Regulations pertaining to health service and public service management . Monthly data

collection, interpretation and analysis. Willingness to work day and night duties and rotate when the needs come. Ability to function effectively under stressful situations.

**ENQUIRIES** : Ms. Z.P. Mofokeng, Tel No: (011) 345-1240  
**FOR ATTENTION** : Ms. Diane Samuels  
**CLOSING DATE** : 25 April 2008

**POST 16/112** : **SOCIAL WORKER (ARV CLINIC) REF NO: 70050450**  
 Directorate: ARV Clinic

**SALARY** : R106 355 - 123 456 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Appropriate tertiary qualification. Appropriate professional registration. Experience, knowledge and a special interest in HIV/ AIDS/ STI/ TB. Knowledge of applicable legislation. Possess good written and verbal communication skills.

**DUTIES** : Work in a multi-disciplinary team and as a member of the existing social work structure to provide a comprehensive HIV/ AIDS/ TB/ STI care to clients. Provide support and mentoring to lay counselors. Conduct intake and interviews. Investigation into circumstances and partner counselling. Crisis intervention and group work. Ensure involvement of communities by providing information and education. Identify HIV/ AIDS/ TB/ STI patients who are eligible for social support. Liaise with relevant department and NGO service to provide comprehensive care. Attend relevant meetings and training opportunities.

**ENQUIRIES** : Ms.N.R. Aphiri, Tel No: (011) 321-6205  
**CLOSING DATE** : 8 May 2008

**POST 16/113** : **MEDICAL PHYSICIST (INTERNSHIP) REF NO: 70050438**  
 Directorate: Medical Physics

**SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : Bsc (Hons) degree in Medical Physics. Registration with the HPCSA as an Intern Medial Physicist. Candidates who are within six months of completing their degree can also apply.

**DUTIES** : The incumbent will be expected to follow the Internship program as a set up by the department.

**ENQUIRIES** : Prof. Ado. J. Van Rendburg, Tel No: (082) 525-3844  
**CLOSING DATE** : 13 May 2008

**POST 16/114** : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70050439**  
 Directorate: Occupational Therapist

**SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : Tertiary qualification in Occupational Therapy. Current registration with HPCSA. 2-3 years appropriate clinical experience. Knowledge of appropriate legislation.

**DUTIES** : Render and manage an occupational Therapy service that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in the Sub-section (allocated area of work). Participate in continuous professional development activities. Participate in the formulation and review of sectional strategies as required. Manage allocated human resources, including the supervision and performance appraisal. Supervise allocated students according to the agreement with the tertiary training institution.

**ENQUIRIES** : Mr.Mashudu Mphohoni, Tel No:(012) 354-6312/2848/1665  
**CLOSING DATE** : 13 May 2008

**POST 16/115** : **LABOUR RELATIONS OFFICER REF NO: 70050323**  
 Directorate: Human Resources Management and Logistics.

**SALARY** : R 106 050 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital

<b><u>REQUIREMENTS</u></b>	:	RVQ 13 OR Grade 12 with appropriate experience. Must be computer literate. Excellent communication skills. Good knowledge of HR prescripts. Drivers licence.
<b><u>DUTIES</u></b>	:	Investigate misconduct cases and grievances. Develop and implement labour relations policies and procedures. Rendering Labour Relations advisory services to managers and employees. Train and support line managers on LR issues.
<b><u>ENQUIRIES</u></b>	:	Mr.P.Motsweni, Tel No: (012) 354-2235
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/116</u></b>	:	<b><u>CHIEF PROVISIONING CLERK REF NO: 70050440</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	5 Years experience in: Asset Management and the BAUD system. Knowledge of the PAS manual system, Knowledge of SAP system. Knowledge of the Preferential Procurement Policy, Framework Act (PPFA), the PFMA and Treasury Regulations. Computer literacy. Record keeping skills, communication skills and good interpersonal skills.
<b><u>DUTIES</u></b>	:	Monitoring of asset sent in for maintenance and repair. Responsible for recording transfers, movements, repair, audits and disposal of assets. Keeping of maintenance and disposal registers. Warehouse management. Help with the annual stocktaking. Capturing and verify of RLS01 (services) on the SAP system.
<b><u>ENQUIRIES</u></b>	:	Mrs. Ina Meyer, Tel No: (012) 354-5142
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/117</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO: 70050441</u></b> Directorate: Switchboard
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10-12 and or relevant experience. Office administration, customer care, computer literacy, experience in client liaison and telephone etiquette. Knowledge in telephone management system will be an advantage.
<b><u>DUTIES</u></b>	:	The successful candidates will be expected: To log telephone faults and to make follow-up with service provider. Manage and printout accounts for officials and other stakeholders within the hospital. Perform admin duties and update the hospital telephone directory. The appointee will be expected to perform standby duties and to manage staff.
<b><u>ENQUIRIES</u></b>	:	Ms. M.E Kewane, Tel No: (012)354-2055
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/118</u></b>	:	<b><u>JUNIOR MEDICAL ORTHOTIST/PROSTHETIST REF NO70050442</u></b> Directorate: Orthotist and Prosthetist
<b><u>SALARY</u></b>	:	R95 238 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Orthotics /Prosthetics. Registered at HPCSA as Medical Orthotist/Prosthetist.
<b><u>DUTIES</u></b>	:	Manufacturing of Orthosis/ Prosthesis consultation with Doctors. Design of appropriate Orthosis/ Prosthesis selection of material. Fitting of Orthosis/ Prosthesis, Finishing off Orthosis/ Prosthesis
<b><u>ENQUIRIES</u></b>	:	Ms. H. A. Du Toit, Tel No: (012)354-6615
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/119</u></b>	:	<b><u>SENIOR SECRETARY REF NO: 70050530</u></b> Directorate: District Health Services Support
<b><u>SALARY</u></b>	:	R86 223 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) with 1-2 years working experience. Computer skills in (Ms Word & Excel). Communication and typing skills. Handling of incoming/ outgoing correspondence. Telephone and customer care skills.

<b><u>DUTIES</u></b>	:	General office administration, photocopying, faxing, filling, reception (i.e.) answering of incoming calls and transfer them, taking messages on behalf of the Director and making calls. Setting up meetings, booking of venues, arranging payments through procurement, taking of minutes in meetings and typing them, drafting of agendas and programmes. Liaise with district offices and follow-up on inputs for submission, under supervision. Follow instructions and liaise on procurement orders submitted and delivered. Providing refreshments for visitors, ordering of office stationery, claiming of petty cash and submitting of Procurement forms. Deliver urgent outgoing correspondence to relevant officials and manage incoming correspondence.
<b><u>ENQUIRIES</u></b>	:	Mokgadi Selepe, Tel No, (011) 355 – 3553
<b><u>CLOSING DATE</u></b>	:	07 May 2008
<b><u>POST 16/120</u></b>	:	<b><u>NETWORK CONTROLLER REF NO: 70050216</u></b> Directorate: Information Technology
<b><u>SALARY</u></b>	:	R 85 362 – 99 108 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10 (Grade 12) certificate. N+ with 2 years experience in Local Area Network (LAN) cabling. Must be able to do Physical installation of Network cables and points. Ability to operate the crimping tool, LAN and Network Pointcable tester equipment. Ability to install and repair network points links between separate floors in a building (Tracing and repairs of damaged Network cables and fibre. Replacing damaged wall box and module (Inset)).
<b><u>DUTIES</u></b>	:	Install and repair network points as identified by the Computer Operators. Plan and Implement the maintenance of network infrastructure and adhere to quality standards. Keep records of day to day work as per job cards completed. Liaise with SITA and other companies for the escalation of major cabling projects in the hospital. Advise the IT department management on existing network infrastructure upgrade requirements and specifications. Re-arrange the cables in computer rooms and apply proper markings of the network points. Prepare and patch ordinary and cross-over cables to meet the required specifications. Manage the asset register and control of IT equipment and consumable store rooms.
<b><u>ENQUIRIES</u></b>	:	Mr. E. Mphahlele, Tel No: (011) 933 - 9037
<b><u>CLOSING DATE</u></b>	:	23 April 2008
<b><u>POST 16/121</u></b>	:	<b><u>MATERIAL RECORDING CLERK (2 POSTS) REF NO: 70050443</u></b> Directorate: Procurement
<b><u>SALARY</u></b>	:	R49 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Computer literacy. Good communication and interpersonal skills, Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Perform administration duties with regards to procurement services including receiving and issuing of stock and assets. Completion of requisitions, capture data on the computer systems and assist with stocktaking. (Outside applications will be considered)
<b><u>ENQUIRIES</u></b>	:	Mrs. Ina Meyer, Tel No: (012) 354-5142
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 16/122</u></b>	:	<b><u>MACHINE OPERATOR REF NO: 70050251</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R 49 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Grade 8 or ABET certificate. Relevant experience. Basic innumeracy and literacy and organizing skills. Ability to perform routine work and operate photocopy machine and relative equipment. Good verbal and written communications skills. Able to work under pressure.
<b><u>DUTIES</u></b>	:	Basic maintenance of equipment and reporting defects. Perform duties related to printing and distribution of documents. Order stationary using the VA2 form for the office. Receive and send mail to GSSC and keep records of documents sent to GSSC. Distribute all mail received to relevant people. Filing of documentation Circulars in Roneo Room. Relieving at Reception/ Switchboard desk when need arises.



**ENQUIRIES** : Mrs. M. Neveling, Tel: (011) 983 3006  
**CLOSING DATE** : 25 April 2008

**POST 16/123** : **CLEANER SUPERVISOR REF NO: 70050252**  
 Directorate: Management Support

**SALARY** : R 49 665 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Minimum qualification (ABET) certificate. Good verbal and written communications skills. Able to work under pressure.  
**DUTIES** : Able to perform cleaning service of routine inside the College Building and surrounding grounds. Be prepared to rotate within the scope of work. Clean Offices and Classrooms. Manage Staff PMDS – Cleaning Department. Be able to work routine working hours. Be able to work closely with Facility Manager.

**ENQUIRIES** : Mr. Joseph Hlatshwayo, Tel: (011) 983 3056  
**CLOSING DATE** : 25 April 2008

**POST 16/124** : **GENERAL STORE ASSISTANT REF NO: 70050448**  
 Directorate: Procurement

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital.  
**REQUIREMENTS** : Must be able to read and write. Good communications skills. Able to work under pressure.  
**DUTIES** : Must perform routine tasks such as delivery of stock and equipment, moving of furniture and help with the receive and issuing of stock in a warehouse.

**ENQUIRIES** : Mrs. Ina Meyer, Tel No : (012) 354-5142  
**CLOSING DATE** : 13 May 2008

**POST 16/125** : **MATERIAL RECORDING CLERK REF NO: 70050446**  
 Directorate: Procurement

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital.  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literacy, good communications and interpersonal skills, ability to perform routine tasks.  
**DUTIES** : Perform administration duties with regard to procurement services including receiving and issuing of stock and assets, completion of requisitions, capture data on the computer systems and assist with stock taking. (Outside applications will be considered).

**ENQUIRIES** : Mrs. Ina Meyer, Tel No: (012) 354-5142  
**CLOSING DATE** : 13 May 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** : 09 May 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 16/126** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 70050318**  
 Directorate: Regions

**SALARY** : R 196 815 per annum (plus benefits)  
**CENTRE** : Johannesburg Metro Region  
**REQUIREMENTS** : Bachelor's degree/ or National Diploma with 3-5 years relevant management/ supervisory experience. Knowledge and good understanding of the following:

strategic planning, project management, legislative framework such as PFMA, PSA, Treasury regulation, BCEA, Archive Act, etc. Experience on events management. Good Interpersonal relations, good coordination-, Communication-, Report writing-, analytical skills, computer literate (Word, Excel, Access, PowerPoint, Outlook). Valid code 08 driver's license will be an added advantage.

**DUTIES** : Manage the functions of Supply Chain, Fleet, Records, Contract, Facility, Budget and Finance Management within the Region by ensuring adherence to policies and procedures and co-ordination of programmes and projects related to support / administration functions; Monitor, evaluate and ensure compliance to the implementation of the Departmental Service Delivery Plan; Occupational Health and Safety Act; Risk and Internal Control Measures; Operationalise the Department's Human resource Management plan and policy; Ensure management of PMDS, Leave control and other programmes required by the department throughout the clusters; Ensure implementation of operational plan by aligning the overall office operational plan with the department plan; Ensure harmonious Employee Relations and Provide strategic and leadership directions for the office within the management team.

**ENQUIRIES** : Mr. D Noble Tel : (011) 374 1600 / 082 469 0849

### **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

**FOR ATTENTION** : Ms Arti Singh

**CLOSING DATE** : 05 May 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 16/127** : **DIRECTOR: OFFICE OF THE HOD REF NO: 70050314**  
Directorate: Office of the Head of Department

**SALARY** : R540 429 per annum (all inclusive packages)

**CENTRE** : Johannesburg

**REQUIREMENTS** : The successful candidate should be in possession of a three year tertiary qualification, plus 5 years experience in strategic planning information management and monitoring, of which 2 years should be in a public sector environment. Experience in/knowledge of government planning and reporting processes, financial management and organizational performance monitoring.

**DUTIES** : Implementing planning frameworks, monitoring, evaluating and Reporting on progress as per the strategic plan, promoting collaboration Between different programmes, co-coordinating service delivery Improvement programmes, transversal transformation issues and Organizational performance management and providing strategic Leadership to the business unit.

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

### **OTHER POST**

**POST 16/128** : **ADMINISTRATIVE OFFICER REF NO: 70050315**  
Directorate: Communication

**SALARY** : R106 335 per annum (Plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : The successful candidate should be in possession of a Grade 12 plus 3-5 years experience or Diploma in office management plus 1 year experience in the communications environment. Good verbal, written communication skills, computer literate, knowledge of relevant legislation/policies/prescripts and procedures. Basic knowledge of procurement procedures and financial administration.

**DUTIES** : Ensures the effective flow of information and documents to and from the office of the manager, safekeeping of all documentation in the office in line with the relevant legislation and policies. Drafts documents as required. Ensures that travel arrangements are well co-ordinated. Manages the leave register and telephone accounts in the office . Obtains the necessary signatures on documents like procurement advises and monthly salary reports. Scrutinizes documents for actions/information/other documents required for meetings. Ensuring office space for new employees. Maintain general office administration duties.

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

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**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** : 30 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 16/129** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 70050324**  
Directorate: Risk Management

**SALARY** : R311 358 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognised Degree or equivalent qualification and appropriate experience in risk management, related prescriptive and Acts. Computer literacy, good interpersonal relations, communication, writing, analytical and management skills will be a necessity. The ability to work under pressure and tight deadlines will be of essence. Knowledge of Public Finance Management Act (PFMA), System Application Programme (SAP), Treasury Regulations, Basic Accounting System (BAS), Government Budget Process, Annual Financial Statement and Performance Evaluation will be an advantage.

**DUTIES** : The successful candidates will be responsible for the following: Develop monitor and management risk policies and profiles for the office in conjunction with Treasury. Liaise with directorates in areas of responsibility to ensure identification and operation of the risk committee. Monitor and evaluate the implementation of the risk policy strategy. Assist in the implementation of Auditor General and Internal Audit recommendation.

**ENQUIRIES** : Mr. G. Mahlangu, Tel No: (011) 355 –5262

**POST 16/130** : **ADMINISTRATIVE OFFICER REF NO: 70050445**  
Directorate: Land Management  
Core: Administrative Support to Land Management

**SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognized Bachelor's degree or equivalent qualification coupled with relevant experience in Property Management. General knowledge of Administration will be an added advantage. Knowledge on land related issues including applicable relevant legislation. (Gauteng Land Administration Act, PFMA and Treasury Regulations). Good report writing, interpersonal and communication (verbal and writing) skills are required. Willingness to travel and work under pressure as well as a valid driver's licence and computer literacy.

