



DATE OF ISSUE: 25 APRIL 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 17 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 **26 MAY 2008**

**AMENDMENTS** : **National Department of Health:** Kindly note that the post of Case Manager: Health Service Revenue, Ref no NDOH 2/2008 (post 15/22) advertised in PSVC 15 of 2008, has been withdrawn.  
**National Department of Water Affairs and Forestry:** Kindly note that the post of Forester: Post 16/84, advertised in PSVC 16 of 2008, has been withdrawn.

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## DEPARTMENT OF AGRICULTURE

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

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

## OTHER POSTS

- POST 17/01** : **DEPUTY DIRECTOR (REF: 201/2008)**  
Directorate: Agricultural Disaster Management
- SALARY** : All inclusive package of R369 000 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate tertiary qualification in Agrometeorology or related discipline or Agriculture Disaster Risk field with extensive experience. Proven managerial experience. An extensive experience of working with the farming community in the farming environment as well as knowledge of IDP and rural development. Knowledge of weather/ climate forecasting and information management skills are core early warning variables. Risk and Disaster Management knowledge coupled with extensive experience. Knowledge of the application of PFMA and Treasury Regulations. Understanding of budgeting and supply chain management systems. Good research and analytical skills as well as proven experience in project management, monitoring and evaluation techniques. Ms-Project 2000 knowledge and skills. People skills. Excellent written, verbal and presentation skills. Ability to engage with national, regional and international clients and making strategic interventions in issues of disaster risk reduction, preparedness and early warning. Computer literacy/ competency. A valid driver's licence and willingness to travel extensively as well as working irregular hours at times.
- DUTIES** : The incumbent will be required to ensure that all tenets of early warning are met and incorporated into IDPs by Municipalities and PDAs. Supervise the coordination of the implementation of an early warning system in the provinces. Initiate an effective planning and execution of sub-directorate research work such as early warning methods, etc including climate change projects. Effectively and efficiently manage the budget and personnel of the sub-directorate and providing specialised guidance and training. Also, ensuring compliance to PFMA and Treasury Regulations. Guide and lead the sub-directorate in making strategic inputs in policy and legislation relating to conservation of agricultural resources such as CARA (Act 83 of 1983), Disaster

		Management (Act 57 of 2002), National Veld and Forest Fire Act (Act 101 of 1998), NEMA Act No. 107 of 1998 for Disaster Risk Reduction. Manage, monitor and evaluate outsourced projects in the Directorate. Develop and review norms and standards as well as applicable guidelines for the implementation of legislation dealing with sustainable use of agricultural resources, conservation of agricultural resources and disaster risk reduction in the context of early warning. Ensure the quarterly National Agro-Meteorological Committee (NAC) meeting is organised and held and, together with the Senior Manager: ARDM, chair the NAC meetings and facilitate the strategic decisions taken. Supervise the development and compilation of the monthly NAC Advisory, which is one of the major risk management tool of the department (technical) and making sure it is disseminated widely.
<b><u>ENQUIRIES</u></b>	:	Mr. I. B. Kgakatsi, Tel. No. 012-319-7955/6
<b><u>POST 17/02</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (REF 196/2008)</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	All inclusive package of R369 000 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate LLB or a Masters Degree in Law. Admitted Attorney with extensive practical commercial experience. Management experience or managerial skills. Good communication skills. Computer skills. Preference will be given to applicants with experience or skills in the drafting of legislation and contracts, research abilities and broad knowledge of the Constitution and Public Service transformation policies, Legislations administered by the Department of Agriculture, Promotion of Access to Information Act, 2000 (Act 2 of 2000) and Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), experience in arguing legal matter in various forums and valid driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will be required to facilitate the drafting and amendment of legislation, subordinate legislation, and legal documents. Negotiate and draft contracts. Provide legal training or make presentation on the Acts administered by or have a bearing on the Department. Assist in the application and interpretation of labour law and Legislation administered by the Department. Debt recovery. Drafting of legislative programme for each year. Provide ongoing legal advice/ opinions to the management and components of the DoA. Support the components of the Department of Agriculture and liaise with customers, Council, State Attorney, other organs of state and the public. Provide general legal support to the Department and Ministry to ensure that the goals of the Department are met. Comment on or make recommendations on policies and strategic documents/proposals of this Department or other Departments. Render support with regard to international trade negotiations and the drafting of international agreements. Provide support on the institution of criminal proceedings. Represent the Department in hearings, including the Development Facilitation Hearing and Arbitration; Decision-making and contribution to the overall performance of the component. Considering and allocating work to staff. Quality control of work produced by the directorate. Management and development of staff within the sub-directorate. Supervise employees. Providing assistance and strategic input in the overall management of the Directorate. Undertaking efficient budgeting and expenditure control as well as supply chain management according to the PFMA, 1999, the Treasury Regulations and Departmental prescripts. Managing and complying with delegated responsibilities. Appearance in Cabinet and Parliament to present legislation. Ensure department comply with promotion of Administrative Justice Act; and Provide administrative support with regard to appointment of boards, committees and council managing all requests for information for terms of the promotion of access to Information Act, including objections, appeal and refusal.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Letoaba, Tel. No. 012-319-7296.
<b><u>NOTE</u></b>	:	Appointment is subject to a skills assessment test.
<b><u>POST 17/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: WEB PUBLISHING (REF: 208/2008)</u></b> Directorate: Agricultural Information Services
<b><u>SALARY</u></b>	:	R 157 687per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three year degree or diploma. Experience in Planning websites, developing and maintaining website content. Experience in using Flash, Dreamweaver, software, HTML

		and content management systems (CMS). Classifying and abstracting information. Prepare website writing language, content publishing, structuring information, layout and web page design. Quality control website content.
<b><u>DUTIES</u></b>	:	The incumbent will be required to; manage and control human resources, the up loading and offloading and maintenance of the website, layout and design of web pages, evaluation of website and developing of standards and coordinate and facilitate departmental website committee.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Tshabalala, Tel. No. (012) 319 – 7337/ 0734749812
<b><u>POST 17/04</u></b>	:	<b><u>APPLICATIONS AND DATA MANAGEMENT SPECIALIST (12 MONTHS CONTRACT) (REF 200/2008)</u></b> Directorate: Research and Technology Development
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a relevant three year qualification, National Diploma / B.Sc. degree in Information Technology or Computer Science or B.Sc degree, with majors in Project Management and Computer applications software / Strategic management and Information systems. (must furnish a credit certificate and/ or statement of results). Advanced computer literacy. Knowledge of project management systems. Valid driver's licence
<b><u>DUTIES</u></b>	:	The incumbent will be required to provide database support to the Directorate for managing research projects, specifically with the overall functioning of PSNext systems. Assist with overall administering, installation, troubleshooting maintenance and customisation of reports, for the PSNext system and ensure regular back-ups of project information. Liaise with relevant clients and stakeholders to ensure the effective functioning of the project management system. Support the research project manager with managing the project, uploading, updating and verifying information on the system and generation of accurate reports. Provide technical support for the PSNext system to Directorate for effective management of projects. Maintain accurate records, and render any other related services as determined by employer. Experience in a research environment.
<b><u>ENQUIRES</u></b>	:	Dr. M. Jugmohan, Tel. No. 012-319-6056
<b><u>POST 17/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOMMODATION (FACILITIES AND PROJECTS) (REF: 204/2008)</u></b> Directorate: Corporate Support Services
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate degree. Relevant experience in project management, facility management and maintenance (planned and unplanned). Knowledge of building environment. Proficient in at least two official languages. Valid driver's licence. Computer literacy. Knowledge and understanding of the government procurement system as well as the Public Finance Management Act. Knowledge of relevant legislation such as the Public Service Act, Labour Relations Act, Occupational Health and Safety Act. Good verbal and written communication skills, proven problem solving approach. Excellent project management skills. Ability to work under pressure. Negotiation skills.
<b><u>DUTIES</u></b>	:	The incumbent will be required to manage and supervise employees. Manage accommodation related matters. Handle correspondence in respect of enquiries and leases. Attend meetings and site inspections. Monitoring of processes. Supervision of improvement and alterations. Inspections of infrastructure. Provide administrative support/feedback to Deputy Director. Monitor records. Interaction between clients, staff and other role players.
<b><u>ENQUIRIES</u></b>	:	Ms. G.M. Van As, Tel. No. 012-319-6960
<b><u>POST 17/06</u></b>	:	<b><u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF: 205/2008)</u></b> Directorate: Agricultural Product Inspection Services
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three year Diploma in Agriculture or B.Sc. Degree in Agriculture with at least two of the following subjects as a major: Botany, Plant Protection Entomology, Zoology or Plant Pathology, Plant Production or Horticulture (must furnish a credit certificate

		and/ or statement of results). Sufficient applicable technical experience and knowledge of relevant legislation and international agreements listed in the duties hereunder. Knowledge and experience in law enforcement. A valid code EB driver's licence. Good communication skills with special emphasis on conflict management. Basic computer knowledge and experience is essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc.
<b><u>DUTIES</u></b>	:	The incumbent will be required to enforce the Agricultural Pests Act, 1983 (Act. 36 of 1983), International Plant Protection Convention (IPPC), ISPMs, WTO-SPS agreement, related legislations and policies to ensure that the plants, plant products and other regulated articles comply with phytosanitary measures. This includes the independent planning and conducting of inspections, sampling and other necessary functions including punitive measures. Must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours. Supervision and training of employees. Do regulatory services pertaining other legislation and international obligations as required.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Holtzhausen, Tel. No. 012-319-6100
<b><u>POST 17/07</u></b>	:	<b><u>PROJECT CO-ORDINATOR (REF 202/2008)</u></b> Directorate: Land Settlement
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate Bachelor's Degree in Agricultural Sciences or related discipline plus appropriate extensive experience. (must furnish a credit certificate and/ or statement of results). A valid Code EB driver's license and must be prepared to travel. Sound knowledge of project management and land redistribution programmes. Ability to work under pressure. Excellent writing and verbal communication skills. Computer literate and good human relations.
<b><u>DUTIES</u></b>	:	The incumbent will be required to assist and guide provinces in the planning and implementation of CASP and Agrarian Reform Programmes in the provinces through participation at relevant forums. Collection of data and updating of information for a database of CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Coordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Ms P.N.Z. Mpangane, Tel. No. 012-319-8230
<b><u>NOTE</u></b>	:	Candidates who previously applied for this position with Ref: 173/2008 does not need to re-apply.
<b><u>POST 16/08</u></b>	:	<b><u>PLANNER (REF 190/2008)</u></b> Directorate: Land Settlement
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a B. Agriculture Economics or a B.Sc. Agricultural Economics Degree. Understanding and experience in the formulation of Public Policy. Experienced in the field of Agricultural Economics. A valid Code B driver's licence and be prepared to travel. Excellent writing and verbal communication skills. Computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent will be required to undertake research and developing of policy guidelines with regard to land and agrarian reform beneficiaries/ farmers. Operationalise the developed policies of the directorate and department. Engage in policy debates relating to farmer support programmes. Set norms and standards for viable farmer settlement programmes. Good understanding of Land Reform programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. J. Moeng, Tel. No. 012-319-8495/6
<b><u>NOTE</u></b>	:	This is a re-advertisement of Ref. No. 43/2008 and candidates who previously applied for this post are requested to re-apply
<b><u>POST 17/09</u></b>	:	<b><u>MEAT INSPECTOR (TWO POSTS) (REF 186/2008)</u></b> Directorate: Veterinary Services, Bull Brand Food
<b><u>SALARY</u></b>	:	R 132 054 per annum
<b><u>CENTRE</u></b>	:	Krugersdorp