**DUTIES** : The successful candidates will be responsible for the following: General administrative support to the Directorate. Procurement of goods and services. Effective information management. Liaise with User Departments and other stakeholders. Provide secretarial support to internal sub- directorates meeting

		and workshops. Co – ordinate training programmes for the Unit and give support to staff. Implement systems and procedures for Admin support.
<b><u>ENQUIRIES</u></b>	:	Ms. C. Mantsho, Tel No: (011) 355 –5502
<b><u>POST 16/131</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 70050449</u></b>
		Directorate: Land Management
		Core: Administrative Support to Land Management
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A recognized Bachelor's degree or equivalent qualification coupled with relevant experience in Property Management. General knowledge of Administration will be an added advantage. Knowledge on land related issues including applicable relevant legislation. (Gauteng Land Administration Act, PFMA and Treasury Regulations). Good report writing, interpersonal and communication (verbal and writing) skills are required. Willingness to travel and work under pressure as well as a valid driver's licence and computer literacy.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following: General administrative support to the Directorate. Procurement of goods and services. Effective information management. Liaise with User Departments and other stakeholders. Provide secretarial support to internal sub- directorates meeting and workshops. Co – ordinate training programmes for the Unit and give support to staff. Implement systems and procedures for Admin support.
<b><u>ENQUIRIES</u></b>	:	Ms. C. Mantsho, Tel No: (011) 355 –5502

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

**OTHER POSTS**

- POST 16/132** : **CHIEF INDUSTRIAL TECHNICIAN: ROAD CONTROL & PROJECT DOCUMENTATION (REF. NO P 103/2008)**
- SALARY** : R132 054 per annum
- CENTRE** : Cost Centre, Ixopo
- REQUIREMENTS** : Degree / National Diploma in Civil Engineering. Plus \*3 years technical / scientific experience/ civil engineering environment plus a valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: \*Knowledge of budget, expenditure and business plan. \*Knowledge of legislation, policy, regulations, procedures and methods pertaining to the public sector. \*Knowledge of project management. \*Working knowledge of administrative procedures. \*Knowledge of procurement procedures. \*Knowledge of technical matters in civil engineering environment. \*Knowledge of construction and management. \*Project management skills. \*Conflict Management skills. \*Computer literacy. \*Good negotiation and facilitation skills. \*Good negotiation and facilitation skills. \*Presentation and facilitation skills. \*Planning and organization skills. \*Verbal and written communication skills. \*Ability to chair meetings. \*Good organizational and management leadership skills. \*Public speaking skills. \*Interpersonal relations.
- DUTIES** : Provision of advise 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 Area manager in so far as to manager the financial resources and utilization 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 team. \* Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
- ENQUIRIES** : Mr C Dewar Tel. No: 039 – 834 0500
- FOR ATTENTION** : Ms P B Gumede
- CLOSING DATE** : 05 May 2008
- NOTE** : 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 16/133</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN: ROAD CONTROL &amp; PROJECT DOCUMENTATION (2 POSTS)</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.
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Cost Centre, Ixopo (REF. NO P 101/2008)
	:	Cost Centre, Pietermaritzburg (REF. NO P 102/2008)
<b><u>REQUIREMENTS</u></b>	:	Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). *Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy skills. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings.
<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 W Bennett Tel. No: 033 – 845 5800
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<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 16/134</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: INFORMATION TECHNOLOGY (REF. NO. P 104/2008)</u></b>
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. *A valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Basic knowledge of Supply Chain Management. *Basic knowledge of PFMA and budgetary procedures. *Basic knowledge of Asset Management. *Basic knowledge of Hardware and Software. *Basic understanding of SITA mandates. *Good written and verbal communication skills. *Computer literacy (ICDL). *Analytical skills. *The ideal candidate should be reliable, methodical and have the ability to work under pressure. *He/she should also be responsible, a team worker and honest.
<b><u>DUTIES</u></b>	:	Provide procurement and Asset Controller services. *Ensure maintenance of information and statistics in respect of IT equipment and services and ensure the provision of services with regard to the Board of Survey for IT equipment within the Department. *Maintaining of the Filing System for IT Procurement and an IT Asset Register for the Department. *Provide general administrative functions within the IT component. *Provide helpdesk duties with regard to IT Procurement queries and inventory control services.
<b><u>ENQUIRIES</u></b>	:	Ms J Scott Tel. No.: 033 – 355 8862
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<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

**PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE  
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

*The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

**APPLICATIONS** : The Acting Senior Manager: Human Resource Management: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700

**FOR ATTENTION** : Ms. S Malan Evridiki Towers Room 2-22

**CLOSING DATE** : 30 April 2008

**NOTE** : Applications must be accompanied by a Z83 and a recent updated comprehensive CV, certified copies of all qualification(s) and ID documents as well as the names of three references. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful.

**OTHER POSTS**

**POST 16/135** : **MANAGER: BUSINESS DEVELOPMENT SUPPORT REF NR: C1/08/1**

**SALARY** : R369 000 per annum (all inclusive)

**CENTRE** : Polokwane  
Mopani  
Sekhukhune  
Vhembe

**REQUIREMENTS** : A recognized Degree with major subjects Commerce; Business Management; Economics and / or Accounting • Three (3) to five (5) years experience in Business Development or SMME and Cooperatives Support Services. • Ability to implement policies and strategies as well as identify opportunities for growth. • Experience in managerial projects. • Sound knowledge of business legislative mandates. • Sound knowledge of government policy and strategy development processes. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations.

**DUTIES** : Develop and monitor the implementation of business support programmes for small enterprises and cooperatives. • Provide inputs to the upgrading of policies and strategies. • Develop and monitor the implementation of funding programmes for small enterprises and cooperatives. • Increase access to a wider range of funding programmes. • Develop programmes that will improve the quality of products and productivity of small enterprises and cooperatives. • Encourage the use of appropriate technology that can increase competitiveness of small enterprises and cooperatives. • Facilitate and monitor the implementation of Micro and Informal Enterprises support programmes • Ensure the development of compliance guidelines to relevant statutes and monitor compliance by small enterprises and cooperatives. • Provide advice and assistance to improve understanding of business practices. • Lead and manage the unit.

**ENQUIRIES** : Ms. SY Ledwaba (015) 295 4845

**POST 16/136** : **MANAGER: TRADE AND INVESTMENT PROMOTION REF NO: C1/08/2**

**SALARY** : R369 000 per annum (all inclusive)

**CENTRE** : Polokwane

<b><u>REQUIREMENTS</u></b>	:	A B Degree or equivalent qualification in Economic Management field. • Three (3) – Five (5) years experience in marketing / trade promotion or related field. • Project Management skills. • Competencies in management and leadership. • Knowledge of national and provincial legislative frameworks. • Knowledge of trade policy direction, both nationally and provincially. • Innovative and analytical thinking. • Knowledge of the provincial development direction in terms of the PDGS. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Develop a provincial trade promotion strategy. • Facilitate the development of intervention strategies for trade promotion. • Ensure the development of a provincial import and export database. • Identification of new target markets for trade promotion
<b><u>ENQUIRIES</u></b>	:	Mr. MSP Maake (015) 293 8396
<b><u>POST 16/137</u></b>	:	<b><u>MANAGER: PUBLIC RELATIONS REF NO: C1/08/3</u></b>
<b><u>SALARY</u></b>	:	R369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification in Public Relations, Marketing, Communications or Journalism. • Three (3) to five (5) years experience. • Knowledge of communications planning and programming. • In-depth ability to develop creative and evocative media and public relations plans and strategies. • Knowledge of government communications and the role of Public Relations to support departmental outputs. • Ability to write proficiently and craft messages to different audiences in the core business of the organization. • Ability to manage multiple stakeholder on a single project with varied outcomes. • Ability to forge strong, supportive positive working relations in a matrix management environment • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Manage Public Relations programmes in the Department. • Develop an aligned PR plan for the entire Department in support also of executive communication. • Develop corporate communications plans for external and internal clients. • Establish media relations with mainstream and international media including community media. • Develop tools for supporting district communication in the spirit of co-operative governance. • Roll out the brand of the department in consultation with units. • Develop, maintain and support units through an event calendar. • Manage staff in the unit. • Assist the executive with public relations matters. • Write speeches, articles and editorials for the newsletter and media. • Ensure all information about the department and executive is always updated on all channels, electronic and print.
<b><u>ENQUIRIES</u></b>	:	Mr P Tlouane (015) 293 8522
<b><u>POST 16/138</u></b>	:	<b><u>MANAGER: DEMAND MANAGEMENT REF NO C1/08/4</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary or equivalent qualification. • Three (3) to five (5) years experience. • Knowledge of the business requirements of the Department. • Knowledge of PFMA, PPPFA and supply Chain Management Framework. • Ability to comprehend computerized systems used. • Good report writing and communication skills. • Good decision making and interpersonal skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Manage the sub-directorate. • Manage the Department Procurement Plan. • Department procurement and expenditure needs analysis. • Supplier / Market analysis. • Supplier Management. • Develop strategies for procurement. • Plan



		for future needs. • Aligning procurement requirement to the budget. • Develop specifications.
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541
<b><u>POST 16/139</u></b>	:	<b><u>MANAGER: ACQUISITION CONTRACT MANAGEMENT Ref no: C1/08/5</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary qualification or a law degree. • Three (3) to Five (5) years experience. • Knowledge of PFMA, PPPFA and Supply Chain Management Framework will be an advantage. • Good report writing skills. • Good decision making and interpersonal skills. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Manage the sub-directorate. • Draft Contracts and Service Level Agreements. • Ensure that the service is being delivered as agreed, to the required level of performance and quality. • Keep the relationship between the department and the contractor / supplier open and constructive aiming to resolve or ease tensions and identify problems early. • Handle formal governance of contracts and changes to contract documentation. • Ensure the Contract Forms / Service Level Agreements are signed with successful bidders that properly reflect the decisions of the Adjudication Committee. • Conduct reviews on a regular basis. • Maintain a contract database. • Inform and make recommendations on necessary action in the event of non-performance of any preferred suppliers or service providers. • Keeping all financial and procurement related records of contracts in safe custody to prevent damage, destruction or un-authorized use or removal.
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541
<b><u>POST 16/140</u></b>	:	<b><u>MANAGER: ENTERPRISE PROMOTION (ENTREPRENEURSHIP PROMOTION) REF NO: C1/08/6</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) tertiary qualification in Entrepreneurship or equivalent qualification • An Honours degree will be an added advantage • Three (3) to five (5) years experience • Facilitation and presentation skills. • Knowledge of Public Financial Management Act • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Develop strategies for growth, socialization and education on entrepreneurship in communities. • Develop strategies for growth and education on entrepreneurship in Limpopo schools. • Promote access to relevant information by small businesses and co-operatives. • Develop and co-ordinate promotion of access to exhibitions for small enterprises and co-operations. • Implementation of entrepreneurship education programmes
<b><u>ENQUIRIES</u></b>	:	Mr. MS Banyini (015) 295 5637
<b><u>POST 16/141</u></b>	:	<b><u>MANAGER: ENTERPRISE PROMOTION (PROCUREMENT PROMOTION) REF NO: C1/08/7</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification in Entrepreneurship or equivalent qualification • An Honours degree will be an added advantage • Three (3) to five (5) years experience. • Knowledge of Public Financial Management Act • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations

<b><u>DUTIES</u></b>	:	Develop, co-ordinate and implement programmes for promotion of access to markets for small enterprises and co-operatives. • Develop marketing capacity building for small businesses and co-operatives. • Monitor procurement by government departments, municipalities and parastatals. • Develop a procurement monitoring tool for the private sector and non-governmental organizations including the 10 set aside. • Advocate for preferential procurement from small business and co-operatives including branding of quality products from small businesses and co-operatives. • Implementation of Broad Based Black Economic Empowerment (BBBEE)
<b><u>ENQUIRIES</u></b>	:	Mr. MS Banyini (015) 295 5637
<b><u>POST 16/142</u></b>	:	<b><u>MANAGER: CONDITIONS OF SERVICE REF NO: C1/08/ 8</u></b>
<b><u>SALARY</u></b>	:	369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate (3)year tertiary qualification in Human Resource Management or related field • Three (3) to five (5) years experience in Human Resource Management. • Knowledge of and the ability to interpret directives and guidelines on Conditions of Service. • Ability to interpret and apply policies through analytical and innovative thinking. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations • Trained Persal user
<b><u>DUTIES</u></b>	:	Manage updating of personnel particulars on the Persal system. • Manage process of injury on duty. • Manage process of Long Service Recognition. • Manage process of State Guarantees and Housing allowances. • Manage administration of leave directives and related issues. • Manage attendance registers in the Department. • Manage process of Service Termination
<b><u>ENQUIRIES</u></b>	:	Ms. SS Malan (015) 293 8412
<b><u>POST 16/143</u></b>	:	<b><u>MANAGER: ENVIRONMENT EDUCATION AND CAPACITY BUILDING REF NO: C1/08/9</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3) year tertiary qualification in Environmental Management, Nature Conservation or Environmental Education. • Three (3) to five (5) years experience • Experience in developing and managing Environmental Education project and programmes will be an added advantage. • Five (5) years supervisory and management experience will be an added advantage. • Extensive knowledge and experience about national and international Environment programmes and calendar days. • Project management • Knowledge and experience of community development. • Good facilitation and reporting skills. • Good human working relations and problem solving skills. • A valid driver's license and willingness to travel • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations.
<b><u>DUTIES</u></b>	:	Develop and manage formal Environmental Education (EE) programmes, projects and activities in schools. • Manage implementation of capacity building programmes for stakeholders in the Province. • Ensure alignment of Provincial EE and capacity building programmes with National and Provincial priorities. • Develop and manage the implementation of EE policy and strategy. • Create and maintain good working relations with EE stakeholders in and outside the Province. • Conduct research about Environmental Education in and outside the Province. • Manage the sub directorate personnel equipments and assets.
<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe (015) 297 1814
<b><u>POST 16/144</u></b>	:	<b><u>MANAGER: ENVIRONMENT GOVERNANCE REF NO: C1/08/10</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane
	:	A recognized three (3) year tertiary qualification in natural Science; Development Planning or equivalent qualification. • Three (3) to Five (5) years experience • Experience in environmental Management and developmental planning will be an added advantage. • Experience in Environmental planning; multilateral agreements and local government planning tools and programmes, e.g. IDP will be an added advantage. • Experience of implementing environmental, management tools and systems at local government level will be an added advantage. • Knowledge of working with different stakeholders. • Good facilitation and reporting skills. • Good human relations and problem solving skills. • A valid driver's license and a willingness to travel • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Manage the implementation of Environmental multilateral agreements in the Province. • Manage the implementation of Environmental IDP toolkit and provide strategic guidance and advice about mainstreaming Environment in Municipal plans in the Province. • Ensure public participation on environment matters. • Ensure coordinated cooperative governance on environment matters. • Facilitate the implementation of sustainable development programmes. • Manage the sub directorate personnel equipments and assets. • Provide administrative support to the Provincial Environmental advisory body. • Ensure holding of environment conference for better planning and reporting with stakeholders
<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe (015) 297 1814
<b><u>POST 16/145</u></b>	:	<b><u>MANAGER: STRATEGIC PLANNING (POLICY DEVELOPMENT) REF NO: C1/08/ 11</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 369 000 per annum (all inclusive package)
	:	Polokwane
	:	An appropriate three (3) year legal degree or equivalent qualification. • Three (3) to five (5) years experience in Policy Development or Legal Services. • Analytical thinking. • Strategic management skills. • Policy formulation skills. • Conflict Management skills. • Financial Management skills. • Planning and organization skills. • Presentation skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Facilitate, co-ordinate and manage the development of policies in the department. • Provide legal advice to the executing authority and executive management on policy matters. • Provide secretarial services to the departmental policy unit. • Liaise with other spheres of government on policy matters. • Align Departmental Policies with the government programme of action and legislations • Monitoring of policy. • Advocacy and conducting of information sharing session on all policies of the department. • Negotiations with the relevant PSCBC on policy matters
<b><u>ENQUIRIES</u></b>	:	Mr. KJ Motene (015) 293 8518
<b><u>POST 16/146</u></b>	:	<b><u>MANAGER: STRATEGIC PLANNING (INTER-GOVERNMENTAL RELATIONS) REF NO: C1/08/ 12</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 369 000 per annum (all inclusive package)
	:	Polokwane
	:	A three (3) year tertiary or equivalent qualification (NQF 6). • Three (3) to five (5) years experience in Inter-governmental relation matters. • Presentation skills. • Analytical thinking skills. • Negotiation skills. • Conflict management skills. • Financial Management skill. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations

<b><u>DUTIES</u></b>	:	Manage Departmental interaction with Municipalities, Provincial and National Departments. • Manage and attend Inter-governmental Relations technical meetings. • Represent the Department in the Provincial International Agreements Committee. • Co-ordinate and oversee the implementation of signed economic Cooperation agreements. • Align Departmental Strategic plan and annual performance plan with the provincial Growth and Development Strategy, National Spatial Development plan and Municipal Integrated Development Plans.
<b><u>ENQUIRIES</u></b>	:	Mr. KJ Motene (015) 293 8518
<b><u>POST 16/147</u></b>	:	<b><u>MANAGER: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT REF NO: C1/08/ 13</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A Bsc degree. • Three (3) to five (5) years experience. • Thorough knowledge of provincial and national environmental legislations and policies. • Designated as environmental Management Inspectorate is an added advantage. • Strong verbal and written communication and reports writing skills are essential. • A valid driver's license. • The ability to maintain confidentiality. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Ensure that service delivery and standards are met. • Ensure that the enforcement of environmental legislation in the Province. • Liaise and co-ordinate with other specialized crime investigation units and organs of state. • Contribute towards implementation strategies, legislation and policies development. • Manage special project on law-enforcement (environmental) in collaboration with the regulatory staff in districts and SAPS units. • Ensure the enforcement of environmental legislation in the province as it relates to environmental impact management, pollution and waste management and biodiversity management. • Maintain a database on case investigations. • Inspection of case dockets and give guidance to regulatory enforcement staff and districts on non compliance investigations. • Arrange capacity building and special training sessions for regulatory services personnel. • Provide relevant departmental reports as required.
<b><u>ENQUIRIES</u></b>	:	Mr. MP Monyapao (015) 295 3980
<b><u>POST 16/148</u></b>	:	<b><u>MANAGER: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: C1/08/ 14</u></b>
<b><u>SALARY</u></b>	:	R369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A degree or higher in one of the following fields in Environmental management, natural sciences, biodiversity, environmental/water engineering or chemical engineering. • Three (3) to five (5) years experience • Experience in any field of environmental management including environmental management/water resource management/engineering and related fields will be an added advantage. • Knowledge in financial and human resource management, legal and administrative legal framework. • Policy/legislation development experience. • Strong verbal & written communication skills. • Report writing skills. • Coordinating skills. • Problem solving skills. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Overall management of the allocated Sub-Directorate with regard to coordination of planning, budgeting, operational aspects, performance management and the training needs of subordinates. • Implementation the Environment Conservation Act, National Environmental Management Act, Limpopo Environmental Management Act, Environmental Impact Assessment Regulations and related national and multilateral agreements. • Development of tools for land use assessment. • Issuance of environmental authorizations in terms of the Environmental Impact Assessment Legislation. • Ensure

		cooperative governance in environmental management. • Permitting of waste disposal facilities. • Any other functions as delegated by the Department from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr. V Mongwe (015) 295 4016
<b><u>NOTE</u></b>	:	Please note that shortlisted candidates will be subjected to a competency test
<b><u>POST 16/149</u></b>	:	<b><u>MANAGER – HOD SUPPORT SERVICES (CORPORATE GOVERNANCE)</u></b> <b><u>REF NO: C1/08/ 15</u></b>
<b><u>SALARY</u></b>	:	R 369 000 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A degree with courses in administration/management (a legal qualification will be preferable and therefore an advantage). • Three (3) to Five (5) years work experience. • Understanding of corporate governance principles and sound grasp of legal concepts. • Ability to work under pressure and on multiple projects simultaneously. • High computer literacy with a strong comprehension of the MS Office Suite of programmes. • Management skills and the ability to work with people at very senior levels. • Report-writing skills, communications skills, good judgement and the ability to work in a multi-stakeholder environment. • Knowledge of relevant legislation, policies, frameworks and relationship between different spheres of government. • Legal experience will be a distinct advantage. • Strong verbal written communication skills. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Ensuring compliance with the PFMA and Treasury Regulations i.t.o. submissions by the Ledet parastatals. • Providing advice to the HoD on corporate governance matters affecting the department and parastatals. • Development of operating guidelines for departmental parastatals in line with accepted corporate protocol. • Coordinating responses by parastatals to queries from various institutions (e.g. SCOPA, portfolio Committee, etc). • Rendering a secretariat service to the Ledet Parastatals CEO Forum. • Report preparation. • Rendering a secretariat service to departmental senior management meetings. • Routine liaison with parastatals. • Handling administrative functions for the Office of the HoD.
<b><u>ENQUIRIES</u></b>	:	Mr. L Malumbete (015) 293 8563
<b><u>POST 16/150</u></b>	:	<b><u>DEPUTY MANAGER: LABOUR RELATIONS REF NO: C1/08/16</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors degree or equivalent qualification, coupled with proven experience in labour relations. • Two (2) to Three (3) years experience • Knowledge of relevant legislation and prescripts. • Strong verbal written communication skills. • Computer literacy • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations.
<b><u>DUTIES</u></b>	:	Provide advice to management on labour relations and policy compliance. • Handle employee complaints, grievances and disputes. • Monitor implementation of labour relations policy. • Conduct information sharing sessions in all labour relations activities to line managers and employees. • Handle, coordinate and initiate disciplinary hearings. • Represent the Department in dispute resolution forums, Limpopo Provincial PSCBC and the GPSSBC. • Facilitated and monitor the implementation of sanctions on Misconducts, Court Orders and Arbitration awards.
<b><u>ENQUIRIES</u></b>	:	Mr. N Motiba (015) 293 8421
<b><u>POST 16/151</u></b>	:	<b><u>DEPUTY MANAGER: CONSUMER PROTECTION REF NO: C1/08/17</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Mopani

	Capricorn Waterberg Vhembe
<b><u>REQUIREMENTS</u></b>	: A three (3) year Degree or National Diploma in one or more of the following fields: Law, Commerce, Consumerism, Contracts, Civil Litigation. • Two (2) to three (3) years experience • Experience in consumer protection and or mitigation will be an added advantage. • Good writing and drafting skills. • Understanding of Batho Pele principles and the PFMA and rules governing the Public Service. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	: Receive and record complaints of unfair business practices from consumers. • Conduct investigation of allegations of unfair business practices. • Administer the Consumer Affairs Act in the District. • Compile data of prevalent instances of unfair business practices. • Prepare report to the Head Office on matters to be referred to the Consumer Affairs Court
<b><u>ENQUIRIES</u></b>	: Mr. KS Maboea (015) 293 8532
<b><u>POST 16/152</u></b>	: <b><u>DEPUTY MANAGER: EMPLOYEE WELLNESS REF NO: C1/08/18</u></b>
<b><u>SALARY CENTRE</u></b>	: R196 815 per annum : Polokwane Capricorn Mopani Sekhukhune Vhembe Waterberg
<b><u>REQUIREMENTS</u></b>	: An appropriate B-degree in health and social sciences or related fields • Three (3) to five (5) years experience in programme development and implementation. • Registration with the South African Council of Social Service Professions. or registration with Health Profession Council of South Africa. • Knowledge of the implementation of employee Health and Wellness programmes. • Self starter, assertive, willingness to work in a team and independently. • Willingness to work under pressure. • Verbal and non-verbal communication skills. • Facilitation and presentation skills. • Communications and interpersonal skills. • Planning, organizational and counseling skills. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Valid Driver's license.
<b><u>DUTIES</u></b>	: Expand, implement and evaluate workplace wellness programmes. • Liaise with Government structures, internal and external stakeholders and community-based organizations on employee wellness. • Management of Occupational Health and Safety. • Management of HIV and Aids programmes. • Conduct relevant research
<b><u>ENQUIRIES</u></b>	: Ms. PT Banyini (015) 291 4743
<b><u>POST 16/153</u></b>	: <b><u>DEPUTY MANAGER: SERVICE DELIVERY REF NO: C1/08/19</u></b>
<b><u>SALARY CENTRE</u></b>	: R196 815 per annum : Polokwane
<b><u>REQUIREMENTS</u></b>	: An appropriate B-degree in Social Sciences or equivalent qualification. • Two (2) to three (3) years experience. • Report writing, verbal and written communication skills, research skills, project management, facilitation and presentation skills, co-ordination, negotiation and problem solving skills. • Two to three years experience in managing Service Delivery Improvement and Batho Pele programmes. • Willingness to travel and work under pressure. • Self starter, assertive, willingness to work in a team and independently. • Knowledge of the Public Service Act and Regulations and related legislation, PFMA, the White Paper on Transformation of the Public Services, The White Paper on Transformation of Public Service Delivery. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	: Promote and manage access to departmental services including Thusong Service Centers. • Implement the research finding of the customer Satisfaction

		Survey. • Manage the implementation of capacity building programmes including the Change engagement Management Programme. • Manage Customer Care Services – Customer Complaints, Help Desk and Research. • Manage the implementation of departmental and provincial Batho Pele Programmes • Co-ordinate, consolidate and monitor service standards and Service Delivery Improvement Programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. PT Banyini (015) 291 4743
<b><u>POST 16/154</u></b>	:	<b><u>DEPUTY MANAGER: PUBLIC RELATIONS REF NO: C1/08/20</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification in Public Relations, Marketing, Communication or Journalism. • Two (2) to three (3) years experience • Knowledge of communications planning and programming. • Implement creative and evocative media and public relations plans and strategies. • Ability to write proficiently and craft messages to different audiences in the core business of the organization. • Ability to implement the media, events and stakeholder plans of the department. • Ability to forge strong, supportive positive working relations in a matrix management environment. • Develop sector based publications and ensure content control and accuracy • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Implement Public Relations programmes in the Department. • Implement internal and external communication plans. • Establish media relations with mainstream and international media including community media. • Provide support to district communication officers in the spirit of co-operative governance and lead the process of local communication with communities. • Roll out the brand of the department in consultation with units. • Develop, maintain and support units through an event calendar. • Develop programmes for radio, print and online for various awareness and marketing drives. • Ensure media management and build relations with media. • Assist with content for speeches, articles and editorials for the newsletter and media. • Ensure all information about the department and executive is always updated on all channels, electronic and print
<b><u>ENQUIRIES</u></b>	:	Mr. P Tlouane (015) 293 8522
<b><u>POST 16/155</u></b>	:	<b><u>DEPUTY MANAGER: ACCOUNTS PAYABLE (SYSTEM CONTROLLERS) (2 POSTS) REF NO: C1/08/21</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary National Diploma or Degree in Finance. • Thorough knowledge of BAS, FINSET and PERSAL. • Knowledge of PFMA and Treasury Regulations. • Two (2) to three (3) years working experience in Financial Management. • Good interpersonal, problem solving and conflict management skills. • Valid driver's license • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Monitoring and administration of financial systems. • Training of system users. • User support services for system users. • Maintenance of the Department's code structure. • Closure of books. • Establish and maintain communication between BAS and other source systems when implementing interfaces.
<b><u>ENQUIRIES</u></b>	:	Ms. DF Mothapo (015) 293 8450
<b><u>POST 16/156</u></b>	:	<b><u>DEPUTY MANGER: ACQUISITION CONTRACT MANAGEMENT REF NO: C1/08/22</u></b>
<b><u>SALARY</u></b>	:	R0196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane

<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary degree in law or equivalent in the related field. • At least two (2) years experience of working with contracts and Service Level Agreements. • Knowledge of the PFMA, PPPFA and Supply Chain management Framework will be an advantage. • Good report writing skills. • Good decision making and interpersonal skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license.
<b><u>DUTIES</u></b>	:	Draft Contracts and Service Level Agreements. • Ensure that the service is being delivered as agreed, to the required level of performance and quality. • Keep the relationship between the department and the contractor / supplier open and constructive, aiming to resolve or ease tensions and identify problems early. • Handle formal governance of contracts and changes to contract documentation. • Ensure the Contract Forms / Service Level Agreements are signed with successful bidders that properly reflect the decisions of the Adjudication committee. • Conduct reviews on a regular basis. • Maintain a contract database. • Make recommendations on necessary action in the event of non-performance of any preferred suppliers or service providers. • Keeping all financial and procurement related records of contracts in safe custody to prevent damage, destruction or un-authorized use or removal.
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541
<b><u>POST 16/157</u></b>	:	<b><u>DEPUTY MANAGER: ACQUISITION REF NO: C1/08/23</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary qualification in Finance or related field. • Two (2) years or more experience in the related field. • Knowledge of PFMA, PPPFA and Supply chain Management Framework will be an advantage. • Ability to comprehend computerized systems used. • Good report writing and communication skills. • Good decision making and interpersonal skills. • At least three (3) years experience. • A valid driver's license • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Ensure services are delivered within agreed period (expedite overdue orders). • Supplier performance management. • Process service receipt notes. • Monitor distribution of orders. • Report on all matters relating to acquisition. • Manage suppliers profile. • Inform and make recommendations on necessary action in the event of non-performance of any preferred suppliers or service providers
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541
<b><u>POST 16/158</u></b>	:	<b><u>DEPUTY MANGER: STORES AND DISPOSAL MANAGEMENT REF NO: C1/08/24</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary qualification in Finance or equivalent qualification. • Two (2) or more years experience in the related field. • Knowledge of the PFMA, PPPFA and Supply Chain Management Framework will be an advantage. • Ability to comprehend computerized systems used. • Good report writing and communication skills • Good decision making and interpersonal skills. • Valid driver's license • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Supplier database management. • Supplier compliance. • Supplier performance management. • Obsolescence planning. • Calculate depreciation rates per item. • Maintain database of all redundant material. • Inspect material for potential re-use. • Secretariat service to disposal committee. • Execute the physical disposal process
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541