<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a National Diploma in Environmental Health or National Diploma in Animal Health. Hands on experience in export establishments of species and / or type of product.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the verification of the application of Hygiene Management Systems and HACCP / ISO system. Ante mortem inspection in absence of State Veterinarian. Post mortem meat inspection of carcasses and to ensure that the basic hygiene principles required by the Act are complied with. Arranging certification of export products. Record keeping of all relevant documentation. Liaison with all role players in the establishment. Office administration.
<b><u>ENQUIRIES</u></b>	:	Mr. J. C. Du Preez, Tel. No. 012-319-7628
<b><u>POST 17/10</u></b>	:	<b><u>POLICY ANALYST (REF 185/2008)</u></b> Directorate: Agricultural Development Finance
<b><u>SALARY</u></b>	:	R 132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three year Degree in Agricultural Economics, Economics, Rural Development. Majored in at least two of the following courses; Policy Development, Research Methodology, Strategic Planning, Rural Finance and Agricultural Finance. Sufficient experience in policy, strategy and programmes development fields. Sufficient relevant experience in policy development and formulation in the areas of agricultural finance or rural finance and rural development. Additional training courses: Computer literacy and Project Management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will be required to formulate, analyse and review Agriculture Co-operatives and Development Finance policies. Conduct policy dialogue in regional, national, provincial and local Co-operative Development Forums. Co-ordinate Agriculture, Rural Finance and Co-operative Development Policy. Develop strategies for Agriculture, Rural Finance and Agric Co-operatives. Conduct on-going research as a way of feedback to policy relevance to targeted market.
<b><u>ENQUIRIES</u></b>	:	Ms V Phadime, Tel. No. 012-319-6965
<b><u>NOTE</u></b>	:	This is a re-advertisement post of (Ref 83/2008)
<b><u>POST 17/11</u></b>	:	<b><u>PRINCIPAL HUMAN RESOURCES OFFICER (REF 198/2008)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate B. Degree or National Diploma in Human Resources Management, and or Grade 12 Certificate plus Human Resources Management practical experience related to the duties within a Human Resources environment. Knowledge and experience of Recruitment and Selection practices pertaining to the drafting of advertisements in alignment with the job descriptions and relevant CORE, response handling, arranging short-listing and interviews, drafting of submissions, offer letters and the appointment of candidates on the PERSAL System, verification of qualifications, information management and report writing. Good communication skills (both written and verbal) and Computer skills (MS Office as well as PERSAL implementation). Ability to liaise and interact with Managers in rendering advice and interpretation of legislative prescripts and policies. Good interpersonal relations and supervisory skills.
<b><u>DUTIES</u></b>	:	The incumbent will be required to work as a team member in rendering professional human resources administrative functions in the Division Recruitment and Selection pertaining to the drafting of advertisements, submissions and offer letters, arranging short-listing and interviews, and appointment of candidates on the PERSAL System. Rendering professional advice in accordance with the relevant legislative prescripts in respect of Recruitment and Selection policies and practices. Liaison with line functionaries/ Managers and employees within the department. Managing employees under his/ her supervision. Compilation and maintenance of posts and writing of monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr. G. Matloga, Tel. No. 012-319-7000
<b><u>POST 17/12</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (6 MONTHS CONTRACT) (REF 189/2008)</u></b> Directorate: Food Safety and Quality Assurance
<b><u>SALARY</u></b>	:	R106 335 per annum

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject or towards obtainment of a Degree or National Diploma in Accounting/ Administration. Knowledge of; administrative procedures/policies/ prescripts such as finance, reporting procedures, compilation of budget, financial reports, submissions and procurement. Computer literate. Knowledge of PFMA, Treasury Regulations, DFI's, EPMS and Public Services Regulations.
<b><u>DUTIES</u></b>	:	The incumbent will be required to provide an efficient and effective Administration support function to the Director: Food Safety and Quality Assurance, which includes budgeting, financial control, supply chain management, human resources, logistical and transport matters. Manage and compile the budget for the Directorate, as well as making inputs to MTEF, virements and budget estimates. Ensure efficient and effective procurement of goods and services in line with Departmental Financial Instructions. Ensure effective administration of the expenditure in the in the Directorate by maintaining the hand system/ Budget monitoring tool and compile monthly and quarterly management report. Co-ordinate the processes with regard to foreign visits and the administration thereof. Provide administrative services pertaining to all transport and inventory control matters within the Directorate. Ensure that all vacant posts are advertised in good time and maintain an Employment Equity Plan. Maintain accurate and update records of all annual and sick leave. Prepare submissions. Render secretariat services at the Directorate meetings.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Mabaso, Tel. No. 012-319-7942
<b><u>POST 17/13</u></b>	:	<b><u>PERSONAL ASSISTANT (REF: 199/2008)</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Post Grade 12 qualification in Secretary/ Office Administration and extensive secretarial and general office administration experience. Computer literacy in MS Office programmes. Good communication skills (written and verbal). Good interpersonal relations. Excellent planning and organisational skills, Ability to work independently and under pressure, An understanding of applicable public service system and procedures.
<b><u>DUTIES</u></b>	:	The incumbent is required to render a secretarial service to the Director and this entails: Mail management, diary/time management of Director, receive visitors, documentation management, organise meetings/ workshops/ conferences/ functions. Handle travel arrangements, Enquiry management. Render an office administrative support service to the Director and this entails: Office administration, Filing management, Line function administration support for Director.
<b><u>ENQUIRIES</u></b>	:	Ms L Letoaba, Tel. No. 012-319-7296
<b><u>NOTE</u></b>	:	Appointment is subject to a skills assessment test (Typing and knowledge of Ms Office Suite)
<b><u>POST 17/14</u></b>	:	<b><u>ASSISTANT PLANT PRODUCTION OFFICER (REF: 210/2008)</u></b> Directorate: Plant Production
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a B.Sc. Agriculture Degree with either Agronomy or Plant as major subject (must furnish a credit certificate and/ or statement of results). Good knowledge of the production practices and trends of various grain crops grown in South Africa. Knowledge and understanding of the South African grain sector. Negotiation and problem solving skills. Good communication skills (verbal and written). Good planning and interpersonal skills. A valid Code B Driver's licence. Computer literacy (MS Word, Excel, Access and Power Point).
<b><u>DUTIES</u></b>	:	The incumbent will be required to participate in the development and promotion of policies and strategies to support the grain sector. Assist with the development and promotion of sustainable production practices for grain crops grown in this country. Participate in the development and implementation of programmes, projects and schemes aimed at improving the production of grain crops. Render advisory services to clients on matters related to grain production, Liaison with all stakeholders in the grain industry.
<b><u>ENQUIRIES</u></b>	:	Mr. S. M. Msibi, Tel. No. 012-319-6380



<b><u>POST 17/15</u></b>	:	<b><u>PROVINCIAL STATISTICAL CO-ORDINATORS (CONTRACT OF 6 MONTHS) (REF: 213/2008)</u></b> Directorate: Agricultural Statistics
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and/or three year tertiary qualification in economics /statistical /agricultural geographical information, A valid driver's licence. Experience in Field censuses /surveys, computer literacy, Experience in handling GPS equipment advantageous, exposure to handling questionnaires and conducting interviews with respondents. Ability to communicate in most South African languages, good interpersonal-relations.
<b><u>DUTIES</u></b>	:	The incumbents will be required to Interaction with Industry and requesting their involvement with the register by giving leads of small scale farmers under their training and support. Extensive travelling to rural and remote farm areas where small farmers are located. Communicate and Liaise with Extension officers in Provincial and Regional offices to identify farms and projects to be registered.
<b><u>ENQUIRIES</u></b>	:	Ms. M E Matsei, Tel. No. 012 -319-8454
<b><u>POST 17/16</u></b>	:	<b><u>TYPIST (REF 212/2008)</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R 85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate with typing as a passed subject. Must have appropriate relevant/practical typing experience. Computer literacy in MS Word (Ms Excel and Ms Power Point). Must have a good typing speed, accuracy and neatness to the typed work. Must have advanced typing skills, excellent communication and good interpersonal skills and duties. Must be able to read, speak and type in English. The successful candidate will be subjected to do a typing test.
<b><u>DUTIES</u></b>	:	The incumbent is required to type official documents, including letters, tables, submissions, reports, memorandums and contracts. Maintain a record of all typed documents. Final check of documents. Relief the Personal Assistant when required. Undertake any ad hoc activities as may be directed by the Director and/or the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Van Rooyen, Tel. No. 012-319-6907
<b><u>POST 17/17</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 187/2008)</u></b> Directorate: Budget and Reporting
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject or Accounting as a passed subject towards obtainment of a Degree or Diploma. Experience in a Government financial environment. Computer literacy (MS Word and MS Excel Spreadsheet), Knowledge and experience a government Financial System. Good interpersonal and communication skills. Problem solving skills, ability to meet deadlines and to accept responsibility, Knowledge of the Public Finance Management Act 1999, (Act 1 of 1999) and Treasury Regulations.
<b><u>DUTIES</u></b>	:	The incumbent will be required to execute the duties of the cashier in accordance with the Financial prescripts on a daily basis. Handling of Financial source documents. Safekeeping of state money. Reconciliation of income received per month. Follow-up of dishonoured checks.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Khosana, Tel. No. 012-319-7869
<b><u>POST 17/18</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (REF: 203/2008)</u></b> Directorate: Legal 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 Grade 12 Certificate coupled with relevant experience. Knowledge of records management and Jutastat programme for information retrieval.
<b><u>DUTIES</u></b>	:	The incumbent is required to maintain and classify the legal library, annotate and update subordinate legislation, retrieval of information from Jutastat

		programme, internet and other database. Handle telephone enquiries from the public and DoA component. Manage the filing system for the directorate and assists with the secretariat duties such as acting as receptionist, receiving and registering mail for Legal Services, distributing and recording work. Records management and Information retrieval from the Jutastat programme.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Van Rooyen, Tel. No. 012-319-6907
<b><u>POST 17/19</u></b>	:	<b><u>DOG HANDLER ASSISTANT (TWO POSTS) (REF 180/2008)</u></b> Directorate: Agricultural Product Inspection Services
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	OR Tambo International Airport
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. A valid Code EB driver's licence and ability to drive. Applicable experience in the handling, caring and training of K9's as well as the day to day running of kennels. Good communication skills and basic computer knowledge. Capable and willing to help with inspections at Airports as well as Postal Centre. Prepared to work shifts on short notice, work overtime as well as working irregular hours.
<b><u>DUTIES</u></b>	:	The incumbent will be required to assist dog handlers in conducting inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the enforcing of import and export control over agricultural products (including meat products, seed, liquor, fertilizer, farm feeds, agricultural remedies and plant and plant products), regulated by the Agricultural Pests Act, 1983 (Act. 36 of 1983), Animal Diseases Act, 1984 (Act. 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically modified Organisms Act, 1997 (Act 15 of 1997), Fertilizer Farm Feeds, Agricultural Product Standards Act, 1990 (Act 119 of 1990), Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), and various relevant international guidelines and rules. Prevent the introduction into the RSA as well as the national and international distribution of pests and diseases or any other harmful plant organism and other regulated goods. Special emphasis is placed on import control through sniffer dogs and the detection of unauthorised regulated goods imported by passengers or cargo. Assisting with inspections. Responsible for detecting unauthorised regulated goods by means of X-ray machines or sniffer dogs at the ports of entry as well as take responsibility for the training, health and safekeeping of the sniffer dogs while working at the port of entry.
<b><u>ENQUIRIES</u></b>	:	Ms. S.G. Smit, Tel. No. 012-319-6161
<b><u>NOTE</u></b>	:	This is a re-advertisement of Ref. No. 552/2007 and candidates who previously applied for this post are requested to re-apply.
<b><u>POST 17/20</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (REF 182/2008)</u></b> Directorate: Agricultural Products Inspection 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 Grade 12 Certificate. Sufficient applicable experience. Good communication, writing, typing and computer skills in MS Office. Good interpersonal relations. The ability to work in a professional and friendly manner with clients and personnel.
<b><u>DUTIES</u></b>	:	The incumbent will be required to capture and type data on computer and in records. Typing and filling of documents. Keeping of records. Compiling monthly and annual reports. Operating switchboard and reception. Secretarial functions, for example keeping of minutes, making appointments, arranging meetings, booking of flights and accommodation. Handling of personnel and telephonic enquiries from clients. Assistance with the administration of the budget. Supply chain management. Processing and record keeping of transport logs, travelling claims, leave, etc. Handling and distribution of mail. Supervising and management of assets. General administrative tasks.
<b><u>ENQUIRIES</u></b>	:	Mr. A. van Schoor, Tel. No. 012-319-6313
<b><u>POST 17/21</u></b>	:	<b><u>REGISTRY CLERK (REF: 207/2008)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R 49 665 per annum
<b><u>CENTRE</u></b>	:	Pretoria