<b><u>POST 16/159</u></b>	:	<b><u>DEPUTY MANAGER: ASSET MANAGEMENT REF NO: C1/08/25</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary or equivalent qualification in Finance. • Two (2) to three (3) years experience in the related field. • Knowledge of PFMA, PPPFA and Supply Chain Management Framework will be an advantage. • Ability to comprehend computerized systems used. • Good report writing and communication skills. • Good decision making and interpersonal skills. • A valid driver's license • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills.
<b><u>DUTIES</u></b>	:	To lead assets verification teams. • Authorization for payment vouchers. • Give inputs to policy formulation and compiling procedure manuals. • Monitor the bar-coding of assets. • To ensure that the assets register is accurate and up to date. • To give inputs to the development of assets management plans, including acquisition plans, operation plans etc. • Compile monthly reports. • Reconcile assets with ledger accounts
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaik (015) 293 8541
<b><u>POST 16/160</u></b>	:	<b><u>DEPUTY MANAGER: BUDGET MANAGEMENT (2 POSTS) REF NO: C1/08/26</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year tertiary degree or diploma with Accounting and or Cost Accounting as major subject. • Two (2) to three (3) years appropriate experience in Budgets will be preferable. • Computer literacy (Especially EXCELL program). • Knowledge of the following systems will be an added advantage: BAS; FINEST; PERSAL. • Be able to work independently. • Knowledge of budgeting systems of the government. • Knowledge of the PFMA and Treasury regulations • Strong communication skills (verbal and written). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Collect budget data from program managers. • Compile the departmental expenditure budget in terms of the guidelines and provincial budget format. • Capture budget information / data on to BAS and FINEST systems. • Provide daily and monthly reports to management. • Pass adjustment journals on daily basis. • Do fund shifting and virements on both BAS and FINEST systems. • Respond to audit queries. • Clear certain suspense account. • Exercise delegated authority.
<b><u>ENQUIRIES</u></b>	:	Mr. RJ Ndlovu (015) 293 8445
<b><u>POST 16/161</u></b>	:	<b><u>DEPUTY MANAGER: RISK MANAGEMENT 3 POSTS REF NO: C1/08/ 27</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification or appropriate qualification to Risk Management • Two (2) to three (3) years experience. • Experience in Risk Management, audit and compliance or Financial Management will be an added advantage. • Report writing skills. • Knowledge of legislatives and regulative framework of the Public Service. • A valid driver's license • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Develop, co-ordinate and monitor the implementation of risk management strategy as well as the risk management plan. • Advice and provide risk management support to programmes managers. • Compile risk management assessment reports to management • Facilitate annual risk assessment • Conduct workshops on risk management and provide awareness campaigns • Develop compliance audit plans and corrective action plans. • Co-ordinate and ensure good quality audit response. • Co-ordinate and facilitate audit steering

		committee • co-ordinate Auditor-General queries and enquiries • review internal controls within the organization.
<b><u>ENQUIRIES</u></b>	:	Ms. MF Ramosisha (015) 293 8539
<b><u>POST 16/162</u></b>	:	<b><u>DEPUTY MANAGER: POLLUTION AND WASTE MANAGEMENT REF NO: C1/08/28</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree in Natural Sciences, environmental management sciences or equivalent qualification. • Two (2) to three (3) years experience. • A valid driver's license. • Prepared to work irregular hours and to travel extensively. • Sound interpersonal skills, knowledge of aspects of environmental management, environmental legislation, policies and regulations will be an advantage. • Supervision or management experience will be an added advantage • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills.
<b><u>DUTIES</u></b>	:	Conduct and co-ordinate research and provide technical support to all stakeholders for the planning, implementation and maintenance of waste management systems. • Develop provincial legislation and regulations. • Implementation of legislation. • Provide inputs for political offices. • Provide input for developmental projects in the Province. • Develop and maintain database on waste management. • Supervise and capacitate personnel.
<b><u>ENQUIRIES</u></b>	:	Mr. TM Mphahlele (015) 295 4841
<b><u>POST 16/163</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL EDUCATION REF NO: C1/08/29</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Waterberg Sekhukhune
<b><u>REQUIREMENTS</u></b>	:	A recognized three (3) year tertiary qualification in conservation, environment management and education or community development. • Knowledge and experience of Environmental education programmes. • Experience in community development particularly. • Good facilitation skills. • Knowledge and experience about environment capacity building to stakeholders. • Two (2) to three (3) years experience as Environmental education or community development practitioner. • Knowledge and experience in event management. • A valid driver's license and a willingness to travel. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Facilitate and manage Environment awareness events. • Manage capacity building programmes in the District. • Ensure full participation of sector departments and NGO in Environmental education and awareness programmes in the District. • Facilitate the formation and functioning of environmental Education Forums in the District. • Conduct career guidance to schools. • Ensure integration of environment project and activities into the formal education process. • Manage the implementation of Environmental Education in policies and strategies in the District. • Conduct research about environmental Education in the District / Province. • Manage District Environmental Education personnel
<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe (015) 297 1814
<b><u>POST 16/164</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL GOVERNANCE REF NO: C1/08/30</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Waterberg (Modimole) Sekhukhune (Lebowakgomo) Vhembe (Thohoyandou)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification in environmental management, Conservation or Development planning. • Two (2) to three (3) years experience • Experience of Environmental Management systems and

	tools will be an added advantage. • Experience in Environmental legislations and municipal planning will be an added advantage. • Knowledge and experience of environmental multilateral agreement and sustainable development. • Knowledge and experience of environment public participation processes. • Good facilitation. • Project management and planning skills. • Experience on personnel management and development. • A valid driver's license • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	: Ensure formulation and functioning of community Environment structures in the District. • Manage the implementation of the environment IDP toolkit in municipalities. • Facilitate the implementation of Environment Multilateral agreements. • Assist municipalities in developing and implementing Environmental management tools. • Facilitate the implementation of sustainable development projects and programmes. • Ensure the coordination of good environment governance in Districts. • Develop and implement public participation processes in District. • Advise local councils about improving their performance in Environmental management. • Facilitate the implementation and evaluation of the cleanest town competition. • Manage the district sub directorate personnel
<b><u>ENQUIRIES</u></b>	: Mr. LF Masibe (015) 297 1814
<b><u>POST 16/165</u></b>	: <b><u>DEPUTY MANAGER: ENVIRONMENT SPECIAL PROGRAMMES REF NO: C1/08/31</u></b>
<b><u>SALARY CENTRE</u></b>	: R196 815 per annum Vhembe (Thohoyandou) Sekhukhune (Lebowakgomo)
<b><u>REQUIREMENTS</u></b>	: A recognized three (3) year tertiary qualification in National Science, Development Planning, or community development / facilitation or equivalent three year qualification • Two(2) to three (3) years experience • Experience within Project management; community development, business concept development feasibility testing, market research and sustainable testing will be an added advantage. • Knowledge of UNESCO MAB programme. EPWP, CBNRM; land restitution. • Proven experience in implementation monitoring and evaluation of Government Programmes. • Ability to operate a computer in particular project management software as well as MS Office. • The applicant must have and analytical and numeric skills. • Good report writing skills. • Interpersonal and problem solving skills. • Experience in people management and financial management. • A valid driver's license • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills.
<b><u>DUTIES</u></b>	: Co-ordinate the Man and Biosphere Programme in the province which include: establishment of new Biosphere Reserves; promote and market the existing biosphere Reserves; ensure the compliance of the reserves with UNESCO; ensure the integration of MaB principles and strategies in municipal planning; support the management committee of the Biospheres; coordinate fund-raising programmes for the biosphere. • Implement and manage community development project within under the auspices of EPWP and CBNRM by: Identifying and developing community project (project proposals; feasibility studies and business plan); Evaluate business plans and provide guidance to project implementers; Manage the contract document and payments; Conduct project inspections and quality assurance; Review project progress; Prepare project reports; Address project blockages; Ensure the integration of project within the municipal IDP; Coordinate the EPWP activities in the department; Develop departmental EPWP and CBNMR implementation plans; Facilitate programmes that promotes the involvement of Women, Youth and People living with disability in the environmental management activities; Facilitate departmental (environment and tourism) support activities to land restitution programme; Provide technical advice / information to the Regional Land Claims Commission in relation to claimed land with conservation and tourism activities or were the claimants intended to pursue conservation and tourism projects.

<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe (015) 297 1814
<b><u>POST 16/166</u></b>	:	<b><u>DEPUTY MANAGER: WILDLIFE TRADE (PERMIT PROCESSING) REF NO: C1/08/32</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification in nature conservation, environmental management or related natural sciences • Two (2) to three (3) years experience. • A thorough knowledge of the CITES, biodiversity and other multi-lateral environmental convention and its regulations. • Knowledge of provincial and national biodiversity legislation and policies, Promotion of Access to Public Information Act, and Promotion of Administrative Justice Act. • Five years management experience in the field of CITES and permits management. • An aptitude towards legislation and policy research, analysis and development. • A high degree of computer literacy. • Excellent verbal, written communication and report writing skills are essential. • Be able to work irregular hours and be able to travel as and when required. • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Oversee the execution of CITES Management functions in accordance with the Regulations of the Convention on the International Trade in Endangered Species. • Regulate the utilization of wildlife within the province through processing of permits in accordance with conservation legislation, policies, strategies and delegated powers of authority. • Manage elephant ivory and rhino horn stocks forthcoming from sport hunting, departmental management operations and those in private possession of residents within the Province. • Maintain and ensure continued evaluation, upgrading and quality control of the provincial permit processing system. • Prepare an annual performance plan for the division. • Prepare and control the budget and assets of the division. • Supervise and capacitate personnel. • Assist and ensure a healthy working relationship with all organs of State at the regulation of natural resource use.
<b><u>ENQUIRIES</u></b>	:	Ms. SH Makhubele (015) 295 8461
<b><u>POST 16/167</u></b>	:	<b><u>DEPUTY MANAGER: STRATEGIC PLANNING (POLICY DEVELOPMENT) REF NO: C1/08/33</u></b>
<b><u>SALARY</u></b>	:	R 196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent three year tertiary qualification. • Two (2) to three (3) years experience. • Experience on Policy Development or Legal Services will be an added advantage. • Presentation skills. • Report writing skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations.
<b><u>DUTIES</u></b>	:	Co-ordinate policy development in the Department. • Advise the executive management and executing authority on policy matters. • Serve as a secretary to all Departmental structures on policy development. • Consult all line functions on policy development matters. • Ensure that policies are in line with legislations.
<b><u>ENQUIRIES</u></b>	:	Ms. KJ Motene (015) 293 8518
<b><u>POST 16/168</u></b>	:	<b><u>DEPUTY MANAGER: STRATEGIC PLANNING REF NO: C1/08/34</u></b>
<b><u>SALARY</u></b>	:	R 196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree or equivalent three year tertiary qualification. • Two (2) to three (3) years experience • Experience on Strategic Planning will be an added advantage. • Presentation skills. • Report writing skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations

<b><u>DUTIES</u></b>	:	Facilitate the departmental strategic planning session. • Co-ordinate the development of strategic and Annual Performance Plans for the Department. • Consolidate Departmental reports e.g. Monthly, Quarterly and Annual reports. • Represent the Department on the Provincial planning forum.
<b><u>ENQUIRIES</u></b>	:	Ms. KJ Motene (015) 293 8518
<b><u>POST 16/169</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT C1/08/35</u></b>
<b><u>SALARY CENTRE</u></b>	:	R196 815 per annum Vhembe Waterberg
<b><u>REQUIREMENTS</u></b>	:	• A three (3) year tertiary qualification in nature Conservation, Environment Management, or Environmental Sciences. • Three (3) years appropriate experience. • Thorough knowledge of provincial and national environmental legislations and policies. • Designated as an EMI will serve as an added advantage. • Strong verbal and written communication and report writing skills are essential. • Applicants must be willing to travel and work extended hours when required. • Ability to maintain confidentiality. • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Ensure the service delivery and standards are met. • Ensure the enforcement of environmental legislation in the Province. • Liaise and co-operate with other specialized crime investigation units and organs of State. • Contribute towards implementation – strategies, legislation and policies development. • Lead and co-ordinate special projects on law-enforcement. • Ensure the enforcement of environmental legislation in the province as it related to Environmental Impact Management, pollution and waste management and biodiversity management. • Prepare crime statistics for the district and maintain a database on case investigations. • Preparations of case dockets and give guidance to ECE personnel on non-compliance investigations. • Arrange capacity building and special training sessions. • Submit relevant departmental reports as required
<b><u>ENQUIRIES</u></b>	:	Mr. MP Monyepao (015) 295 3980
<b><u>POST 16/170</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL IMPACT MANAGEMENT (4 POSTS) REF NO: C1/08/36</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 196 815 per annum Polokwane
<b><u>REQUIREMENTS</u></b>	:	• A three (3) year Degree /Diploma or higher in one of the following fields: Environmental management, natural sciences, biodiversity, environmental/water engineering or chemical engineering; • Two (2) to three (3) years experience. • A minimum of three (3) years experience in any field of environmental management/Engineering and related fields will be an added advantage; • Policy/legislation development experience; • A valid driver's license; • Computer literacy; • Strong verbal & written communication skills; • Report writing skills; • Coordinating skills; • Problem solving skills. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Overall management of the allocated Sub-Directorate/section with regard to coordination of planning, budgeting, operational aspects, performance management and the training needs of subordinates; • Implementation the Environment Conservation Act, National Environmental Management Act, Limpopo Environmental Management Act, Environmental Impact Assessment Regulations and related national and multilateral agreements; • Development of tools for land use assessment. • Issuance of environmental authorizations in terms of the Environmental Impact Assessment Legislation; • Ensure cooperative governance in environmental management; • Permitting of waste disposal facilities;
<b><u>ENQUIRIES</u></b>	:	Mr. VM Mongwe (015) 295 4016
<b><u>NOTE</u></b>	:	Please note that shortlisted candidates will be subjected to a competency test

<b><u>POST 16/171</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL IMPACT MANAGEMENT (TOOLS AND SYSTEMS) REF NO: C1/08/37</u></b>
<b><u>SALARY</u></b>	:	R 196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year Degree /Diploma or higher in one of the following fields: environmental management, sciences, statistics, geography and related.</li> <li>• Two (2) to three (3) years experience</li> <li>• A minimum of three (3) years experience in any of the following: environmental management, records management, systems development and related fields will be an added advantage;</li> <li>• A valid driver's license;</li> <li>• Computer literacy with a minimum of spreadsheet or Microsoft Excel.</li> <li>• Strong verbal &amp; written communication skills;</li> <li>• Report writing skills;</li> <li>• Coordinating skills;</li> <li>• Problem solving skills.</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Overall management of the allocated Sub-Directorate/section with regard to coordination of planning, budgeting, operational aspects, performance management and the training needs of subordinates;</li> <li>• Manage records for environmental impact management (EIM) applications as required by the National Environmental Management Act;</li> <li>• Manage the National Environmental Authorisation System (NEAS);</li> <li>• Provide performance reports for EIM applications in terms of the environmental impact assessment Regulations;</li> <li>• Manage requests/enquiries from consultants, stakeholders and from management;</li> <li>• Coordinate the development of policies, guidelines and other related document;</li> <li>• Provide overall administration of the directorate.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. VM Mongwe (015) 295 4016
<b><u>NOTE</u></b>	:	Please note that shortlisted candidates will be subjected to a competency test
<b><u>POST 16/172</u></b>	:	<b><u>DEPUTY MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: C1/08/38</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>An appropriate (3)years tertiary qualification in Human Resource Management or related field. Two (2) to three (3) years experience.</li> <li>• Experience in Human Resource Management,</li> <li>• Knowledge of and the ability to interpret directives and guidelines on Human Resource Management</li> <li>• Ability to interpret and apply policies through analytical and innovative thinking</li> <li>• Strong communication skills (verbal and written)</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.)</li> <li>• Ability to work under pressure</li> <li>• Planning and Organization skills</li> <li>• Valid Driver's license</li> <li>• Trained Persal user</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>Manage personnel placement</li> <li>• Ensure effective maintenance of the Establishment</li> <li>• Manage Recruitment process</li> <li>• Manage internal and external transfers</li> <li>• Manage appointments in acting positions</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms. SS Malan (015) 293 8412
<b><u>POST 16/173</u></b>	:	<b><u>DEPUTY MANAGER: LIQUOR AFFAIRS AND BUSINESS REGISTRATION REF NO: C1/08/39</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Sekhukhune Waterberg Capricorn
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>An appropriate B Degree or Diploma with either Economics, Accounting or law as major subject.</li> <li>• Two (2) to three (3) years experience.</li> <li>• Knowledge of Business Registration Act no 5 of 2003, Liquor Act No. 27 of 1989.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>Co-ordinate and implement awareness programs on Liquor and Business Registration Acts.</li> <li>• Facilitate the processing of Liquor license applications.</li> <li>• Facilitate and monitor the processing of business registration certificates.</li> <li>• Monitor Business Registration Service Points.</li> <li>• Facilitate and monitor</li> </ul>

		collection of revenue. • Manage the District on Liquor Affairs and Business Registration.
<b><u>ENQUIRIES</u></b>	:	Mr. KS Mbedzi (015) 293 8523
<b><u>POST 16/174</u></b>	:	<b><u>DEPUTY MANAGER: BUSINESS COMPLIANCE REF NO: C1/08/40</u></b>
<b><u>SALARY</u></b>	:	196 815 per annum
<b><u>CENTRE</u></b>	:	Sekhukhune Capricorn Mopani Vhembe Waterberg
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree or Diploma with either Economics, Accounting or law as major subject. • Two (2) to three (3) years experience. • Knowledge of Business Registration Act no 5 of 2003, Liquor Act No. 27 of 1989. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Facilitate enforcement of Liquor Act. • Facilitate enforcement of Limpopo Business Registration Act. • Plan and co-ordinate inspection and special operations. • Liaise with stakeholders. • Manage resources of the sub-division
<b><u>ENQUIRIES</u></b>	:	Mr. KS Mbedzi (015) 293 8523
<b><u>POST 16/175</u></b>	:	<b><u>DEPUTY MANAGER: CONSUMER EDUCATION AND ADVICE REF NO: C1/08/41</u></b>
<b><u>SALARY</u></b>	:	196 815 per annum
<b><u>CENTRE</u></b>	:	Sekhukhune Waterberg
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree or Diploma. • Two (2) to three (3) year experience. • Knowledge and understanding of relevant legislations affecting consumers and the South African economic environment. • A minimum of three (3) years experience in consumer protection environment will be an added advantage. • The ability to communicate clearly at all levels, taking into account cultural and language difference. • Willingness to travel in the course of the work. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Educate consumers and create awareness about rights and responsibilities. • Conduct consumer seminars, workshops and participate in road shows and exhibitions. • Identify consumer research topics in line with market trends and behavior. • Liaise with the key stake holders. • Screen complaints received for the implementation of consumer education. • Promote and market the office and its services. • Manage staff within the sub-directorate
<b><u>ENQUIRES</u></b>	:	Mr. KS Mbedzi (015) 293 8523
<b><u>POST 16/176</u></b>	:	<b><u>DEPUTY MANAGER: FIREARM MANAGEMENT REF NO: C1/08/42</u></b>
<b><u>SALARY</u></b>	:	R 157 686 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	A three (3) year appropriate tertiary qualification or Grade 12 Certificate plus five (5) years experience • Extensive knowledge of firearm management • Extensive knowledge of Firearm control Act 60 of 2000 and Regulations • Experience of computer systems related to firearm database management • The ability to communicate effectively at all levels, both verbally and in writing • The ability to motivate and train people • Good human relation skills • The ability to manage conflict situations effectively • Must have high standards and proposed levels of achievement • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations

<b><u>DUTIES</u></b>	:	Manage departmental firearm administration function as well as ensure compliance to the Firearms Control Act 60 of 2000 and Regulations thereto. • Co-ordinate firearm training program • Conduct regular firearm related asset audits • Develop and maintain appropriate firearm control procedures • Maintain a firearm asset register database of all state owned firearms • Monitor and ensure compliance to departmental firearm policies and procedures • Co-ordinate firearm related purchases and manage firearm related stores
<b><u>ENQUIRIES</u></b>	:	Mr. DP Pelser (015) 293 8553
<b><u>POST 16/177</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: WILDLIFE TRADE AND REGULATION REF NO: C1/08/43</u></b>
<b><u>SALARY</u></b>	:	R 106 335 per annum
<b><u>CENTRE</u></b>	:	Capricorn 4 Posts Vhembe 2 Posts Sekhukhune 2 Posts Waterberg 5 Posts
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year qualification: National Diploma in Nature Conservation. One (1) to two (2) years experience in nature conservation • Knowledge of and the ability to interpret directives, policy, guidelines and environmental legislations • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet ect) • A valid driver's license • Strong communication skills (verbal and written). • Ability to work under pressure. • Planning and Organization skills. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Regulate and monitor the hunting industry. • Manage and control Damage Causing Animals. • Monitor and regulate game capture operations and translocations. • Regulated and monitor the establishment and the functioning of wildlife centres. • To ensure Limpopo (and South Africa's) compliance to the Convention on International Trade in Endangered Species of Wild Fauna and Flora. • Responsible for the marking, registration, management and issuing of permits for elephant ivory and rhino horn. • Permit management
<b><u>ENQUIRIES</u></b>	:	Mr. SH Makhubele (015) 295 4861
<b><u>POST 16/178</u></b>	:	<b><u>PERSONAL ASSISTANT: GENERAL MANAGER: ENVIRONMENTAL TRADE AND PROTECTION REF NO: C1/08/44</u></b>
<b><u>SALARY</u></b>	:	R 106 335 per annum
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification • Relevant courses e.g. secretarial certificate • Extensive knowledge of environment and tourism. • Extensive computer knowledge (MS Word, Excel and Power point). • Excellent planning skills. • Good administration skills. • Good communication skills (written and verbal). • Ability to work independently and under pressure • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	Management of correspondence in the office of the the General Manager • Manage and handle telephonic communication • Management of diary, organizing of meetings and managing the filing system • Manage routine activities of the General Manager • Execute a variety of administrative tasks • Assist with controlling of documents • Assist with drafting of memo's submissions and correspondence to relevant stakeholders • Assist with procurement • Managing the Office enquiries in absence of the General Manager
<b><u>ENQUIRIES</u></b>	:	Ms. SS Malan (015) 293 8412



**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

*The Department of Health and Social Services is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : All applications should be posted to the addresses indicated below: The Head of Department, Department of Health and Social Services, Private Bag X 11285, Nelspruit, 1200
- FOR ATTENTION** : Ms. Dolly Khoza (Enquiries: 013 766 3087)
- CLOSING DATE** : 30 April 2008 (at 16h15) all applications received after the closing date and time will NOT entertained. Apply as early as possible to avoid disappointments, please
- NOTE** : Application should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 5 months after the closing date must consider their applications as having been unsuccessful.

**OTHER POSTS**

**POST 16/179** : **ASSISTANT DIRECTOR (INFORMATION) REFERENCE NO:**  
**DHSS/APRIL/08/01**

**SALARY** : R196 815 per annum

**CENTRE** : Tintswalo Hospital

**REQUIREMENTS** : Appropriate degree/diploma or equivalent qualification in information science. Proven track record in preparation, analysis interpretation, utilization of data and management of information. Must be prepared to work under pressure to meet deadlines. Valid driver's license, knowledge and skills. Computer literacy (word, excel and PowerPoint). Ability to manipulate and convert data into meaningful information. Preparation and graphical presentation of information. Compilation and management of reports. Financial management skills. Good interpersonal skills. Good communication skills

**DUTIES** : Perform data capturing. Prepare and graphically prepare information. Maintain and improve. Data quality standard. Validate data. Prepare and provide reports to all levels within the facility.

**POST 16/180** : **ASSISTANT DIRECTOR: ADMINISTRATION REFERENCE NO.:**  
**DHSS/APRIL/08/02**

**SALARY** : R157 686 per annum

**CENTRE** : Kwa-Mhlanga Hospital

**REQUIREMENTS** : Senior Certificate PLUS 7 year's relevant experience or an appropriate degree/diploma or equivalent qualification with at least 5 years administrative experience. Ability to work independently and under pressure. Computer literacy, Good verbal and written communication skills. Logical and innovate thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Performance Management Development System and Treasury Regulations.

**DUTIES** : Manage and supervise section allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and development System. Compile monthly quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for human resource

<b><u>POST 16/181</u></b>	:	<b><u>ASSISTANT DIRECTOR: HOSPITAL SECRETARY (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/03</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum plus benefits
<b><u>CENTRE</u></b>	:	Middelburg Hospital; KwaMhlanga Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate PLUS 7 years relevant experience or an appropriate degree / diploma or equivalent qualification with at least 3 years administrative experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Performance Management Development System and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for human resources.
<b><u>POST 16/182</u></b>	:	<b><u>ASSISTANT DIRECTOR: STORES AND PROVISIONING REFERENCE NO.: DHSS/APRIL/08/04</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Tintswalo Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 3 year Bachelor's degree or equivalent qualification in financial management and/or accounting. Extensive experience in financial management. Valid code B drivers license. Knowledge and skills: PFMA, Treasury regulations, PPPFA, LRA & PMDS. Financial and accounting policies and processes. Transversal financial systems (BAS, LOGIS). Managerial. Computer Literacy (Microsoft Excel, Word & PowerPoint). Verbal and written communication skills. Ability to work under pressure & meet deadlines.
<b><u>DUTIES</u></b>	:	Render stores management services. Control and maintain hospital assets in compliance with relevant rules and regulations. Implement and monitor acquisitions, and disposal plans of the assets. Reporting of assets related issues in line with the Departmental policies and practices. Facilitate assets stocking. Manage key performance areas of subordinates. Monitor expenditure trends and compile IYM on a monthly basis. Ensure proper collection of revenue and debt management. Manage key performance areas of subordinates
<b><u>POST 16/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT REFERENCE NO.: DHSS/APRIL/08/05</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum]
<b><u>CEUNTRE</u></b>	:	Tintswalo Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 3 year Bachelor's degree or equivalent qualification in financial management and/or accounting. Extensive experience in financial management. Valid code B driver's license. Knowledge and skills: PFMA, Treasury regulations, DORA, PPPFA, LRA & PMDS. Financial and accounting policies and processes. Transversal financial systems (BAS, PERSAL, LOGIS, PAAP). Managerial. Computer Literacy (Microsoft Excel, Word & PowerPoint). Presentation, verbal and written communication skills. Ability to work under pressure & meet deadlines. Financial planning, organizing & Budget.
<b><u>DUTIES</u></b>	:	Co- ordinate all budgetary activities. Compile, analyze and consolidate credible MTEF budget inputs. Prepare monthly monitoring report in line with treasury requirements. Co-ordinate revenue and compile monthly reports. Control and maintain hospital assets in compliance with relevant rules and regulations. Implement and monitor acquisitions, and disposal plans of the assets. Reporting of assets related issues in line with the Departmental policies and practices. Manage all salary administration matters. Monitor & control all payments on the transversal systems. Advice and support CEO and programme managers regarding budgetary matters. Manage key performance areas of subordinates.

<b><u>POST 16/184</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMIN REFERENCE NO.: DHSS/APRIL/08/06</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Ermelo Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma or equivalent qualification with 3 years relevant experience or grade 12 coupled with 5 years experience in patient administration. Ability to interpret and implement policies. Sound knowledge L.R.A, P.S.A, PFMA, Procurement and other applicable regulations. Good verbal and written skills, logical and innovative thinking abilities, organizational skills and ability to work under pressure, Extensive knowledge and experience of PAAB or relevant patient's administration and filing system. Computer literate.
<b><u>DUTIES</u></b>	:	Management of patients records/archives/ statistics. Keeping of good filing system. Supervision and control in admission office. Evaluation of staff reporting under him/her. Compiling statistics. Handle enquiries related to patients. Compiling reports, memos and draft letters. Ensure that the records system is maintained and files updated on a regular basis. Management and supervision of subordinates. Revenue management.
<b><u>POST 16/185</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HOSPITAL SECRETARY REFERENCE NO.: DHSS/APRIL/08/07</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Matibidi Hospital
<b><u>REQUIREMENTS</u></b>	:	A senior certificate with 7 years relevant experience or an appropriate Bachelors degree/Diploma plus 3 years experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills . Sound knowledge of the PFMA and experience in staff supervision and disciplining. A good understanding and functional knowledge of the Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Performance Management Development System and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Manage leave planning and performance appraisals of sub-ordinate. Manage and supervise sections under supervision. Compile management information. Form part of a multi disciplinary management team. Co-ordinate, supervise and ensure compliance of the Management Development System. Compile monthly, quarterly and annual reports . Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in section.
<b><u>POST 16/186</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HRD REFERENCE NO.: DHSS/APRIL/08/08</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum]
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: Diploma/ Degree in HRD or Equivalent, Minimum Experience of two years in HRD/Training B) Knowledge and Skills: Management skills, Report writing skills, Computer skills, Written and verbal communication skills, Presentation skills, Understanding and interpretation of Acts and policies
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate trainings in the Institution, Facilitate ABET Programmes, Facilitate bursaries and study leaves, Updating of staff establishment / spreadsheet, Facilitate the implementation of EEA, Facilitate orientation/induction.
<b><u>POST 16/187</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (SECURITY SERVICES) (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/09</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: A Grade 12 certificate or equivalent, A diploma / degree in Security field, At least one year experience in security related field (investigation will be an added advantage), A Grade B SIRA registration will be an added advantage, Computer literacy. B) Knowledge and Skills: In depth knowledge of security policies and statutes, Knowledge of

		investigation procedures, Good interpersonal relations and problem solving skills, Good report writing, investigating and communication skills, Ability to work with independent, Computer Literacy
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement security policies and procedures for the institution, Manage the total security in the institution, Supervision of the outsourced security services provider, Evaluate and improve the effectiveness of security measures in the institution, Liaise with related Provincial and National agencies, Conduct investigations.
<b><u>POST 16/188</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REFERENCE NO.:</u></b> <b><u>DHSS/APRIL/08/10</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of an appropriate three-year. Degree / Diploma or equivalent qualification or five years. Relevant experience.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the control and management of the Section – Auxiliary Services. Attend to general office service requests. Arrange for the acquisition of office accommodation. Manage cleaning, security and food services, registry, Switchboard services, Garden services and Mortuary services.
<b><u>POST 16/189</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REFERENCE NO.:</u></b> <b><u>DHSS/APRIL/08/11</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Tonga Hospital
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or equivalent qualification in Public Administration with three years experience or Grade 12 certificate with seven years experience in patient Administration. Computer literacy. A minimum of three years' experience in supervisor capacity. Knowledge of Delta 9 and be able to retrieve reports from Delta 9 and analyses statistical data, sound Labour Relations and communication skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for typing official documents, reports and letters, Maintain a record of all typed documents, Final check of documents, Relieve the PA (Personal Assistant) when required, to copying, receiving and making telephone calls) receiving visitors, typing of document.
<b><u>POST 16/190</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (SECURITY &amp; RISK) REFERENCE NO.:</u></b> <b><u>DHSS/APRIL/08/12</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Bushbuckridge Sub-District Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree /Diploma in law, Accounting, Security Administration, Criminal justice, Risk Management, Safety Management. Security Management course which is offered by NIA. Relevant experience in Risk Management, Security Management and Protection Service Management. Registration with Private Security Industry Regulations Authority (PSIRA) with Grade B will be an advantage. Knowledge and Insight. An understanding of the relevant legislation and policies. An understanding of the electronic physical measures. A questioning attitude. Good communication, report writing and interpersonal skills. Computer literacy. Valid driver's license. An independent thinker and worker.
<b><u>DUTIES</u></b>	:	Provide physical security services. Co-ordinate all physical security measures in the Dept. Identification of potential security risks in the institutions. Develop, maintain and supervise the implementation of the physical security measures. Evaluate physical security measures in institutions. Implementation of the departmental security policy and minimum information security standards. Liaising regularly with the relevant authorities concerning physical security measures. Reporting of security breaches. Manage the extent of compliance of the security policy. Conduct physical security appraisals and ensuring proper implementation of recommendation in consultation with relevant authorities.