**REQUIREMENTS**

: Applicants must be in possession of a Grade 12 Certificate and sufficient applicable experience in the Public Service environment. Good communication skills (verbal and written), Ability to work in a team and under pressure.

**DUTIES**

: The incumbent will be required to assist in handling of files, registers and mail as well as archiving of documents, distribution of circulars, minutes, maintenance of files. Keeping of registers and operating of office equipment (photocopy and shredder machine).

**ENQUIRIES**

: Ms A. Marx, Tel. No. 012- 319- 6687.

## DEPARTMENT OF CORRECTIONAL SERVICES

*The Department of Correctional Services is an Equal Opportunity Affirmative Action Employer. In support of the Department's Equity Targets, applicants need to indicate race, gender and disability status on the application forms/CV's.*

<b><u>APPLICATIONS</u></b>	:	Applications must be sent to the relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Ms Malotane M J: 012 307 2540 or Mr Chauke M H: 012 307 2643) Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms Mholo J: 051 404 0268/051 4040270) Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Ms Xhego N: 043 706 7834) Gauteng Region: Head Recruitment, Gauteng, Private Bag X393, Pretoria, 0001 (Ms J Botha: 012 420 0192) Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: (Mr Boswell W 012 323 4818: Limpopo/Mpumalanga/N West Region) Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: (Ms Sanders M: 021 550 6017) KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 (Ms Nel A J: 033 355 7372)
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>NOTE</u></b>	:	Application must be accompanied by a Z83 form/internal application form, certified copies of ID, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.
<b>OTHER POSTS</b>		
<b><u>POST 17/22</u></b>	:	<b><u>DEPUTY DIRECTOR: MANAGEMENT SUPPORT</u></b> Directorate: Management Secretariat
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma. Experience in the core function of the post. Knowledge on coordinating government, risk management and institutional programmes. Proven knowledge of government's budgeting, procurement and administrative systems. Valid driver's licence. Computer literate. Good communication, coordinating, presentation, decision making, problem solving, analytical management, administration, protocol and interpersonal skills. Strong work ethics and implementation of Batho Pele principles.
<b><u>DUTIES</u></b>	:	Provide management support necessary for all service delivery areas of the Department in support of the execution of functions to the Commissioner. Secretariat to all executive level/corporate meetings/events in the Department. Planning, scheduling and management of all executive level/corporate meetings/events to be attended to by the Minister, Deputy Minister, Commissioner, Chief Deputy Commissioner's, Regional Commissioner's and/or Deputy Commissioners. Identify the delegates to participate in all executive level/corporate meetings. Identify suitable venues in line with the type of meeting/event as well as the level of protocol. Preparation of the agenda and documentation for all executive level/corporate meetings/events in the department. Ensure that all strategic matters are accommodated on the agenda. Prepare and collate all documents/presentations/feedback required for the meeting/event. Quality assurance of documents and presentations. Management of the corporate calendar of the Department. Coordination of executive level/corporate meetings/events in the calendar ensuring that no clashes occur and that meetings as scheduled take place. Ensure Management Secretariat Circular 1 of 2007 and 2 of 2007 are complied with. Management of the implementation of strategic decisions taken at the executive management committee meetings. Management of personnel and funds.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<b><u>POST 17/23</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY EVALUATION</u></b> Directorate: Security Management Services
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma. Sound knowledge of security assessment and information gathering, information management, statistical databases and analytical processes in a correctional, security or other relevant environment. Excellent leadership, analytical and organizational skills. Project management experience. Strong conceptual and formulation capabilities. Traceable information, assessment, computer and general management experience. Must be computer literate. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Formulate, develop, maintain and monitor national standards, policy and policy procedures with regard to security information systems and processes, security evaluation systems and processes and security control rooms. Develop and maintain a database of all security related assessment reports including reports generated by the integrated electronic security system, security evaluation tools and system, internal processes and procedures for reporting of security information, processes and protocols for sharing of information between Departments (at all levels) and other external stakeholders. Perform security analysis and inform management of risks and trends. Identification and determination of security risks, trends and compilation and submission of security analysis reports to management. Liaise with regions and security evaluation reports, information reports, incident reporting and security statistics. Management of human resources, logistical resources and finances of the sub-directorate according to approved departmental and government policies, procedures and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/24</u></b>	:	<b><u>DEPUTY DIRECTOR: EXTERNAL TRAINING</u></b> Directorate: Policy and External Training
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in HR Management or Administration or equivalent related field. Experience in the field of Human Resource Development or Education. Valid driver's licence. Relevant managerial experience. Knowledge of skills development and related policies, legislation, strategies and programmes. Knowledge of DCS policies, legislation and strategies. Understanding of basic accounting systems, policies and legislation. Knowledge of HR policies and legislation. Experience in Public Administration. Ability to develop training or learning programmes. Computer literate. Facilitation, presentation, communication, marketing, report writing, analytical and negotiation skills.
<b><u>DUTIES</u></b>	:	Manage the provision of external training interventions. Manage and coordinate the DCS bursary process. Coordinate training interventions for SADC countries. Manage the administrative functions of the sub-directorate. Liaise with relevant stake holders. Manage personnel within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/25</u></b>	:	<b><u>DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE</u></b> Eastern Cape Region (2 Posts) Western Cape Region
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Mthatha Central, Mdantsane) Western Cape Region (Oudtshoorn)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Good communication skills. Valid driver's licence. Knowledge and understanding of the Public Service Act, Regulations and Labour Relations Act. Ability to plan/organize.
<b><u>DUTIES</u></b>	:	Management of operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implementation of policies.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region

<b><u>POST 17/26</u></b>	:	<b><u>DEPUTY DIRECTOR: REGIONAL COORDINATOR: PRODUCTION WORKSHOP AND AGRICULTURE</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Agricultural Sciences/Economic Sciences. Sound experience of agricultural and production workshop management. Valid driver's licence. The incumbent must be dynamic and professional. Must also be able to plan and organize events properly. Good communication skills. Must be computer literate. Thorough knowledge of project management.
<b><u>DUTIES</u></b>	:	Policy coordination. Quality assessment of agricultural and production workshop services. Development/maintenance of agricultural and production workshops service standards in the province. Manage agricultural and production workshop labour. Management of environment, agricultural and production workshop equipment. Management of occupational safety (OHS Act). Manage personnel and finances.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/27</u></b>	:	<b><u>DEPUTY DIRECTOR: SANCTIONS</u></b> Directorate: Code Enforcement
<b><u>SALARY</u></b>	:	R371 769 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or equivalent qualification. Legal and/or labour law qualification will be a strong recommendation. Extensive experience in investigation, initiating and chairing disciplinary hearings is required. Thorough knowledge of managing financial, logistical, uniform filing system and administrative processes of the Department is required. Valid drivers licence. Planning, organizing and good communication skills. Able to operate general office equipment, including digital recording equipment. Must be computer literate. Knowledge of statistics. Data analysis including exposure to data management and information management. Analytical thinker. Must have sound communication, negotiation and presentation skills.
<b><u>DUTIES</u></b>	:	The incumbent will manage the budget and logistical processes of the directorate as well as analyze trends emanating from disciplinary processes. Personnel administration. Manage the database on disciplinary cases. Manage training for initiators and chairpersons. Facilitate appointment of chairpersons. Assist in the development of policies. Initiating in disciplinary/appeal/arbitration hearings when required to do so. Ad hoc tasks relevant to the activities of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/28</u></b>	:	<b><u>DEPUTY DIRECTOR: REGIONAL COORDINATOR: SPECIAL PROGRAMMES</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R313 656 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Must be an analytical thinker. Good communication skills and ability to plan/organize.
<b><u>DUTIES</u></b>	:	Management of EAP programmes in the Region. Management of equity affairs in the Region. Management of the sports policy, The management of clubs/mess, Monitor transformation process within the Region. Manage personnel, finance and logistical administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSESSMENT AND MODERATION</u></b> Directorate: Training Standards
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Human Resource Development. Experience in the field of human resource development. Relevant supervisory experience. Relevant DCS Management Development Programmes. Exposure

		to SAQA & NQF requirements. A completed certificate in occupationally directed education, training and development practices (NQF level 5). Valid driver's licence. Computer literate (MS Word, MS PowerPoint, MS Excel, MS Outlook). Facilitation, presentation, communication, marketing, report writing, analytical and negotiation skills. Ability to perform assessment and Moderation. Knowledge of Skills Development and relevant legislation, strategies and programmes. Knowledge of DCS policies, legislation and strategies. Understanding of basic accounting systems, policies and legislation.
<b><u>DUTIES</u></b>	:	Develop training quality assessment and moderation policies / guidelines / strategies. Develop training quality assessment and moderation processes. Coordinate the development of unit standards for all skills development programmes / learnerships. Provide examination control. Develop assessment and moderation tools. Manage the monitoring and compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/30</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH AND DESIGN</u></b> Directorate: Correctional Programmes
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Human Science. Knowledge and experience in research and programme development, monitoring, evaluation tools, personnel and financial management. Must be computer literate. Sound communication (verbal and written) and good administrative skills. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Research on programmes targeting offending behaviour. Benchmarking of correctional programmes targeting offending behaviour (nationally and internationally), design, development and sourcing of programmes targeting offending behaviour for all categories of offenders including youth and females. Quality assurance of correctional programmes by external service providers. Endorsement of internally developed correctional programmes. Training of relevant officials on the implementation of the Correctional Programmes. Facilitate the implementation of policy and policy procedures. Networking with internal and external stakeholders and role players in relation to correctional programmes. Management of resources. Management of projects. Participation in strategic planning of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/31</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY INFORMATION</u></b> Directorate: Security Management Services
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma. Relevant experience in assessment and evaluation. Must be computer literate. Valid driver's licence. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Formulation, development, maintenance and monitoring of national standards, policy and policy procedure with regard to security evaluation systems and processes. Develop and maintain a database of all security related assessment reports. Develop and maintain security evolution tools. Perform security analysis and inform management of risks and trends. Evaluate different security assessment reports. Monitor/evaluate uniform and correct implementation of security policies and procedures. Identification and determination of security risks. Develop training material regarding security information and statistical processes and procedure. Assist regions with training and orientation. Liaison with role-players. Liaise with regions on security evaluation reports and incident reporting. Liaise with external role-players regarding sharing of information. Management of human resources, logistical resources and finances of sub directorate according to approved departmental and government policies, procedures and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/32</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL SECURITY OPERATIONS</u></b> Directorate: Security Management Services
<b><u>SALARY</u></b>	:	R157 686 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Head Office (Pretoria)
	:	Recognized three year degree/diploma. Relevant management and security operations experience in a correctional centre environment. Excellent leadership, analytical and organizational skills. Project management experience. Strong conceptual and formulation capabilities. Sound knowledge of security processes in a correctional environment. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Development of policy, policy procedure and maintenance with regard to security operations in the Department of Correctional Services. Research, formulate, maintain and monitor the development and implementation of policy and policy procedures with regard to internal correctional centre security operations. Develop contingency planning and emergency support units. Develop security strategies to deal with security risks and trends. Analyze security risks and trends and develop, implement and monitor security strategies with regard to key internal security areas. Prevention of escapes, protection of inmates, staff, service providers and the public. Manage security during emergencies involving inmates. Develop and maintain guidelines for contingency plans. Monitor effectiveness of correctional centre contingency plans. Training of security staff. Develop and maintain training material in conjunction with Human Resource Development. Assist with expertise training of security staff. Liaise with practice, regions and other stakeholders. Give security related advice to regions and practice. Deal with requests/enquiries from parliament, management, media, NGO'S, etc in respect of security operation matters. Market, monitor and evaluate implementation of security policy through workshops, seminars, work sessions, meetings, presentations and visits to regions/practices. Manage finances and logistic. Effective and efficient allocation and utilization of resources and financial administration of section. Personnel management. Monitor and evaluate staff performance. Develop performance agreements/plans for staff.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/33</u></b>	:	<b><u>ASSISTANT DIRECTOR: COURSE INSTRUCTION</u></b> Directorate: Core Curriculum
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum
	:	National Head Office (Pretoria)
	:	Recognized three year degree/diploma in Human Resource Development or related field. Relevant experience in Human Resource Development or education training and development. Must be computer literate. Registered as an assessor/moderator. Valid driver's licence. Relevant management experience. Knowledge of financial and accounting management. Computer literate.
<b><u>DUTIES</u></b>	:	Compile selection criteria and development instrument to identify trainers. Assess strategic problems regarding modulating of processes. Reviewing and preparing instructional material. Research regarding latest training techniques and resource. Coordinate the verification process. Manage budget and expenditure of funds. Organize and facilitate trainer interventions. Supervise learners at the college.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/34</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: HR ADMINISTRATION</u></b> Eastern Cape Region Free State/Northern Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum
	:	Eastern Cape Region(Regional Office)
	:	Free State/Northern Cape Region (Regional Office)
	:	Recognized three year degree/diploma and relevant experience. Dynamism, professionalism, ability to plan/organize and good communication skills. (Written and Verbal)
<b><u>DUTIES</u></b>	:	Enhancing the coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Management of human resources. Follow-up on correspondences. Technical preparation of documents. Arrangement of meetings. Maintenance of post establishment and of documents detailing training. Undertaking of personnel administration. Administrate finance and primary measurements. Administrate performing of merit assessments. Manage leave and absence.



<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 17/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMMES</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Gauteng (Leeuwkop)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills and ability to plan/organize.
<b><u>DUTIES</u></b>	:	Management of EAP programmes in the management areas. The management of equity affairs in the management areas. Management of the sports policy of the management areas. The management of clubs/mess. Monitoring of the transformation process within the management areas. Personnel, financial and logistical administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: MESS (CATERER)</u></b> Eastern Cape Region Western Cape Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (St Albans) Western Cape Region (Pollsmoor)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Valid driver's licence. Dynamism, professionalism and ability to plan/organize. Good communication skills. Trained as a caterer. Supervisory experience.
<b><u>DUTIES</u></b>	:	Control catering activities at the prison kitchen. Set strategic objectives and standards. Control training and development of inmates as cooks. Manage administrative duties. Advice management on nutritional matters.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT</u></b> Gauteng Region (2 Posts) Limpopo/Mpumalanga/North West Region (2 Posts)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (JHB Med C, Pretoria (Odi) ) Limpopo/Mpumalanga/North West Region (Bethal HCC, Potchefstroom)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Interpersonal skills in dealing with requests by offering assistance with troublesome offenders and counseling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in a prison environment. Good interpersonal and negotiation skills. Strategic planning ability.
<b><u>DUTIES</u></b>	:	Execution of control regarding the functions which include safe custody, physical care, treatment and community re-integration of offenders. Execute control regarding the establishment and rendering of security. Advice the head correctional centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/38</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT</u></b> Limpopo/Mpumalanga/North West Region (2 Posts)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West (Thohoyandou, Bethal)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience in Supply Chain Management. Computer literate. Valid driver's licence. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA (Preferential Procurement Policy Framework Act), Procurement and Logistical procedures.

<b><u>DUTIES</u></b>	:	Manage sub-ordinates. Implement Supply Chain Management in the management area. Assist management with PAS/Logistic systems and Asset Management. Administrate bids. Undertake procurement inspections.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 17/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSPECTION SERVICES</u></b> Gauteng Region Limpopo/Mpumalanga/North West Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R157 686 per annum Gauteng Region (Regional Office) Limpopo/Mpumalanga/North West Region (Regional Office) Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma with relevant experience in a Correctional Service environment. Knowledge of PFMA, Treasury Regulations, White Paper on Corrections, Public Service Regulations, HRM policies and procedures, financial and logistical procedure manuals, transport procurement and asset management manuals. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Plan and compile annual inspection programmes. Evaluate risk areas that must form part of inspection programmes. Determine compliance with relevant legislation, policies and procedures through the conducting of inspections. Establish the causes for non-compliance and make recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions which are being inspected with the correct interpretation of policy. Determine whether the theoretical policy framework is reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspectorate section.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/40</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL CATEGORIES</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY CENTRE</u></b>	:	R157 686 per annum Limpopo/Mpumalanga/North West Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma coupled with relevant experience. Valid driver's licence. Analytical ability. Good communication skills, professionalism and ability to plan/organize.
<b><u>DUTIES</u></b>	:	Mainstreaming of gender sensitivity in the region. Ensure that gender issues are mainstreamed. Manage projects and programmes pertaining to equity. Development of gender sensitivity. Management of equity affairs in the region. Promotion of gender sensitivity in the region. Ensure gainful employment of disabled persons. Monitoring the implementation of gender policies. Monitoring of the transformation process. Co-chair the regional transformation unit. Manage personnel and financial administration. Must be accountable for sports and recreation. Maintain performance plans of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 17/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: EQUITY</u></b> Gauteng Region
<b><u>SALARY CENTRE</u></b>	:	R157 686 per annum Gauteng Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma. Relevant management experience. Valid driver's licence. Must be computer literate. Good communication, interpersonal, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Mainstreaming of gender sensitivity in the region. Ensuring that gender issues are mainstreamed in the region. Manage projects and programmes pertaining to equity. Develop gender sensitive organizational culture. Manage equity affairs in the management areas. Provision of gender sensitivity in the region. Ensure gainful employment of disabled persons in the region. Monitor operationalization of equity including gender policies. Monitor transformation process within the region. Co-chair the provincial transformation unit. Update

		data base with regard to equity. Update equity plan for the management areas. Personnel administration. Maintenance of performance plans of subordinates. Manage assessment of subordinates. Manage financial and logistical administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/42</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT</u></b> Gauteng Region Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort) Limpopo/Mpumalanga/North West Region (Rustenburg)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills. Professionalism and ability to plan/organize.
<b><u>DUTIES</u></b>	:	Personnel Management. Supervise work undertaken by the personnel clerk. Act as labour relations officer for the Correctional Centre. Supervise the work undertaken by the registration clerk. Act as information officer for the correctional centre. Manage logistical administration. Responsible for the equipment used by the component. Manage personnel administration. Determine duty register/leave arrangements. Allocation of staff to specific duties. Manage financial administration. Budget for funds and be accountable for expenditure in terms of the component. Manage merit assessment of staff. Act as loss control officer for the correctional centre. Supervise utility staff.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/43</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES AND SECURITY</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Leeuwkop)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma. Relevant experience in offender administration. Valid drivers licence. Analytical ability and good communication skills. Ability to plan/organize. Project management abilities.
<b><u>DUTIES</u></b>	:	Implement policy with relevant role-players. Supervise access control to prison grounds. Supervise the manning of watch towers. Supervise escorting of prisoners to courts, doctors, hospital etc. Quality assessment of security services. Ensure service level standards of physical security in the management area. Ensure security in the storage of information/documents and warrants. Manage security in the management area. Management of emergency support team. Manage infrastructure for security service. Communication with interest groups. Ensure service level standards for accommodation of inmates. Ensure separation of high risk offenders.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING</u></b> Eastern Cape Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (East London)
<b><u>REQUIREMENTS</u></b>	:	Recognized degree/diploma in Accounting or Financial Management with relevant management experience in government financial systems. Good communication skills in English and one of the official languages. Valid driver's licence. Computer literate. Dynamism and professionalism. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Thorough knowledge of project management. Presentation skills. Proven experience in a BAS environment.
<b><u>DUTIES</u></b>	:	Implement financial accounting policy in the management area in accordance with current procedures. Plan and execute financial accounting inspection. Undertake financial investigations. Keep financial accounting system on standard. Procedure recommendations to Head Office. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Control over month end reports. Ensure financial data integrity on BAS. HR Management. Manage infrastructure for financial accounting. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act.