<b><u>POST 16/191</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REFERENCE NO.: DHSS/APRIL/08/13</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: Bachelor's Degree or equivalent qualification at NQF Level 6, A minimum of 3 years experience in the post of provisioning administrative Officer – stores or equivalent. B) Knowledge and Skills: understanding of Public Sector Financial Administration and provisioning of PFMA and Treasury Regulations, Knowledge of Supply Chain Management, Good understanding of LOGIS and BAS, Knowledge of PPPF and Departmental Procurement Policy, Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Order and receive goods and services, Perform stock control, maintain stock levels, Plan acquisition of new assets, issue to end users, receive and issue stores, supervise all units in stores section, manage stock-taking, manage recording of stores items, compile reports.
<b><u>POST 16/192</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REFERENCE NO.: DHSS/APRIL/08/14</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: Three years degree or Diploma in Financial Management, B) Knowledge and Skills: Ability to work under pressure and meet deadlines, good communication skills and writing skills, good planning and report writing, Knowledge of PFMA, Treasury regulations, BAS, LOGIS, budgeting.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Support Head of Finance and other officials in the execution of business activities, ensure accurate and timely payment of all invoices in compliance to PFMA and National Treasury Regulations, reconcile between expenditure on the BAS versus budget allocations, and maintain Performance Management and Development System [PMDS]
<b><u>POST 16/193</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGET AND REVENUE REFERENCE NO.: DHSS/APRIL/08/15</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Tintswalo Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 3 year Bachelor's degree or equivalent qualification in financial management and/or accounting. Extensive experience in financial management. Valid code B drivers license. Knowledge and skills: PFMA, Treasury regulations, DORA. Transversal financial systems (BAS, PAAP). Computer Literacy (Microsoft Excel, Word & PowerPoint). Verbal and written communication skills. Ability to work under pressure & meet deadlines. Financial planning & Budgeting.
<b><u>DUTIES</u></b>	:	Assist in budget estimates and accurate costing. Capture and monitor the Hospital budget. Monitor expenditure trends and compile IYM on a monthly basis. Ensure proper collection of revenue and debt management. Manage key performance areas of subordinates.
<b><u>POST 16/194</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: EXPENDITURE REFERENCE NO.: DHSS/APRIL/08/16</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Tintswalo Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 3 year Bachelor's degree or equivalent qualification in financial management and/or accounting. Extensive experience in financial management. Valid code B drivers license. Knowledge and skills: PFMA, Treasury regulations, DORA. Transversal financial systems (BAS, LOGIS). Computer Literacy (Microsoft Excel, Word & PowerPoint). Verbal and written communication skills. Ability to work under pressure & meet deadlines.
<b><u>DUTIES</u></b>	:	Manage the payment of all committed expenditure. Authorize payment transactions in BAS & LOGIS systems. Provide monthly financial reports to programme managers. Assist in budget related issues. Manage key performance areas of subordinates.

<b><u>POST 16/195</u></b>	:	<b><u>SENIOR PROVISIONING ADMIN OFFICER (SUPPLY CHAIN MANAGEMENT) REFERENCE NO: DHSS/APRIL/08/17</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Tintswalo Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualification in Finance related field plus sound knowledge and practical experience in procurement/provisioning. A valid code B driver's license. Knowledge and Skills: An understanding of public finance management and the provision of the PFMA, PPPFA, BEE Act and Treasury Good understanding of BAS and LOGIS systems. Computer literacy. Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Manage procurement services (demand and acquisition) of the hospital. Manage expenditure. Guard against unauthorized, wasteful, and fruitless expenditure. Generate procurement advice and orders. Be responsible for maintenance of contract register. Monitor the commitment register. Be responsible of supplier's database. Compile monthly and quarterly procurement reports. Render guidance in the writing of specifications. Manage performance of subordinates.
<b><u>POST 16/196</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (TRANSPORT) REFERENCE NO: DHSS/APRIL/08/18</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	A recognized Bachelor's degree or equivalent 3 years Qualification or at least 3 years appropriate experience. Drivers license and willingness to do standby. Knowledge of transport procedures in the Public Service. Computer literacy. Experience in supervision.
<b><u>DUTIES</u></b>	:	Provide day-to-day management of government vehicles. To keep: Up date inventory and records of vehicles. Plan weekly and monthly vehicle use in line with priorities. Ensure that vehicle log sheets are kept accurately. Keep maintenance records, schedules and coordinate Maintenance requirements with Provincial Transport. Monitor performance against approved budget. Compile monthly reports. Check monthly overtime. Supervision of drivers.
<b><u>POST 16/197</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (RECORDS MANAGEMENT) REFERENCE NO.: DHSS/APRIL/08/19</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum]
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: An appropriate recognized Bachelor's degree or equivalent qualifications supported by proven tract records in registry functions, A certificate in records management will be an added advantage. B) Knowledge and Skills: Knowledge and understanding of records classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize, computer literacy (Word, excel, power point) , good interpersonal relations, good communication and writing skills, people management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Rendering of records-keeping functions, Rendering of fax services, rendering of postal services, supervise registry personnel and assist in the development of performance instruments, develop and maintain control registers, training of registry personnel.
<b><u>POST 16/198</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REFERENCE NO.: DHSS/APRIL/08/20</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	A Diploma in administration or equivalent qualification or Five (5) years appropriate experience. Competencies: Knowledge of PFMA, PPPFA and its Regulations. Computer skills. The candidate must be acquainted with the LOGIS systems. The following will serve as additional recommendation: Knowledge of the Framework on Supply Chain Management; Treasury Regulations; Procurement and the General Conditions of Contracts; Good verbal and Communication skills are essential; LOGIS.

<b><u>DUTIES</u></b>	:	Manage all procurement functions. Manage Maintenance of Buildings and Control of Assets, Supervision of staff, and control of all assets and buildings, supervision of staff, and Management of Stores.
<b><u>POST 16/199</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROCUREMENT (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/21</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital; Ermelo Hospital
<b><u>REQUIREMENTS</u></b>	:	A degree/diploma or equivalent qualification coupled with 5 years experience in the related field of procurement. Knowledge and understanding of procurement, policies, processes and systems. Good communication skills (written and verbal) as well as conflict management.
<b><u>DUTIES</u></b>	:	Assist in the implementation of departmental procurement system in compliance with framework of supply chain management (Regulations in terms of PFMA 1999). Give advice to the institution on appropriate procurement method and evaluation criteria in the selection process. Administer the bidding process; Assist in rendering secretariat functions to the Bid/Adjudication committee. Provide guidance and support regarding acquisition of goods, services and works. Overall supervision functions of human capital and equipment.
<b><u>POST 16/200</u></b>	:	<b><u>ADMINISTRATION OFFICER: AUXILIARY SERVICES REFERENCE NO.: DHSS/APRIL/08/22</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Middelburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Relevant Diploma/Degree plus relevant experience or Senior Certificate with at least six (6) years relevant experience. Experience at supervisory level. Ability to interpret and implement policies. Sound knowledge of applicable prescripts / regulations. Computer literacy. Good / sound analytical skills with good communication skills both written and verbal.
<b><u>DUTIES</u></b>	:	Overall control over cleaning services, building maintenance, linen and laundry supply, typing and telecommunication, registry, mortuary, food services, hospital grounds and security. Evaluation of personnel and understanding of BAS and LOGIS. Manage budget and expenditure of the section.
<b><u>POST 16/201</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT (BURSARY ADMINISTRATION) REFERENCE NO.: DHSS/APRIL/08/23</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor Degree or equivalent qualification. Sound knowledge of Skills Development legislations and policies. Ability to work on MS package. Good communication skills, both verbal and written. Ability to liaise at all levels. Knowledge of BAS and LOGIS systems. Good interpersonal skills and a valid driver's licence.
<b><u>DUTIES</u></b>	:	To process payments to institutions of higher learning. To assist applicants to complete Bursary contracts. To liaise with finance officials from institutions of higher learning. To keep students data base. Filling of students' records. Marketing of Departmental bursary scheme. Compile monthly, quarterly and annual reports. Liaise with District offices on bursary matters.
<b><u>POST 16/202</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/24</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	KwaMhlanga Hospital
<b><u>REQUIREMENTS</u></b>	:	Recognized B Degree or Grade 12 with relevant experience and comprehensive knowledge of all aspects of Administration Health Management. Computer literate. Working knowledge of LOGIS system will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication, interpersonal relations and to work as a team.
<b><u>DUTIES</u></b>	:	Ensure adherence to regulation policies and other relevant legislation pertaining to procurement and provisioning. Handle administration services to the Facilities Management unit. Make payments to all suppliers. Ensure

availability of stationery. Handle all logistical issues. Keep record and liaise with different service providers. Arrange accommodation for the Project Management Team. Compile reports and submissions.

**POST 16/203** : **ADMINISTRATIVE OFFICER (PROVISIONING) – 2 POSTS REFERENCE NO.: DHSS/APRIL/08/25**

**SALARY** : R106 335 per annum  
**CENTRE** : Provincial Office, Nelspruit  
**REQUIREMENTS** : Candidate must be in possession of a Diploma or equivalent qualification and relevant experience in the field of Procurement. In depth knowledge of the Financial Management Act, the Preferential Procurement Policy Framework Act and its Regulation, the Treasury Regulations as well as the Supply Chain Management Guidelines. Good knowledge of the Logistical Information System (LOGIS). Computer literacy and advanced verbal and written communication skills.

**DUTIES** : Supervise the Section responsible for Management of the Stores and the LOGIS payment system. Ensure the efficient execution of Bas entity forms. Issuing and Printing of LOGIS purchase orders. Supervise subordinates. Job description and assessments. Compiling of Reports. In- service training.

**POST 16/204** : **PROVISIONING ADMINISTRATIVE OFFICER (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/26**

**SALARY** : R106 335 per annum  
**CENTRE** : Bushbuckridge Sub-District Office; Middelburg Hospital  
**REQUIREMENTS** : An appropriate B Degree /Diploma or equivalent or a Senior Certificate with at least five years experience in provisioning administration. Knowledge of the PFMA, PPPF and BEE. Extensive Knowledge of LOGIS system and the Treasury Regulations. Knowledge of Microsoft Office (especially word and excel). Good Interpersonal relations and ability to work under pressure and meet deadlines.

**DUTIES** : Ensure the efficient execution of stores function. Attend to All financial and administrative queries directed to the office. Work with tenders, contracts and quotations. Work with tenders, contracts and quotations. Administer procurement/provisioning functions. Keeping of accurate asset registers for the hospitals, PHC facilities and the district office. Assist the Stores in the control of the supply chain management.

**POST 16/205** : **STATE ACCOUNTANT (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/27**

**SALARY** : R106 335 per annum  
**CENTRE** : Bushbuckridge Sub-District Office; Nkangala District Office  
**REQUIREMENTS** : An appropriate B degree or equivalent in Commercial and Economic Sciences. Sound knowledge of the PFMA framework. Extensive knowledge of the BAS system. Minimum 3 years relevant experience.

**DUTIES** : Manage budget services. Manage the expenditure. Manage assets and stores services. Administer salary matters and manage the Revenue Services.

**POST 16/206** : **STATE ACCOUNTANT (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/28**

**SALARY** : R106 335 per annum  
**CENTRE** : Middleburg Hospital; Ermelo Hospital  
**REQUIREMENTS** : A Degree / Diploma in Financial Administration plus two years experience or Std 10 plus 5 years experience in Finance. Well conversant with finance systems, PFMA, Treasury Regulations and Public Service Regulations. Management skills. Computer literate. Good verbal and written communication. Valid driver's licence.

**DUTIES** : Prepare financial statements and reports for management .Monthly reporting and reconciliation of all suspense accounts Maintain accounts payable ,accounts receivable and payroll .Ensure implementation of internal controls and financial policies and procedure. Provide support and financial advice to all line managers. Manage and control the budget.



<b><u>POST 16/207</u></b>	:	<b><u>STATE ACCOUNTANT (HAST) (RE-ADVERT) REFERENCE NO.: DHSS/APRIL/08/29</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate B degree or National Diploma plus 2 years experience or Grade 12 plus 5 years experience in the field of finance. Knowledge of budgeting system, Public Finance Management Act, Treasury Regulations, Records management. Computer literacy. Valid driver's license serves as a recommendation.
<b><u>DUTIES</u></b>	:	Responsible for budget and financial planning of HAST, in the District Office. Collect budget data from District HAST Managers. Provide daily and monthly financial report to District Management. Prepare journals. Preparation of the budget adjustment. Assist in capturing HAST original and adjusted budget on BAS. Respond to HAST finance related audit queries. Manage HAST District record management. Handle finance related queries.
<b><u>POST 16/208</u></b>	:	<b><u>STATE ACCOUNTANT (BOOKKEEPING) REFERENCE NO.: DHSS/APRIL/08/30</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Diploma in Accounting/Matric with 3 years experience in Finance. Knowledge of PFMA, Treasury Regulations and also in Governmental Systems: BAS, PERSAL and LOGIS. Excellent report writing and reporting skills with well developed verbal communication skills. Computer Literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for clearing of Suspense Accounts, conducting bank reconciliation and also managing departmental control accounts.
<b><u>POST 16/209</u></b>	:	<b><u>STATE ACCOUNTANT REFERENCE NO.: DHSS/APRIL/08/31</u></b> (Partnerships for the Delivery of Primary Health Care Programme Including HIV and AIDS). (3 year contract with possibility of Integration)
<b><u>SALARY</u></b>	:	R106 335 p.a. [Level 7] plus 37% of the basic salary
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	Appropriate Degree or Diploma in Commerce/Finance. Proven competency in Public Finance Management. Working Knowledge of PFMA and SCM. BAS, Logis, Financial system will be an added advantage. Knowledge of NPO's environment. Good communication, writing and Interpersonal Skills.
<b><u>DUTIES</u></b>	:	Process requisitions and Invoices for Payment. Update commitment register. Safe keeping of Supporting documents, handle Supplier Queries. NPO Financial Monitoring and Reporting. Capacity building of contracted NPO with Financial related Issues. Be able to meet deadlines.
<b><u>POST 16/210</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (REVENUE) REFERENCE NO.: DHSS/APRIL/08/32</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	Gr. 12 certificate. Passing grades in Mathematics and Accounting. Workable knowledge of the PFMA and Treasury Regulations. Computer literate. Good Interpersonal relations and organizing skills. Knowledge of government financial administration.
<b><u>DUTIES</u></b>	:	Management of revenue, departmental telephone accounts and payment of patient accounts. Request of financial Reports (BAS). Writing of sub-ordinates PMDS reports.
<b><u>POST 16/211</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REFERENCE NO.: DHSS/APRIL/08/33</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Kwa-Mhlanga Hospital
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree /diploma or equivalent qualification plus relevant experience in finance or accounting. Working knowledge of Government Transversal system (BAS and LOGIS). Well conversant with Public Financial