<b><u>ENQUIRIES</u></b>	:	Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 17/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS</u></b> Gauteng Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R157 686 per annum Gauteng Region (Boksburg Juvenile) Western Cape Region (Voorberg Med B)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience of offender administration. Analytical ability. Good communication skills (verbal and written). Ability to plan/organize.
<b><u>DUTIES</u></b>	:	Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over the movement of offenders in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistics and financial management administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/46</u></b>	:	<b><u>ASSISTANT DIRECTOR: DH: CARE SERVICES</u></b> Eastern Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum Eastern Cape Region (Sada) Recognized three year degree/diploma in Social Work or Psychological Services. Professional registration with the Council for Social Workers or HPCSA. Relevant experience in social work/psychology. Ability to plan and organize. Good communication skills. Computer literate. Thorough knowledge of programme management.
<b><u>DUTIES</u></b>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 17/47</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE</u></b> Western Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum Western Cape Region (Breede Rivier Female) Recognized three year degree/diploma and relevant experience. Good communication skills (Written and Verbal). Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implementation of policies.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/48</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRINCIPAL: SOCIAL WORK SERVICES</u></b> Gauteng Region Western Cape Region (4 Posts)
<b><u>SALARY CENTRE</u></b>	:	R157 686 per annum Gauteng Region (Zonderwater Med A) Western Cape Region (Brandvlei Juvenile, George Community Corrections, Goodwood (ASD: Social Work Services - Level 10), Malmesbury Med A)
<b><u>REQUIREMENTS</u></b>	:	BA Degree in Social Work. Registration with the South African Council for Social Services. Valid driver's licence. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters and operate within the management area. Good communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders
<b><u>DUTIES</u></b>	:	Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conducting individual assessments. Marketing social work services. Monitoring and evaluation of social work interventions.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region

<b><u>POST 17/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Bethal)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Labour Relations and relevant experience in a collective bargaining and labour relations environment. Sound knowledge of labour legislation and labour relations practices. The incumbent should be able to proactively identify likely causes and solutions to employee related problems. Good negotiation, conflict management, strategic capability, administrative, analytical, communication and presentation skills. Valid driver's licence. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage labour unrest. Manage collective bargaining. Manage the grievance procedure/disciplinary system. Undertake labour relations research. Plan activities. Management of personnel and finance.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/50</u></b>	:	<b><u>ASSISTANT DIRECTOR: DH CORRECTIONS AND CARE</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Witbank Community Corrections)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Social Work or Psychological services. Professional registration with the Council Social Workers or Health Professional Council of South Africa. Previous experience in social work/psychology. Ability to plan organize and good communication skills. Must be computer literate. Thorough knowledge of programme management.
<b><u>DUTIES</u></b>	:	Enhance coordination of policy and quality assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/51</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROCUREMENT</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Knowledge of supply chain management legislation and related prescripts. Knowledge of Government Procurement Processes. Good managerial and communication skills. Experience in the procurement field. Must be computer literate.
<b><u>DUTIES</u></b>	:	Manage administration of procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage/ensure that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/52</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER CORRECTIONS</u></b> Limpopo/Mpumalanga//North West Region Western Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region(Rustenburg) Western Cape Region (Allandale, Brandvlei)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and experience of offender administration. Valid driver's licence. Analytical ability and good communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Management of case management administration. Manage unit management in the correctional centre. Management of centre admission regarding the admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Management of correctional programmes. Manage personnel, logistical and financial management administration.

<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL ACCOUNTING</u></b> Western Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Brandvlei, Breede Rivier)
<b><u>REQUIREMENTS</u></b>	:	Recognized degree/diploma in Commercial, Economical or Political Science. Sound experience in government financial systems. Good communication skills in English, and one of the official languages. Valid driver's licence. Computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Presentation skills. Proven experience regarding financial training.
<b><u>DUTIES</u></b>	:	Co-responsible for the maintenance of the Human Resource Plan (databank). Responsible for all external and internal financial orientated training. Responsible to determine the external and internal training needs of the personnel. Responsible to co-ordinate and arrange all external and internal financial orientated training. Liaison official for the department with all external organizations regarding financial training matters. Co-responsible for the Pupil, Assistant and State Accountant training programs. Responsible to manage all the office administration. Human Resource Management. Compile financial circulars when needed. Chief User for Financial Accounting. Responsible for inventory control in the office.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/54</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: AGRICULTURE</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Drakenstein)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Agriculture and relevant management experience. Presentation, interpersonal, problem solving and good communication skills. Must be computer literate.
<b><u>DUTIES</u></b>	:	Quality assessment of agricultural services. Development/maintenance of agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel. Personnel, logistics, financial management and administration.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/55</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: EDUCATION AND TRAINING</u></b> Western Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Breede River, Pollsmoor Med B)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implement education policies at correctional facilities in the management area. Set standards for education services in accordance with the Government Education Department. Quality assessment of educational services. Ensure service level standards for education and training. Manage finance and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/56</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u></b> Limpopo/Mpumalanga/North West Region (Drc) Western Cape Region: (Drc)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Regional Office) Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Three year degree/diploma with administrative support experience. Valid driver's licence. Environmental exposure. Must be computer literate. Administrative support. Negotiation and presentation skills.
<b><u>DUTIES</u></b>	:	Ensure smooth administration of documentation in relation to both document flow system in the Office of the Deputy Regional Commissioner and records management/filing system. Ensure documentation quality control in relation to

documentation drafting and content and appropriate route lists. Develop administrative procedures for the Deputy Regional Commissioner's office and compliance by members of the Regional office with return dates required on tasks allocated. Ensure the drafting of routine letters/memos, develop standard format letters for receipt of correspondence and documentation, proactively acknowledging correspondence and indicating referral to relevant person/process, typing of letters/memos on instruction of DRC or office staff. Processing of content of incoming and outgoing documentation, thorough studying of incoming documentation and advising the DRC, coordinating relevant documentation and ensuring processing as single entity where relevant, indication of return dates and urgency/priority of content of document. Ensure appropriate filing of documents, through return of documents to component of origin for filing, filing of documents required for current use in office, opening of new files in accordance with filing system, keeping computerized register of filing system and accessing documentation required by members of the office. Responsible for the financial and logistical management of the office including monthly budgeting and costing processes, allocation of funds and amendment of estimates and acquisition of office equipment. Provide financial management support to the DRC in relation to budgeting and expenditure.

**ENQUIRIES** : Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region  
Ms Sanders M (021 550 6059): Western Cape Region

**POST 17/57** : **ASSISTANT DIRECTOR: EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY**  
Limpopo/Mpumalanga/North West Region

**SALARY** : R157 686 per annum  
**CENTRE** : Limpopo/Mpumalanga/North West Region (Regional Office)  
**REQUIREMENTS** : Recognized three year degree/diploma. Sound experience as an occupational health and safety officer. Computer literate. Valid driver's licence.

**DUTIES** : Identify training needs in Occupational Health and Safety(OHS). Ensure availability of legislation. Implementation of SHE programmes. Manage an administration system, data baselines and record keeping. Internal and external project planning in respect of OHS Act. Coordinate environmental management. Coordinate application for exemptions of non-compliance. Facilitate the reporting of incidents/accidents to the Department of Labour. Monitor activities of mandatory contractors or service providers. Monitor the functioning of OHS committee throughout the region. Conducting of risk assessment hazards.

**ENQUIRIES** : Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/N West Region

**POST 17/58** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**  
Western Cape Region: Area Commissioner

**SALARY** : R157 686 per annum  
**CENTRE** : Western Cape Region (Pollsmoor)  
**REQUIREMENTS** : Recognized three year degree/diploma or equivalent qualification with administrative support experience. Valid driver's licence. Computer literate. Administrative support, planning, organizing, good communication, analytical thinking, conflict management, listening and report writing skills.

**DUTIES** : Ensure smooth administration of documentation in relation to both document flow system in the office of the Deputy Commissioner and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content and appropriate route lists. Implement administrative procedures for the Area Commissioner and compliance by members of the Management Areas. Drafting of routine letters/memorandums. Develop standard format letters for receipt of correspondence and documentation proactively acknowledging correspondence indicating referral to relevant person/process and typing of letters/memorandums on instruction of the Deputy Commissioner. Process the content of incoming and outgoing documentation, through study of incoming documentation and advising the Area Commissioner. Coordinating relevant documentation and ensure processing as single entity where relevant and indication of return dates and urgency/priority of content of document. Ensure compliance by Directors with return dates. Ensure compliance within the office with return dates and ensure the Area Commissioner complies with return dates. Ensure appropriate filing of documents. Manage and control inventory. Provide financial management support to the Area Commissioner.

<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRODUCTION WORKSHOPS AND AGRICULTURE</u></b> Western Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum Western Cape Region (Pollsmoor) Three year degree/diploma in Agricultural Sciences/Economic Sciences. Sound experience of agricultural and production workshop management. Valid driver's licence. The incumbent must be dynamic and professional. Able to plan and organize events properly. Good communication skills. Must be computer literate. Thorough knowledge of project management.
<b><u>DUTIES</u></b>	:	Coordinate policy. Quality assessment of agricultural and production workshop services. Development/maintenance of production workshops and service standards in the management area. Manage production workshop labour. Manage the environment. Manage production workshop equipment. Manage occupational safety (OHS Act). Manage personnel and finances.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: CASE MANAGEMENT COMMITTEE</u></b> Gauteng Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum Gauteng Region (Johannesburg Med B) Recognized three year degree/diploma and relevant experience. Ability to plan/organize. Good communication skills.
<b><u>DUTIES</u></b>	:	Assessment of offenders in terms of risks, security classification and the allocation for labour activities. Management of the Offender Rehabilitation Path (ORP) which include the compilation of the offenders' sentence plans implementation and monitoring thereof. Management of the activities of case assessment teams and case intervention teams in order to ensure the implementation of sentence plans. Submission of reports to the Head of the Correctional Centre/Correctional Supervision and Parole Board for consideration of the possible placement of an offender on parole/correctional supervision. Manage disciplinary procedures for offenders. Manage transfer of offenders to and from other correctional centres. Manage financial and logistical activities.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: COMMUNICATION</u></b> Western Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum Western Cape Region (Pollsmoor) Recognized three year degree/diploma in communications science and relevant experience. Knowledge and perspectives of incidents in prison. Valid drivers' licence. Dynamism, professionalism, ability to plan and organize. Good communication skills. Computer literate.
<b><u>DUTIES</u></b>	:	Assist in the development and the implementation of the national communication plan (Public Relations, Media Production and Media Services). Support for each of the units informed by the national plan and development and implementation of a specific management area communication plan. Manage and facilitate incident reporting in the management areas. Financial management of the communication section taking into consideration allocated funds (economizing and commercializing). Logistical management with regard to communication activities. Monitoring of external media. Implementation of the communication strategy. Adherence to the strategic communication objectives of the DCS in the management area. Managing of expenditure within the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Mr Boswel W H (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/62</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: FILING ADMINISTRATION (REGISTRATION OFFICE)</u></b> Directorate: Information Management
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum National Head Office (Pretoria)



<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree or Diploma in Public Administration or Correctional Services Admin Part III, and/or relevant experience. Knowledge of PFMA and HR Policies. Knowledge of Records Management policies and legislation. Experience in Public Administration. Ability to develop training or learning programmes. Must be computer literate. Knowledge of electronic document and Records management system will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage the creation and flow of records from Registry. Manage the classification and disposition of records in accordance with the guidelines of the National Archives of South Africa and Departmental file plan. Manage the transfer of closed records of the National Archives. Manage the Registry repositories in accordance with the National Archives guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/63</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: MAIL ADMINISTRATION (REGISTRATION OFFICE)</u></b> Directorate: Information Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum National Head Office (Pretoria)
	:	Recognized degree or diploma in Records Management in Public Administration or Correctional Services Admin Part III and/or relevant experience. Valid driver's licence. Knowledge of PFMA and HR Policies. Knowledge of electronic document and records management system will be an added advantage
<b><u>DUTIES</u></b>	:	Manage the incoming and outgoing mail. Manage the classification and data capturing of incoming and outgoing correspondence within the Departmental file plan. Manage the migration of paper based records to electronic records. Handle file plan enquiries including awareness, compliance etc
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/64</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: PHYSICAL TRAINING</u></b> Directorate: Core Curriculum
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum National Head Office (Zonderwater College)
	:	Recognized three year degree/diploma in Physical Education/Sport Management. Relevant experience in physical education, training and development. Computer literate. Sound knowledge of financial and accounting management.
<b><u>DUTIES</u></b>	:	To provide physical training, self defense/ tonfa, sport and recreation and first aid training. Coordination of training schedules. Liaison with internal and external service providers. Financial and resource management. Assessment of learners.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/65</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER: COMMUNITY CORRECTIONS</u></b> Western Cape Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Western Cape Region (Mitchells Plein)
	:	Recognized three year degree/diploma or Correctional Services Administration Part III and or relevant experience. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine the conditions of house arrest and supervision for persons serving sentences in the community. Participate in the case review team for community corrections. Identification of participants for programmes. Effect changes to programmes as and when necessary. Management of community liaison services. Identification of community service opportunities. Develop community service programmes. Manage logistical and personnel administration. Responsible for the facilities and equipment of the section. Allocate staff to specific duties. Personnel development, counseling of staff and implementation of disciplinary action where applicable. Management of funds according to section 45 of the Public Finance Management Act.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region