<b><u>DUTIES</u></b>	:	Management Act, Treasury Regulation. Develop Management Skills. Knowledge of Cost Accounting is an added advantage.
	:	Capturing of payments on BAS and LOGIS systems. Responsible for S&T claims. Distribute of payment stubs to creditor .Reconciliation of financial statements and creditors control. Update of outstanding monthly payments .Compiling of schedules for Conditional Grants and submission to Provincial Treasury.
<b><u>POST 16/212</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (PROVISIONING) (2 POSTS)</u></b> <b><u>REFERENCE NO.: DHSS/APRIL/08/34</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital; Tonga Hospital
<b><u>REQUIREMENTS</u></b>	:	Gr. 12 of equivalent qualification. Two (2) years appropriate. Experience is required. Computer literate. The following will serve as additional. Recommendation: Knowledge of the Framework on Supply Chain Management; Treasury Regulations; Procurement and the General Conditions of Contracts; Good verbal and Communication skills are essential; LOGIS.
<b><u>DUTIES</u></b>	:	The main function of the candidate will be Asset Management. The candidate will also be responsible to calculate preference. Points in terms of the PPPFA and the Balanced Scorecard. Assist in the drafting of submission to the Department Control Committee in accordance with the procurement procedures. Debriefing of unsuccessful bidders after a contract has been awarded. Compiling records/statistics on Black Economic Empowerment (BEE).
<b><u>POST 16/213</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (ASSET MANAGEMENT) (3 POSTS)</u></b> <b><u>REFERENCE NO.: DHSS/APRIL/08/35</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Middelburg Hospital; Piet Retief Hospital; Ermelo Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification coupled with 3 years experience. Knowledge of LOGIS and BAS will be a recommendation. Ability to work in MS Word, Ms Excel as well as working knowledge of E-mail. A valid Driver's license. Knowledge Public Finance Management Act, Treasury Regulation and Asset Management. Good interpersonal relations. Good communication skills. Prepared to work under pressure.
<b><u>DUTIES</u></b>	:	Co-ordinate and manage all asset of the institution. Implement and manage asset registers control inventory. Capture inventory and asset on LOGIS. Manage the disposal of redundant assets in accordance with the requirement of the Treasury Regulations; Procurement and the General Conditions of Contracts.
<b><u>POST 16/214</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION (3 POSTS)</u></b> <b><u>REFERENCE NO.: DHSS/APRIL/08/36</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Amajuba Memorial Hospital; Tonga Hospital; Elsie Ballot Hospital
<b><u>REQUIREMENTS</u></b>	:	Relevant Diploma/ Degree plus relevant experience or Senior Certificate with at least six (6) years relevant experience. Experience at supervisory level. Computer literacy. Extensive experience and comprehensive knowledge of all aspects of administrative health management. Ability to interpret and implement policies. Sound knowledge of patient fees/ Relevant Acts, Regulations, Policies, Rules and other applicable regulations. A strong computer and project management skills will be a strong recommendation. Knowledge of the PAAB patient system will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage all services within the hospital patient's administration. Manage cash flow. Maintain proper patient systems. Attends to patient's queries and accounts. Render supervision of administrative support on 24-hour shift system. Handle patient Administration. Handle enquiries relating to patients. Keeping of records. Supervise and manage PAAB System.
<b><u>POST 16/215</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (PROCUREMENT) REFERENCE NO.:</u></b> <b><u>DHSS/APRIL/08/37</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital
	:	Grade 12 certificate or equivalent qualification couple with 5 years experience and competencies in assets control and property management unit. Knowledge of LOGIS AND BAS will be a recommendation. Ability to work in MS excel as well as working knowledge of e-mail. Knowledge on frame work of Supply Chain Management, Treasury Regulations, Procurement and the general conditions of contracts. Good verbal and communication skills are essential.
<b><u>DUTIES</u></b>	:	Manage all procurement functions. Manage maintenance of buildings and control of Assets and buildings, supervision of staff, and Management of stores. Assist in the implementation of departmental procurement. Provide monthly reports.
<b><u>POST 16/216</u></b>	:	<b><u>PERSONNEL PRACTITIONER (LABOUR RELATIONS) REFERENCE NO: DHSS/MARCH08/38</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R106 335 per annum
	:	Tintswalo Hospital
	:	Appropriate Bachelor's degree or equivalent qualification plus proven relevant competencies in handling Labour Relations matters and formulation of charges. At least two (2) years relevant experience in the Labour relations. Knowledge of Public Service Legislation, Codes as well as Departmental Labour Relations Policies. Good verbal and written communication skills. Computer literacy especially MS Word. At least a valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	Apply Labour relations policies. Co-ordinate code of conduct. Promote hospital remedial and preventive action on Labour unrest. Negotiate with negotiate with recognized trade union.
<b><u>POST 16/217</u></b>	:	<b><u>PERSONNEL PRACTITIONER [EAP] REFERENCE NO.: DHSS/APRIL/08/39</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R106 335 per annum
	:	Mapulaneng Hospital
	:	A) Qualifications and Competences: NQF Level 6 (tertiary qualification in Human Resource Management or related areas. B) Knowledge and Skills: The promotion of equality and prevention of unfair discrimination Act, RSA constitution of 1996 (Bill of Rights), EAP and HIV / AIDS legislation. Knowledge and understanding of human resource management practices and procedures, problem solving skills, presentation skills, interpretation skills, communication skills, computer skills, report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide and effective and efficient human Employee Assistance Programme (EAP) services, Conduct assessment to identify problems of employees, Provide short-term intervention and referring deserving clients to appropriate resources for problem solving, monitor progress of treatment and taking necessary steps to provide follow-up services within the limits of psychotherapeutic confidentiality, Facilitate the implementation of policies, present and co-ordinate information sessions on human resource issues in order to contribute to an effective and well-informed workforce, render human resource advisory service to promote an effective human resource environment.
<b><u>POST 16/218</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER REFERENCE NO.: DHSS/APRIL/08/40</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R106 335 p.a. [Level 7]
	:	Nkangala District Office, Emalahleni
	:	A grade 12 Certificate or equivalent qualifications with HR Experience of 3-5 years or a tertiary qualification in HRM .An MS Word ,Excel ,Access, PowerPoint and PERSAL working knowledge is essential .A Valid drivers license .Knowledge of PSA and PSR of 2001, PSCBC resolutions, PFMA and Treasury Regulations and LRA .
<b><u>DUTIES</u></b>	:	Manage appointments, transfers, termination of services performance management and development matters .Handling of Human Resource queries. Handling of Remunerative Work outside the Public Service (RWOPS) Train, motivate and supervise sub-ordinates. Handle housing scheme matters, Medical aid and other Human Resource related matters

<b><u>POST 16/219</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER (5 POSTS) REFERENCE NO.: DHSS/APRIL/08/41</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital (2 posts); Impungwe Hospital; Ermelo Hospital; Tonga Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: Grade 12 / NQF equivalent, PERSAL Training, 3 years relevant experience B) Knowledge and Skills: Knowledge of PERSAL System, Knowledge of relevant Management / legislation / directives, Communication and interpersonal skills, problem solving skills, computer skills and presentation skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement and maintain human resource administration practices concerning service benefits and /or maintenance and provisioning of human resources, Render administrative functions including the following: conditions of service and benefits (leave, Injury on duty, terminations, Long service recognition, housing, medical, relocation, pension benefits and eave gratuities and etc, HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies, prepare reports on human resource administration issues and statistics. Overall control of appointments, terminations, transfers, medical aid, housing subsidy, etc. coordinate and implementation of recruitment and selection process. Create and update leave records.
<b><u>POST 16/220</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REFERENCE NO.: DHSS/APRIL/08/42</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Kwa-Mhlanga Hospital
<b><u>REQUIREMENTS</u></b>	:	A Bachelor degree / Diploma of or Grade 12 plus 3 years relevant experience .Well conversant with Government transversal system (BAS & LOGIS).Well conversant with PFMA, Treasury Regulations and Public Service Regulations. Computer literacy. Good sound analytical skills with good communication skills both written and verbal .Knowledge of Cost Accounting is an added advantage.
<b><u>DUTIES</u></b>	:	Capturing of payments on BAS and LOGIS systems. Responsible for S & T claims. Distribution of payment stubs to creditors .Reconciliation of financial statements and creditors control. Updates of outstanding monthly payments .Assist in ensuring that and budget inputs are consolidated .Organized budget review meetings.
<b><u>POST 16/221</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (BUDGETING) REFERENCE NO.: DHSS/APRIL/08/43</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification. Computer Literate. Knowledge of: Public Sector Finance, Financial Management System, Internal Control Practices. The following will serve as recommendations: Knowledge of PFMA, National Treasury Regulations and Provincial Treasury Regulations.
<b><u>DUTIES</u></b>	:	Maintain cash flow control over payment of creditors. Control of monthly ledger accounts. Requisition of funds from the Department on a monthly basis. Capturing of budget for each financial year on the financial Management system (BAS), as well as the adjustment budget. Providing daily/monthly BAS reports to cost center managers and management. Manage claim administration. Management of cost centres.
<b><u>POST 16/222</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: PROVISIONING Reference No.: DHSS/April/08/44</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree / Diploma and /or Grade 12 with more than 5 years relevant experience in Supply Chain Management .Knowledge of Public Finance

		Management Act, Treasury Regulations, Tender Board Act and Preferential Procurement Policy Framework Act. Knowledge of Government Transversal System (BAS and LOGIS). Excellent communication skills. Computer skills Ms Word, Excel, PowerPoint). A course in Supply Chain Management will serve as an advantage.
<b><u>DUTIES</u></b>	:	Render procurement services. Manage and administer contract of tenders. Calling of supplier for quotations using the central database of the department. Assist with the compilation of bid documentation, notification and invitation of bids/ quotation and proposals.
<b><u>POST 16/223</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REFERENCE NO.: DHSS/APRIL/08/45</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Ermelo Hospital
<b><u>REQUIREMENTS</u></b>	:	National diploma in accounting/ Matric or equivalent qualification. Sound working knowledge of BAS and the specified work field. Computer literacy. Sound knowledge of practical experience of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transaction. Good numerical, interpersonal, supervisory, training and evaluation skills.
<b><u>DUTIES</u></b>	:	Supervise salary accounts issues including re – issue of Payment on BAS and the Entity register. Provide report. Authorize documentation. Provide support. Monitor administration process. Capture data.
<b><u>POST 16/224</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: EXPENDITURE REFERENCE NO.: DHSS/APRIL/08/46</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 equivalent qualification with at least three years experience. Well conversant with Governments traversal system (BSA and LOGIS). Well conversant with Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Basic knowledge of Preferential Procurement Policy Framework Act (PPPFA) and Broad Black Economic Empowerment act (BBBEE) Computer literacy with a strong emphasis on Ms Excel. Developed management skills.
<b><u>DUTIES</u></b>	:	Checking and verifying invoices, batches and payments before authorization. Authorization of payments on BAS/LOGIS interphase. Ensuring that acts and Regulations are implemented accordingly. Ensuring that invoices are paid within 30 days.
<b><u>POST 16/225</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: FINANCE REFERENCE NO.: DHSS/APRIL/08/47</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Amajuba Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Relevant Diploma/ Degree plus relevant experience or Senior Certificate with at least six (6) years relevant experience. Experience at supervisory level. Knowledge of Government's transversal systems (BAS and LOGIS). Well conversant with Public Finance Management Act, Treasury Regulation and Public Service Regulations. Developed management skills. Computer literacy with a strong emphasis on MS Excel. Good communication skills both written and verbal.
<b><u>DUTIES</u></b>	:	Prepare various financial statements and reports for management. Monthly reporting on and reconciliation of all suspense accounts. Maintain accounts payable (Creditors), accounts receivable (Debtors). Ensure validity of transactions on Basic Accounting System (BAS). Ensure effective utilization of the departments resources. Supervise staff in the component. Control the budget of the Hospital. Ensure compliance with PFMA.
<b><u>POST 16/226</u></b>	:	<b><u>SENIOR FOOD SERVICE MANAGER REFERENCE NO.: DHSS/APRIL/08/48</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital

<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: National Diploma in Food Service plus 3 years experience as a Food Service Manager. B) Knowledge and Skills: Customer care, Good communication skills, Report, writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Exercise overall control of Food Service and Staff, Ordering of supplies and control of the storage and issuing thereof, Making inputs into the planning of the food budget.
<b><u>POST 16/227</u></b>	:	<b><u>FOOD SERVICE MANAGER REFERENCE NO: DHSS/APRIL/08/49</u></b>
<b><u>SALARY</u></b>	:	R85 382 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma. Computer literate. The following will serve as recommendations: Experience in Financial Management. Knowledge of the PPPF Act No. 5/2000.
<b><u>DUTIES</u></b>	:	The direct control and supervision of food supervisors and food production staff. The planning of menus and recipes for normal diets. The ordering of supplies, control of and the storage and issuing thereof. Inputs into the planning of the budget, and control of expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines/procedures. The planning, implementation and evaluation of food service staff.
<b><u>POST 16/228</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: PATIENT ADMINISTRATION REFERENCE NO.: DHSS/APRIL/08/50</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: A minimum of Grade 12 certificate. At least 3 years relevant experience in Patient Administration. B) Knowledge and Skills: Knowledge of UNICARE and PAAB System. Customer Care, Good communication Skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render patient administration on daily basis, collect revenue from patients, Retrieve and file patients files.
<b><u>POST 16/229</u></b>	:	<b><u>PRINCIPAL HOUSEKEEPING SUPERVISOR REFERENCE NO.: DHSS/APRIL/08/51</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: A minimum and a maximum of Grade 12 certificate plus 2 years experience as a Housekeeping Supervisor. B) Knowledge and Skills: Customer care, Report writing skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise Housekeeping personnel, Compilation of working schedules, Cleaning
<b><u>POST 16/230</u></b>	:	<b><u>SENIOR REVENUE CLERK (2 POSTS) REFERENCE NO.: DHSS/APRIL/08/52</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: A minimum of Grade 12 Certificate, At least three (3) years relevant experience in revenue services.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Collection of revenue from sub-cashiers on daily basis, prepare and do daily banking, Billing of private accounts on weekly basis, capture all bank deposit receipts on BAS, Knowledge of UNICARE and PAAB systems.
<b><u>POST 16/231</u></b>	:	<b><u>PRINCIPAL FOOD SERVICE SUPERVISOR Reference No.: DHSS/April/08/53</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: B) National Diploma in Food Services plus 2 years as a Food Service Supervisor Knowledge and Skills: Customer care, Good communication skills, Report writing skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Control of Food, Supervise Staff, Stock Control

<b><u>POST 16/232</u></b>	:	<b><u>PRINCIPAL HOUSEKEEPING SUPERVISOR REFERENCE NO.: DHSS/APRIL/08/54</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: A minimum and a maximum of Grade 12 certificate plus 2 years experience as a Housekeeping Supervisor. B) Knowledge and Skills: Customer care, Report writing skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise Housekeeping personnel, Compilation of working Schedules, cleaning.
<b><u>POST 16/233</u></b>	:	<b><u>LAUNDRY MANAGER REFERENCE NO.: DHSS/APRIL/08/55</u></b>
<b><u>SALARY</u></b>	:	R 58 290 per annum
<b><u>CENTRE</u></b>	:	Embhuleni Hospital, Elukwatini; Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Good leadership and computer literacy will be added advantage. Five (5) years in the Laundry services .Good supervisor skills .Good communication skills and computer literacy will be an advantage.
<b><u>DUTIES</u></b>	:	Exercise control and supervise the effective functioning of Laundry services. Administrative duties with regard to the ordering, recording and supervise. The issuing of clean linen .Also responsible for general neatness of the linen and delegate staff to perform duties
<b><u>POST 16/234</u></b>	:	<b><u>SENIOR FOREMAN GROUNDS REFERENCE NO.: DHSS/APRIL/08/56</u></b>
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	A) Qualifications and Competences: Grade 12 certificate plus 3 years experience as a Foreman in Garden and Grounds. B) Knowledge and Skills: Customer Care, Good communication Skills, Leadership skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Maintain gardens. Fencing, parking roads and walkways. Attend to minor maintenance of machines and equipments. Overall control, Coordination, Organization and checking of all activities, personnel and equipments.