<b><u>POST 17/66</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH SECURITY</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Limpopo/Mpumalanga/North West Region (Witbank) Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's licence. Top secret security classification, analytical ability and good communication skills. Ability to plan/organize.
<b><u>DUTIES</u></b>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Manage finance. Implement departmental policy. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/67</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: SECRETARY: PAROLE BOARD</u></b> Limpopo/Mpumalanga/N West Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Limpopo/Mpumalanga/N West Region (Rooigrond Parole Board) Recognized three year degree/diploma or Correctional Services Administration Part III. Good communication and writing skills. Analytical abilities and thinking. Valid driver's licence . Ability to plan/organize and be computer literate.
<b><u>DUTIES</u></b>	:	Scheduling of meetings of the board, i.e. communicate meeting times, dates and places. Verification of information provided. Ensure that information provided on offenders is correct. Ensure that all relevant documentation is attached for submissions referred to the Board. Take minutes of session of the board, minute constitution of each meeting, absenteeism, discussions and reasons for decisions in minutes. Offenders to be informed of the decision of the Board. Dealing with representations. Ensure that representations by prisoners are referred to the relevant case management committee with request for all applicable documentation by the clerk of the board. Maintenance of safe custody. Searching of venues, prisoners, for contraband/dangerous objects. Ensure that gang activities do not take place in venues. Ensure prisoner do not wander around uncontrolled. Exercise control over the issuing of instruments and equipment to students. Ensure that instruments and equipments are not taken by prisoners to the cells
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/68</u></b>	:	<b><u>PRINCIPAL EDUCATIONIST</u></b> Gauteng Region (5 Posts) Limpopo/Mpumalanga/North West Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Gauteng Region (Leeuwkop Med B, Modderbee (Devon), Zonderwater Med B, Baviaanspoort (Emthonjeni), Baviaanspoort Med) Limpopo/Mpumalanga/North West Region (Polokwane HCC) Recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standards for educational services in accordance with government education departments. Quality assessment of educational services. Ensure service level standards for education and training. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/69</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CC STAFF SUPPORT</u></b> Gauteng Region Western Cape Region (2 Posts)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Gauteng Region (Boksburg Juvenile) Western Cape Region (Riebeeck West, Mosselbay) Recognized three year degree/diploma or Correctional Services Administration Part III and/or experience. Analytical ability. Good communication skills. (verbal and written). Must be professional. Ability to plan/organize.

<b><u>DUTIES</u></b>	:	Personnel Management. Supervision of the work undertaken by the personnel clerk. Act as labour relations officer for the Correctional Centre. Supervise the work undertaken by the registration clerk. Act as information officer for the prison. Logistical administration. Responsible for the equipment used by the component. Personnel administration. Determining of duty register/leave arrangements. Allocate staff to specific duties. Financial administration, budgeting for funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the correctional centre. Supervision of utility staff.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/70</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: CORRECTIONS</u></b> Gauteng Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Gauteng Region (Pretoria Atteridgeville) Western Cape Region (Pollsmoor Female)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and experience of offender administration. Valid driver's licence. Analytical ability, good communication skills and ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage case management administration. Manage unit and correctional centre. Manage centre admission regarding the admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Personnel, logistical and financial management and administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/71</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH CASE MANAGEMENT ADMINISTRATION</u></b> Gauteng Region
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Gauteng Region (Johannesburg Female) Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Ability to plan/organize. Good communication skills.
<b><u>DUTIES</u></b>	:	Admission and release of offenders. Control of offender's movement. Administrate of offender's cash. Maintenance of offenders records. Administrate fine/bail payments. Administrate offender labour. Maintenance of safe custody by personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/72</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH CORRECTIONS AND CARE</u></b> Gauteng Region Limpopo/Mpumalanga/North West
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 per annum Gauteng Region (Modderbee Community Corrections) Limpopo/Mpumalanga/North West (Thohoyandou) Recognized three year degree/diploma in Social Work or Psychological Services. Professional registration with the Council for Social Workers or HPCSA. Previous experience in social work/psychology. Ability to plan and organize. Good communication skills. Computer literate. Thorough knowledge of programme management.
<b><u>DUTIES</u></b>	:	Enhance the coordination of policy and quality assessment of services. Ensure service level standards for social work services. Planning of activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 17/73</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING</u></b> Limpopo/Mpumalanga/North West Western Cape Region

<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region( Regional Office) Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in commercial or economic management science. Experience in government financial systems. Strong communication skills in English. Computer literate in the windows based programmes; (PowerPoint, Excel, Word etc). Dynamic and professional. Event planning, organizational, project management and business planning skills. Knowledge of the PFMA and treasury regulations. Proven knowledge of the BAS and PERSAL transversal systems and the Vulindlela management information system. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide financial management information and advice to managers. Responsible for submission of monthly year monitoring and reporting according to the national treasury reporting requirements. Provide financial training with regard to the financial management information system. Human resource management. Provide administrative support to the Region. Inventory control. Execute responsibilities of officials as stipulated in section 45 of the PFMA.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/74</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER</u></b> Gauteng Region (7 Posts) Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region: (Johannesburg Female, Krugersdorp Med, Boksburg (Heidelberg) Leeuwkop Max x4) Limpopo/Mpumalanga/North West Region (Losperfontein)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Computer literate. Knowledge of the Public Finance Management Act and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Implement unit management within the unit. Ensure training of staff pertaining to unit management principles. Implement procedures to improve the level of communication between the different units, head of correctional centre, CMC and other roleplayers. Management of inmate development staff (PDS). Implement structured day programmes for the unit which includes the rostering of programmes in conjunction with the PDS. Implement the three meals system as part of the structured day programme. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Structured day programmes must make provision for the content of sentence plans. Compile case notes and recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management and management of finance, personnel and logistical related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/75</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER: (PAROLEES AND PROBATIONERS)</u></b> Limpopo/Mpumalanga/North West Region (2 Posts)
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Witbank Community Corrections, Rooigrond)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Dynamism and professionalism. Good communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Management of monitoring services. Determine conditions of house arrest and supervision for inmates serving sentences in the community. Participate in case review team for community corrections. Manage program. Identification of community service programs. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Disciplinary action against offending staff. Financial administration and budgeting of funds.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region

<b><u>POST 17/76</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: HEAD SATELLITE: COMMUNITY CORRECTIONS OFFICE</u></b> Eastern Cape Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Eastern Cape Region (King William's Town) Western Cape Region (Vredenburg)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Admin Part III with relevant management experience. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identification of community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/77</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: OPERATIONAL SUPPORT</u></b> Eastern Cape Region Free State/Northern Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Eastern Cape Region(Fort Beaufort) Free State/Northern Region (Groenpunt Youth Centre)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Interpersonal skills. Counsel agitated/suicidal prisoners. Fire fighting and first aid skills. Manage training. Sound knowledge of medical, social work, education, psychological and religious activities in the correctional centre environment. Sound interpersonal and negotiations skills. Strategic planning ability.
<b><u>DUTIES</u></b>	:	Manage security. Manage development services and care assistance to inmate furthering their studies. Manage care services. Manage the assessment of offenders by social workers. Manage health services. Supervise routine examination of offenders, patients and treat minor ailments to scope routine examination. Personnel, logistical and financial administration.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 17/78</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: LEGAL SERVICES</u></b> Eastern Cape Region (3 Posts)
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Eastern Cape Region (Mthatha, Kirkwood, Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized LLB degree with traceable experience in a legal environment. Valid driver's licence. Knowledge of legal research. Legal drafting or other appropriate experience. Creative legal thinking and problem solving. Must be computer literate. Ability to work independently. Knowledge of the correctional services environment.
<b><u>DUTIES</u></b>	:	Provide advice on legal matters within the management area. Do research on applicable legislation/case law. Formulate legal opinions for submission. Draft formal legal opinions in specific format for state attorney/state law advisor. Act as an internal appeal channel. Manage litigation to be dealt with, e.g. arbitrations, motions, civil claims and labour relations issues. Furnish legal advice to management. Receive request from functionaries for legal assistance and provision thereof. Provide legal training. Handle legal administration. Represent Department of Correctional Services on various forums.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 17/79</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: PRODUCTION WORKSHOP</u></b> Eastern Cape Region Gauteng Region

<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (St Albans) Gauteng Region (Johannesburg Med A)
<b><u>REQUIREMENTS</u></b>	:	Three year degree/diploma and/or relevant experience of production workshop management. Sound experience of production workshop management. Valid driver's licence. The incumbent must be dynamic and professional. Able to plan and organize events properly. Good communication skills. Must be computer literate. Thorough knowledge of project management.
<b><u>DUTIES</u></b>	:	Coordination of policy. Quality assessment of production workshop services. Development/maintenance of production workshops and service standards in the management area. Manage production workshop labour. Management of the environment. Management of production workshop equipment. Manage of occupational safety (OHS Act), personnel and finances.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/80</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: PERSONNEL</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Krugersdorp)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Human Resource Management or Correctional Services Administration Part III and/or relevant experience. Ability to plan/organize. Good communication skills. Ability to work independently. Must be computer literate.
<b><u>DUTIES</u></b>	:	Management of PERSAL, promotions, personnel awards, achievements bonuses, remuneration control, housing, subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/81</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: MANAGER: HUMAN RESOURCE DEVELOPMENT</u></b> Limpopo/Mpumalanga/North West Region Gauteng Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West (Barberton) Gauteng Region (Modderbee)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and/or relevant experience. Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Training and development interventions at all levels. Compile the business plan for Human Resource Development. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective Human Resource Development administration. Manage learnership programmes and conduct assessment on learners on the Correctional Science Learnership NQF Level 4. Manage internship programmes. Facilitation of HRD programmes in management area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/82</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: HUMAN RESOURCE MANAGEMENT</u></b> Limpopo/Mpumalanga/North West Region Western Cape Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West (Mogwase) Western Cape Region (Brandvlei Med)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Human Resource Management or Correctional Services Administration Part III and/or relevant experience. Knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code and relevant legislation. Knowledge of the PFMA.

<b><u>DUTIES</u></b>	:	Manage the implementation of human resource policies. Co-ordinate staff privileges, leave, merit awards/bonuses and pension schemes. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation. Manage personnel investigation. Report irregularities. Rendering of advice. Manage housing subsidies. Receiving of application for housing. Capturing of approved subsidies on Persal. Manage transfers. Evaluation of applications for transfers. Budget transfer costs at state expense. Manage remuneration control.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/83</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CLUBS</u></b> Eastern Cape Region Gauteng Region (2 Posts) Limpopo/Mpumalanga/North West Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Eastern Cape Region(Kirkwood) Gauteng Region (Boksburg, Zonderwater Med A) Limpopo/Mpumalanga/North West Region (Witbank AC Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Check and control income and expenditure, journals, creditors, debtors, internal transfers, trial balance, bank reconciliation, VAT 201, UIF, IRP 5's , audit statements "draft", face value, monitor loans, phone bills, collect cash, issue receipts, control till rolls, samprom, compensation commissioner, fuel, deductions on Persal, fuel, cash books for sport clubs, guest houses, vehicles, safe, stamps, speed points, phone cards, salaries, crèche, golf club and swimming pool. Manage personnel's leave credits.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/84</u></b>	:	<b><u>SENIOR SOCIAL WORKER</u></b> Gauteng Region (5 Posts) Western Cape Region Eastern Cape Region (7 Posts)
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Gauteng Region (Pretoria Local, Leeuwkop Com Corr, Zonderwater Med A, Zonderwater Med B, Modderbee (Devon)) Western Cape Region (Knysna) Eastern Cape Region (Cradock x2, Butterworth, Burgersdorp, Middleburg, Queenstown, Sada)
<b><u>REQUIREMENTS</u></b>	:	BA Degree in Social Work. Registration with the South African Council for Social Services. Valid driver's licence. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters and operate within the management areas. Good communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Marketing social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Conduct individual assessments.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 17/85</u></b>	:	<b><u>SPAO: LOGISTICS</u></b> Western Cape Region (2 Posts)
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Western Cape Region (Brandvlei, Breede Rivier)

<b><u>REQUIREMENTS</u></b>	:	Recognized degree or diploma in Supply Chain Management with relevant experience. Successfully attended PAS training and BAS training. Computer literate and advanced MS Office. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Implement logistical policies/procedures in the management area. Management of stock. Manage Logis/PAS system. Management of assets. Undertake logistical inspection/investigations. Manage logistical infrastructure. Manage and consolidate returns.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/86</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: NUTRITIONAL SERVICES</u></b> Gauteng Region Limpopo/Mpumalanga/North West Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Gauteng Region (Pretoria (ODI) Limpopo/Mpumalanga/North West Region (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or correctional services administration part III and/or relevant experience. Previous experience as a caterer. Good communication and interpersonal skills. Computer literate.
<b><u>DUTIES</u></b>	:	Prepare meals. Ensure that rations are edible and hygienic. Determine meal content for special diet offenders. Determine the ingredient and quantities required per meal. Supervise the containerization of food for transport to serveries. Ensure that all offenders receive the same quantity during serving. Ensure that all utensils are cleaned after every meal. Ensure safe placement of anti pesticides. Training of inmates. Ensure replacement of stale food. Control security of equipment. Supervise the unlock of inmates. Control of catering equipment. Ensure medical parades. Ensure cleanliness at all times. Logistical and financial administration.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<b><u>POST 17/87</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGETS</u></b> Limpopo/Mpumalanga/North West Region (2 Posts)
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Limpopo/Mpumalanga/North West Region (Regional Office, Thohoyandou AC's Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in the Commercial, Economic or Political Science. Sound experience in Government Financial Systems. Good communication skills in English, plus one of the official languages. Valid driver's licence. Computer literate. Dynamism and professionalism . Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management and presentation skills
<b><u>DUTIES</u></b>	:	Execute management accounting policy in the region/management Area in accordance with current procedures. Plan and execute management accounting inspection. Undertake financial investigations. Advisor on Budget related matters. Ensure budget data integrity on BAS. Evaluate expenditure trends. Ensure that MTEF planning is in place. Budget management. Human Resource Management. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/88</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DH: CARE SERVICES</u></b> Western Cape Region (7 Posts)
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Western Cape Region (Pollsmoor Med C, Malmesbury Med A, Malmesbury Med B, Voorberg Med B, Pollsmoor B, Helderstroom Max, Brandvlei Max)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Social Work Services or Psychological Service. Professional registration with the council for social workers or HPCSA. Relevant experience in social work/psychology. Ability to plan and organize. Good communication skills. Computer literate. Thorough knowledge of programme management.
<b><u>DUTIES</u></b>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region



<b><u>POST 17/89</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: DEVELOPMENT AND CARE</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or equivalent qualification in Social Science/Health Education. Registration with Professional Council. Relevant experience. The following competencies are required: Strategic capability, leadership, networking skills and ability to motivate and train others. Negotiation, analytical, communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Ensure effective medical care of prisoners in the management area. Ensure adherence to nutritional and hygienic standards in the management area. Manage social work services in the management area. Manage educational and training in the management area. Manage spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of finances as well as personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/90</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: AGRICULTURE</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Brandvlei)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Agriculture or relevant qualifications and experience. Presentation, computer literate, interpersonal, problem solving and good communication skills.
<b><u>DUTIES</u></b>	:	Quality assessment of agricultural services. Development/maintenance of agriculture services standards in the management area. Management of plant production, agricultural labour, environment, agricultural equipments, occupational safety, finances and personnel. Manage the budget allocation. Training of personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/91</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: MAINTENANCE WORKSHOP</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Breede Rivier)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma from an accredited institution in Costing, Engineering or Building Environment. Valid driver's licence. Must be computer literate. Knowledge of the departmental or other technical management systems will be an advantage.
<b><u>DUTIES</u></b>	:	Control and manage maintenance workshops in the management area from a project level. Ensure that policy is formulated and maintained. Ensure that procedures are in line with legislation. Manage workshops according to cost and business principles. Ensure that costing is in line with treasury regulations/instructions. Advise management on national maintenance expenditure on government equipment. Ensure effective utilization of all resources. Assist and advise managers. Maintain current procedures to the best interest to ensure productivity.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/92</u></b>	:	<b><u>PRINCIPAL EDUCATIONIST</u></b> Western Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Allendale, Drakenstein Med A)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implement educational policies at correctional facilities in the management area. Setting standards for education services in accordance with government education departments. Quality assessments of educational services. Ensure service level standards for education and training. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/93</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: CORRECTIONS: (AUXILIARY)</u></b> Western Cape Region

<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Regional Commissioner's Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Must be professional. Ability to plan, organize and ensure compliance. Good communication, presentation and training skills. Valid driver's licence. Must be computer literate. Willing to travel extensively and train all levels of personnel including managers. Experience of correctional and case management administration. Experience on application of the offender information systems.
<b><u>DUTIES</u></b>	:	Undertake short-/medium-/long-term planning of activities aimed at improving data integrity on offender information (RDOMS) and management information (MISS) in the region. Plan and organize training session for auxiliary users in the region including preparation and training. Report results of new/revised software to Head Office (chief user). Identify errors or procedural mistakes and rectify data inputs. Ensure compliance to improve data integrity in the province/region. Communicate policies to the relevant role-players. Visit Correctional Centers to monitor compliance and provide on-site training. Inform regional management of tendencies, statistics and data integrity. Assessment of requirements for computer hard-/software for Auxiliary users. Render advice to Area Commissioners on the placement of computer equipment. Ensure adherence to the strategic management information objectives of the Department of Correctional Services in the region. Assist in other Corrections projects.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/94</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: EMPLOYEE RELATIONS</u></b> Gauteng Region (3 Posts)
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Modderbee, Zonderwater, Baviaanspoort)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Labour Relations, and or relevant experience. Valid driver's licence. Computer literate.
<b><u>DUTIES</u></b>	:	Manage labour unrest. Manage collective bargaining. Manage the grievances procedure/disciplinary system. Undertake labour relations research. Plan activities. Management of personnel and finance.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/95</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: DH FINANCE</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R132 054per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Losperfontein)
<b><u>REQUIREMENTS</u></b>	:	Recognized degree/diploma in Accounting or Financial Management with relevant experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration on management level. Excellent verbal and written communication skills, strong leadership qualities, initiative and drive.
<b><u>DUTIES</u></b>	:	Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard. The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensuring enforcement of financial discipline. Perform responsibilities for logistics and procurement management.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/96</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUSINESS PLANS</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R132 054 annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and experience of Government financial systems. Valid driver's licence. The incumbent must be dynamic, professional, have the ability to plan/organize. Good communication, excellent negotiation and problem solving skills. Computer literate.

<b><u>DUTIES</u></b>	:	Operationalization of financial management policy in the region. Inspection of business plans, costing and finmis in the region. Formulation of policy. Communication of feedback on policy to the National Office for possible amendments. Rendering advise to functionaries regarding procedures and policies. Planning and execution of management inspections in the region. Implementation of measures to identify and rectify errors in financial management in the region. Formulation of strategies to improve on the standard of financial management in the region. Investigation and reporting of any irregularities in financial management. Submission of recommendation on the countering of mal-administration. Management of the business plans. Inclusion of approved new services/expansions in the business plans for the region. Prioritizing of proposed expenditures in these business plans. Consolidation of plans per individual responsibility. Supervision of personnel employed under the business plans section at the region. Advise financial management personnel on procedures. Planning, control and organizing of activities. Compilation of duty sheets and task lists. Identification of requirements for infrastructure improvements.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/97</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: ACCOUNTING SYSTEMS</u></b> Limpopo/Mpumalanga/North West Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 annum Limpopo/Mpumalanga/North West (Regional Office) Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year diploma/degree in Commercial, Economical or Political Science. Sound experience in government accounting systems. Sound communication skills in English, and one of the official languages. Valid Driver's licence. Computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Presentation skills. Proven experience regarding financial training.
<b><u>DUTIES</u></b>	:	Control over code file maintenance. Responsible for user code maintenance on BAS. Ensure the effective and efficient utilization of the financial systems within the department. Training of departmental officials regarding the use of the system by making use of manuals, courses and on the job training. Logging of calls at the BAS helpdesk (Logis Call Centre). Serving as a communication officer between the Department and BAS project. Maintenance of Security Profiles. Create new/modify User id's Creating new/modify security group and workflow groups. Modifying the group profiles. Modify access to workflow group. Managing the maintenance of the Basic Accounting System. Maintenance of Transaction Processing Rules. Requesting of Reports. Modifying/adding/deleting items or objectives or funds or responsibilities in the code structure of the department. Maintenance of Item Processing Rules. Item function Rules. Parameter maintenance. Capturing of parameters. Adding of new parameters. Monitor technical stability of workstation including the Local Area Network. Monitor technical stability of printing client. Printer maintenance. Identify network problems if they are BAS related or department related. Assisting non financial users of BAS. Circulation of BAS news letter circulars, informing users of new releases, developments etc. Attend user group meetings. Involved in the closing of the months. Responsibilities in accordance with section 45 of the PFMA. Office Administration
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/98</u></b>	:	<b><u>SPAO: GENERAL STOCK PROCUREMENT</u></b> Gauteng Region Limpopo/Mpumalanga/North West Region Western Cape Region
<b><u>SALARY CENTRE</u></b>	:	R132 054 per annum Gauteng Region (Regional Office) Limpopo/Mpumalanga/North West Region (Regional Office) Western Cape Region (Pollsmoor)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma and relevant experience. Training skills. Relevant experience in supply chain management or training in a supply chain management environment or the PAS 2.6 environment.