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

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

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

**OTHER POSTS**

**POST 16/235** : **PRINCIPAL PHARMACIST**  
Directorate: Supply Chain Management  
Cape Medical Depot – Pre-Packing Unit

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

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Registration with the South African Pharmacy Council as Pharmacist plus extensive appropriate experience. Recommendations: Computer literacy. Previous logistic experience and experience with MEDSAS. Knowledge of good pharmaceutical manufacturing practice to ensure safe and high quality product. Sound human relations to be able to deal with the needs of both professional and production staff. Experience in the rank of Pharmacist.

**DUTIES** : Management of the repacking of bulk medicines. Ensure adherence to sound Drug Supply Management (DSM) by ensuring implementation, monitoring and control of DSM principles within the Pre-Pack Unit. Supervision of Pharmacist's Assistants and other stores personnel including development and personnel evaluations. Act as Tutor for Pharmacist's Assistants.

**ENQUIRIES** : Mr A Glass, tel. no. (021) 483-2473.  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Mr RA Merton  
**CLOSING DATE** : 9 May 2008

**POST 16/236** : **PRINCIPAL PHARMACIST**  
Directorate: Supply Chain Management  
Cape Medical Depot

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

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Registration with the South African Pharmacy Council as Pharmacist plus extensive appropriate experience. Recommendations: Computer literacy. Previous logistic experience and experience with MEDSAS. Knowledge of good pharmaceutical manufacturing and warehousing practice to ensure safe and high quality product. Sound human relations to be able to deal with the needs of both professional and production staff. Experience in the rank of Pharmacist.

**DUTIES** : Implementation and monitoring of adherence to all Standard Operating Procedures (SOPs) and guidelines in keeping with legislative requirements and National and provincial policies. Ensure sound Drug Supply Management by ensuring implementation, monitoring and control of DSM principles within the bulk storage area. Supervision of Pharmacist's Assistants and other stores personnel including development and personnel evaluations. Act as Tutor for Pharmacist's Assistants.

**ENQUIRIES** : Mr A Glass, tel. no. (021) 483-2473.  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Mr RA Merton  
**CLOSING DATE** : 9 May 2008



<b><u>POST 16/237</u></b>	:	<b><u>PRINCIPAL PHARMACIST (ARV)</u></b> (Chief Directorate: Metro District Health 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>	:	False Bay Hospital, Fish Hoek
<b><u>REQUIREMENTS</u></b>	:	B.Pharm or equivalent qualification recognised by South African Pharmacy Council. Registration with the South African Pharmacy Council as Pharmacist. Registration with South African Pharmacy Council as Pharmacist Intern and/or Pharmacist Assistant tutor. Ability and willingness to supervise staff. Knowledge of and ability to comply with applicable legislation. Experience in a public hospital or similar state facility e.g. CHC's in a supervisory or management role. Experience in the handling of HIV/ARV medicines, protocols and regimens. The following will serve as recommendations: Exposure to HIV clinical care training. Previous hospital experience.
<b><u>DUTIES</u></b>	:	Ensure quality provision of Pharmaceutical Care by implementing and monitoring work procedures, policies and guidelines in keeping with Batho Pele, South African Pharmacy Council and the National Drug Policy and national and Provincial ARV Treatment Guidelines. Accept managerial responsibility and accountability for drug supply management (procurement, storage, control and distribution of quality pharmaceuticals). Ensure and assist with efficient, safe and legal dispensing of ARV medicine to patients (in- and out-patients), as well as security of the ARV stock. Monitor, evaluate, advise and report on pharmaceutical expenditure with regards to antiretroviral medicine, implementation and evaluation of budgetary control measures and adherence to set treatment protocols. Professional advisory service, including input into a development plan for pharmacy staff and provision of training /education to other health care workers in relation to antiretroviral drug handling and supply management within the hospital. Participate in the Drugs Therapeutics Meetings (bi-monthly) to promote Technical Quality of Care in the ARV programme through protocol development and compliance and rational prescribing. Attend clinical meetings (weekly HIV teaching rounds) and weekly journal clubs to promote optimal communication around ARV drug supply management in conjunction with clinical team. Perform general management functions. Participate in research, by co-operating with other professionals to ensure the quality of care of patients, particularly by ensuring continuous supply of essential medications and budgetary control.
<b><u>ENQUIRIES</u></b>	:	Dr K Grammer, tel.no (021) 782-1121
<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>	:	9 May 2008
<b><u>POST 16/238</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN (ELECTRONICS/RESPIRATORY AND ANAESTHETICS)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 106 335 per annum.
<b><u>CENTRE</u></b>	:	George Hospital, George
<b><u>REQUIREMENTS</u></b>	:	Qualified technician with a National Diploma, N-, T- or S- stream in Electrical engineering – Light Current or Bio-medical Diploma. Ability to fault find on electronic equipment, and be able to trace faults and perform PCB repairs to component level. Valid driver's licence. The following will serve as recommendations: Computer literacy. Hands on experience in repair of electronic medical equipment.
<b><u>DUTIES</u></b>	:	Carry out maintenance, repairs and installation of electronic, Respiratory, Anaesthetics and related medical equipment. Assist with general administration and day to day running of technical section. Assist with reports, specifications, record keeping and general administration duties. Ensure compliance with the Occupational Health and Safety Act.
<b><u>ENQUIRIES</u></b>	:	Mr R Swart (044) 802-4562 / Mr L Du Plessis (044) 802-4488
<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>	:	9 May 2008

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

*In line with the Employment Equity of the Western Cape at the Department of Economic Development & Tourism it is our intention to promote representivity with the filling of the post.*

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

**MANAGEMENT ECHELON**

**POST 16/239** : **DIRECTOR: SERVICES INDUSTRIES (ICT AND CALL CENTRE SECTORS)**  
**Y5/08/33**  
(Chief Director: Trade and Industry Development)

**SALARY** : All-inclusive salary package: R540 429 per annum  
**CENTER** : Cape Town  
**REQUIREMENTS** : The Department is seeking a dynamic, highly motivated leader to head up the services directorate, with the key responsibilities to lead the ICT and call centre sector programmes for the provincial government. This position requires a high level of knowledge and expertise on the issues regarding the telecommunications environment and the development of the ICT sector. This will need to be translated into innovative projects and programmes to dynamise the sectors, with experience in policy making, project implementation, programme management and research, preferably at a senior management level being a pre-requisite for the position. The minimum qualifications for this position is a post graduate degree in economics or equivalent qualification, with at least 6 years experience at a management level and in the field of industrial/sector research or development. Experience in the above service sectors at either a policy, research or project/ programme implementation level is necessary. Excellent and demonstrable networking skills are critical. Further requirements include: a valid driver's license, good communication skills in at least two (2) of the three (3) official languages of the Western Cape. The following will serve as strong recommendations: Demonstrable leadership and management experience • detailed knowledge of the South African economy • strong interpersonal skills • experience in dealing pro-actively with a wide range of players across industry, academia and the public sector • a good knowledge of the global, national and regional opportunities and forces at play within the services sectors • good writing and IT skills • good understanding of economic data and the ability to draw inferences from them • experience in running and developing programmes • insight into or knowledge of services industries.

**DUTIES** : Duties relevant to both post: strategy development and implementation of programmes and projects within the services sectors • represent provincial government on the various fora and special purpose vehicles • interact closely with key role players in industry, local and national government and academic institutions • outsource research on issues pertaining to the sector • coordinate and drive focused sector initiatives • develop support strategies for SMME's to enter and thrive.

**ENQUIRIES** : Mr N Gywnne-Evans at ☎ (021 483 3859)  
**APPLICATIONS** : Response Handling, Private Bag X15, Tyger Valley, Cape Town, 8000  
**FOR ATTENTION** : Priscilla Leyland  
**CLOSING DATE** : 12 May 2008

**POST 16/240** : **DIRECTOR: RESOURCE-BASED SECTORS (AGRI-PROCESSING SECTORS, FISHING, AQUA-CULTURE)** **Y5/08/34**  
(Chief Director: Trade and Industry Development)

**SALARY** : All-inclusive salary package: R 540 429 per annum  
**CENTER** : Cape Town  
**REQUIREMENTS** : The Department is seeking a dynamic, highly motivated leader to head up the services directorate, with the key responsibilities to lead the ICT and call centre sector programmes for the provincial government. This position requires a high level of knowledge and expertise on the issues regarding the telecommunications environment and the development of the ICT sector. This will need to be translated into innovative projects and programmes to dynamise the sectors, with experience in policy making, project

implementation, programme management and research, preferably at a senior management level being a pre-requisite for the position. The minimum qualifications for this position is a post graduate degree in economics or equivalent qualification, with at least 6 years experience at a management level and in the field of industrial/sector research or development. Experience in the above service sectors at either a policy, research or project/ programme implementation level is necessary. Excellent and demonstrable networking skills are critical. Further requirements include: a valid driver's license, good communication skills in at least two (2) of the three (3) official languages of the Western Cape. The following will serve as strong recommendations: Demonstrable leadership and management experience ▪ detailed knowledge of the South African economy ▪ strong interpersonal skills ▪ experience in dealing pro-actively with a wide range of players across industry, academia and the public sector ▪ a good knowledge of the global, national and regional opportunities and forces at play within the resource-based sectors ▪ good writing and IT skills ▪ good understanding of economic data and the ability to draw inferences from them ▪ experience in running and developing programmes ▪ insight into or knowledge of resource based industries.

**DUTIES**

: Duties relevant to both posts: strategy development and implementation of Programmes and projects within the resource-based sectors ▪ represent provincial government on the various fora and special purpose vehicles ▪ interact closely with key role players in industry, local and national government and academic institutions ▪ outsource research on issues pertaining to the sector ▪ coordinate and drive focused sector initiatives ▪ develop support strategies for SMME's to enter and thrive.

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

: Mr N Gwynne-Evans at ☎ (021 483 3859)  
 : Response Handling, Private Bag X15, Tyger Valley, Cape Town, 8000  
 : Priscilla Leyland  
 : 12 May 2008

## AFRICAN MANAGEMENT DEVELOPMENT INSTITUTES' NETWORK

**APPLICATIONS** : Interested individuals should request the full terms of reference for these posts from AMDIN@samdi.gov.za. Expressions of interest should be delivered to the AMDIN offices, 4<sup>th</sup> Floor, Batho Pele House, Cnr. Van Der Walt and Vermeulen Streets or posted to P O Box 948, PRETORIA, 0001, Republic of South Africa. It should contain A cover letter that motivates interest and suitability for the position A comprehensive CV demonstrating the competencies and skills required Names and contact details for project managers/ clients/ employees on three recent consulting assignments or jobs To facilitate speedy processing, soft copies of the proposals can be e-mailed to AMDIN@samdi.gov.za or they can be faxed to 086-618-8649.

**CLOSING DATE** : Friday 25 April 2008

**NOTE** : AMDIN is a young and dynamic NPO, established to ensure that those organisations responsible for capacity development of the public sector across Africa, function optimally and benefits from sharing resources and collaborating with one another. The work of AMDIN finds expression in organising learning events; maintaining and sharing Africa specific knowledge repositories; facilitating organizational development and capacity development for management and staff of African MDIs; collaborative development of training resources appropriate for the African context; and policy advocacy and lobbying to improve the operational context of MDIs. AMDIN is posed to become a major institutional player in the capacity development field on the African continent. With the financial support of the UNDP AMDIN is busy gearing up its activities and has entered a period in which much energy will be devoted to strategically positioning the organization, developing substantial programmatic activity and capturing these in a multi-year work plan while developing a resource mobilization strategy to support the implementation of such a work plan. AMDIN is currently the main beneficiary of preparatory assistance given by the UNDP to support the coordination and implementation of the Africa Governance and Public Administration Program (AGPAP). This support includes, inter alia, the recruitment of temporary human resource capacity. These include the following:

## OTHER POSTS

**POST 16/241** : **PROGRAMME MANAGER: KNOWLEDGE MANAGEMENT, PEER LEARNING AND COLLABORATION**

**SALARY** : Both these positions are offered on the basis of 6 month (full time) fixed contracts. Renewal of contracts will be optional. All inclusive remuneration packages with a Rand equivalent are negotiable in the range of US\$ 7 500 - 8 300.

**REQUIREMENTS** : The successful candidate will display the following competencies: Outstanding networking, team-building, organizational and communication skills; Negotiation skills: capacity to work with and forge partnerships with diverse partners including Government, donors, academia, NGOs and the private sector; Ability to engage in resource mobilization for AMDIN's Knowledge Management programmes; Ability to effectively represent AMDIN at the senior level in internal and external meetings; An ability to design and document organizational capacity, peer learning and collaborative programmes/ interventions for a network organization and its member institutions.

**DUTIES** : The incumbent will be responsible for the following: Developing a programme and associated funding proposals to institutionalise a culture of learning, knowledge management and collaboration across AMDIN and African MDIs; Developing a virtual seminar programme in collaboration with the Global Learning Network, prepare the necessary work and resource mobilization plans and host two virtual seminars in the next six months; In association with the CEO, designing and documenting the Heads of Institutions Forum, 2008 and support the establishment of a Heads of Institutions on-line Community of Practice.

**ENQUIRIES** : kindly contact Hanlie van Dyk-Robertson ([hanlie@samdi.gov.za](mailto:hanlie@samdi.gov.za)) or +27-(0)82-922-3410

<b><u>POST 16/242</u></b>	:	<b><u>PROGRAMME MANAGER: EDUCATION AND TRAINING</u></b>
<b><u>SALARY</u></b>	:	Both these positions are offered on the basis of 6 month (full time) fixed contracts. Renewal of contracts will be optional. All inclusive remuneration packages with a Rand equivalent are negotiable in the range of US\$ 7 500 - 8 300.
<b><u>REQUIREMENTS</u></b>	:	The successful candidate will display the following competencies: An ability to design and document capacity and skills development programmes/ interventions for a network organization and its member institutions; Established task management, project/ programme management, inter-personal and organisational skills; Capacity to build strong and enduring relationships and partnerships at all levels; Familiarity with education management, HRD and institutional and individual capacity building in Africa (practical work experience preferred).
<b><u>DUTIES</u></b>	:	The incumbent of this position will be responsible for the following: Supporting the implementation of the JICA ToT programme for 2008, preparing for a mid-term evaluation and new project proposal for the next phase; Developing capacity development programmes designed for: Instructional design specialists; Training managers and administrators; OD and policy consultants; Coaches and mentors. Developing a process for integrating training specialists, instructional design specialists and subject/ content specialists across AMDIN member organisations to collaborate on curriculum development; Establishing and supporting three virtual learning communities.
<b><u>ENQUIRIES</u></b>	:	kindly contact Hanlie van Dyk-Robertson ( <a href="mailto:hanlie@samdi.gov.za">hanlie@samdi.gov.za</a> ) or +27-(0)82-922-3410