<b><u>DUTIES</u></b>	:	Train users. Appoint facilitators for decentralized training centres. Receive need for training. Draft recommendations for appointed facilitators at decentralized centres. Submit memorandum for approval of courses. Draft letters of appointment for facilitators. Submit letter of appointment. Visit decentralized courses. Control and submit estimations for planned courses in the region. Ensure that an annual training plan for all decentralized PAS training facilities is compiled.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/99</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Good communication skills in English and one of the official languages. Valid driver's licence. Computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Knowledge of Project Management. Presentation skills. Proven experience in a BAS environment.
<b><u>DUTIES</u></b>	:	Implementation of financial accounting policy in the Region in accordance with current procedures. Planning and execution of financial accounting functions/inspection. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. HR Management. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Management of Debts and Control accounts.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/100</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: NUTRITIONAL SERVICES</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Witbank)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Previous experience as a caterer. Good communication and interpersonal skills. Computer literate.
<b><u>DUTIES</u></b>	:	Prepare meals. Ensure that rations are edible and hygienic. Determine meal content for special diet offenders. Determine the ingredient and quantities required per meal. Supervise the containerization of food for transport to serveries. Ensure that all offenders receive the same quantity during serving. Ensure that all utensils are cleaned after every meal. Ensure safe placement of anti pesticides. Training of inmates. Ensure replacement of stale food. Control security of equipment. Supervise the unlock of inmates. Control of catering equipment. Ensure medical parades. Ensure cleanliness at all times. Logistical and financial administration.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 17/101</u></b>	:	<b><u>SENIOR CORRECTIONAL OFFICER: INTERNAL SECURITY</u></b> Gauteng Region
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Zonderwater Med B)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's licence. Top secret security classification. Analytical ability. Good communication skills. Ability to plan/organize.
<b><u>DUTIES</u></b>	:	Manage internal security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Manage finance. Implement departmental policy. Advice management regarding internal security matters. Keep personnel up to date regarding internal security matters.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<b><u>POST 17/102</u></b>	:	<b><u>SPAO: TRANSPORT</u></b> Western Cape Region

<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (Pollsmoor)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's licence. Top secret security classification. Analytical ability. Good communication skills. Ability to plan/organize.
<b><u>DUTIES</u></b>	:	The recommendation of transport inspection teams. The inspection of transport administration. The ensuring of the control over transport documentation. The identification of errors in transport administration. Assisting formulation of strategies. The investigation of irregularities in transport. The reporting on irregularities. The drawing up of pro active strategies. The submission of recommendations. The evaluation of losses incurred with vehicles. The making of recommendations on requests. The granting of approval for the use of official vehicles. The tabling of recommendations. The evaluation of the budget for new / additional vehicles. The undertaking of short-/medium-/long term planning. The rendering of adherence of advice to Area Commissioner offices. The ensuring of adherence to the strategic objectives. Planning of work session goals.
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/103</u></b>	:	<b><u>SENIOR EDUCATIONIST</u></b> Gauteng Region (2 Posts) Western Cape Region
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Leeuwkop Med B, Pretoria Central) Western Cape Region (Goodwood)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Education with traceable experience. Post graduate degree will be an added advantage.
<b><u>DUTIES</u></b>	:	Implementation of policy and educational programmes for offenders. Implement education policy at correctional facilities in the management area. Set standards for education services in accordance with government education departments. Quality assessment of educational services. Ensure service level standards for education and training. Management of finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/104</u></b>	:	<b><u>CORRECTIONAL OFFICER: AGRICULTURE</u></b> Eastern Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R106 335 annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (St Albans 2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Agriculture and relevant experience. Presentation, interpersonal, problem solving and good communication skills. Computer literate
<b><u>DUTIES</u></b>	:	Quality assessment of agricultural services. Development/maintenance of agriculture services standards in the management area. Management of plant production and agricultural labour. Environment, agricultural equipment, occupational safety, finances and personnel. Manage the budget allocation and training of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<b><u>POST 17/105</u></b>	:	<b><u>STATE ACCOUNTANT: VOUCHER CONTROL</u></b> Limpopo/Mpumalanga/North West Region
<b><u>SALARY</u></b>	:	R106 335 annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West (Barberton)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma with Accounting and/or Management Accounting as a major subject. Proven financial and supervisory experience. Good knowledge of Public Finance. Ability to perform under pressure. Computer literate (knowledge of BAS will be an added advantage).
<b><u>DUTIES</u></b>	:	Manage the infrastructure for financial related practices. Plan activities. Manage the allocation, maintenance, capturing and distribution of budget for management area. Renders a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to management area.
<b><u>ENQUIRIES</u></b>	:	Mr Morake M J (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 17/106** : **CORRECTIONAL OFFICER: DEDUCTION CONTROL**  
 Directorate: Financial Accounting

**SALARY** : R106 335 per annum  
**CENTRE** : National Head Office (Pretoria)  
**REQUIREMENTS** : An appropriate recognized diploma/degree with Financial Accounting/Management Accounting/Financial Management or Std 10 and experience in finance. Knowledge of section 45 of PFMA. Computer literacy. Ability to work independently and in a team. Good communication (verbal and written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure independently and handle confidential matters.

**DUTIES** : Sort and control pay sheets and the distribution thereof. Batching and lotting of documents for archiving. Handle all queries regarding pay sheets and pay slips. Managing of the section.

**ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

**POST 17/107** : **CORRECTIONAL OFFICER: FINANCIAL CONTROL OFFICE**  
 Directorate: Financial Accounting

**SALARY** : R106 335 per annum  
**CENTRE** : National Head Office (Pretoria)  
**REQUIREMENTS** : Recognized three year diploma/degree in Accounting/Financial Management or Grade 12 with Mathematics/Accounting and relevant finance experience. Computer literate. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and in a team. Good communication skills (verbal and written). Ability to work under pressure and handle confidential matters.

**DUTIES** : Check/control subordinates and work abilities. Receiving of BAS documents from all Head Office users with regard to payments, journal and receipts. Check that all documents are available according to the document control report. Check that all BAS users have submitted their payments documents for filing and checking. Follow-up on outstanding payment documents. Filing all the documents according to FAP manual. Provide documentation for audit queries. General office administration. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Retain all financial information in its original form.

**ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

**POST 17/108** : **CORRECTIONAL OFFICER: LOSS CONTROL**  
 Directorate: Financial Accounting

**SALARY** : R106 335 per annum  
**CENTRE** : National Head Office (Pretoria)  
**REQUIREMENTS** : Recognized three year diploma/degree in Accounting/Financial Management or Grade 12 with Mathematics/Accounting and relevant finance experience. Computer literate. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and in a team. Good communication skills (verbal and written). Ability to work under pressure and handle confidential matters.

**DUTIES** : Responsible for the action of receiving, connecting and distributing of BAS and PERSAL warrant vouchers. Responsible for distributing payments stubs on a daily basis. Responsible for filing. Responsible for capturing reported losses on the Loss Control Program. Responsible for compiling a report on reported losses to submit to the Chief Financial Officer twice monthly. Draw reports on Theft and Losses and Disallowance on a monthly basis for monitoring purposes. Assist with compilation of statistics regarding losses. General office administration. Execute the responsibilities of official as stipulated in Section 45 of the Public Finance Management Act.

**ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

**POST 17/109** : **CORRECTIONAL OFFICER: LEDGER CONTROL**  
 Directorate: Financial Accounting

**SALARY** : R106 335 per annum  
**CENTRE** : National Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	Recognized three year diploma/degree in Accounting/Financial Management or Grade 12 with Mathematics/Accounting and relevant finance experience. Computer literate. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and in a team. Good communication skills (verbal and written). Ability to work under pressure and handle confidential matters.
<b><u>DUTIES</u></b>	:	Handle all aspects with regard to Asset and Liability accounts. Exercise control over BAS input documents. Assist with clearance of Asset and Liability accounts. General office administration. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks: Regional Office and the Auditor-General. Execute the responsibilities of official as stipulated in Section 45 of the Public Finance Management Act.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/110</u></b>	:	<b><u>CORRECTIONAL OFFICER: REGULARITY INTERNAL AUDITOR</u></b> Directorate: Regularity Auditing
<b><u>SALARY</u></b>	:	R106 335 annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	B-Tech Degree or Diploma in Internal Audit field majoring in Accounting and Auditing. Must be computer literate. Valid driver's licence is an advantage. Be able to work in a team and independently.
<b><u>DUTIES</u></b>	:	Assist the Audit Supervisor in the planning of an audit assignment by gathering information. Assist in compiling audit programmes and execute the audit steps. Prepare working papers. Prepare audit findings. Identify reporting findings for discussion with the Audit Supervisor for preparation of the draft audit reports. Assist with the preparation of the draft audit reports. Follow up on all audit reports queries and correspondence. Perform special assignments as directed by the Audit Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/111</u></b>	:	<b><u>CORRECTIONAL OFFICER: CORRECTIONAL ADMINISTRATION</u></b> Western Cape Region
<b><u>SALARY</u></b>	:	R106 335 annum
<b><u>CENTRE</u></b>	:	Western Cape Region (RC Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and Correctional Services Admin Part II. Knowledge of Correctional Administration. Valid driver's licence. Computer literate. Good knowledge of Microsoft Office with above average skills in Excel. Good administrative and report writing skills. Good organization and communication skills. Able to work under extreme pressure. Able to communicate clearly with senior managers.
<b><u>DUTIES</u></b>	:	Execute administrative functions of an outstanding quality. Handling, distribution, diarizing and consolidating of information/statistics. Arrange internal and external meeting and workshop (organizing venues, arrangement of refreshments, drafting agenda's, sending of notices, keeping minutes and distribution of minutes). Render administrative assistance to the RC Corrections. Maintain filing system and updating of policy documents/orders/regulations/Acts. Consolidate statistical info for Departmental and inter-Departmental use/meetings. Type memoranda, consolidate statistics/info, compare and check information, analyze tendencies, draw graphs and compile presentations
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/112</u></b>	:	<b><u>CORRECTIONAL OFFICER: ADMINISTRATIVE SUPPORT</u></b> Directorate: Policy And Procedure Coordination
<b><u>SALARY</u></b>	:	R106 335 annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Public Administration. Valid driver's licence. Understanding of public policy and policy development processes. Policy analysis and evaluation experience would be an added advantage. Report writing, good administrative, analytical, presentation and facilitation, financial administration and inventory management skills. Knowledge in project management.
<b><u>DUTIES</u></b>	:	Perform administrative support for the Directorate. Organize events on policy development matters. Perform financial administration and keep financial records for the directorate. Ensure correct and timeous payments of suppliers.

		Prepare regular finance reports. Make logistical arrangements for meetings, seminars and workshops. Personnel administration. Assist manager with additional tasks agreed within the frame work. Collate monthly and quarterly reports for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/113</u></b>	:	<b><u>CORRECTIONAL OFFICER: SECRETARY</u></b> Chief Directorate: GITO Directorate: Information Management Directorate: Information Technology (IT) Directorate: Social Work Services Directorate: Policy And Procedure Coordination
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria X5)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<b><u>DUTIES</u></b>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Deputy Commissioner and Directors.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/114</u></b>	:	<b><u>CORRECTIONAL OFFICER: SECRETARY</u></b> Free State/Northern Cape Region
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Deputy Regional Commissioner)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<b><u>DUTIES</u></b>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Deputy Commissioner.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<b><u>POST 17/115</u></b>	:	<b><u>CORRECTIONAL OFFICER: SECRETARY</u></b> Western Cape Region (2 Posts)
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Western Cape Region (R H Corporate Services and RH Corrections)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<b><u>DUTIES</u></b>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments of the Director. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel



		claims for the Regional Head Corporate Services and Regional Head Corrections..
<b><u>ENQUIRIES</u></b>	:	Ms Sanders M (021 550 6059): Western Cape Region
<b><u>POST 17/116</u></b>	:	<b><u>CORRECTIONAL OFFICER: ADMINISTRATOR</u></b> Directorate: Correctional Programmes
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Knowledge and experience of financial management. Computer literate. Sound communication skills (verbal and written). Good administrative skills. Valid driver's licence. Knowledge of logistical procedures.
<b><u>DUTIES</u></b>	:	Documentation control: handling of mail and handling classified documents. Filing and control over incoming and outgoing documents. Performing of logistical administrative support: requisition of supplies, inventory control, arrange accommodation and transport, arrange work session / workshops for the Directorate. Performing of financial administrative support: assist in the shifting and allocation of funds and processing of claims for staff. Performing of personnel administrative support. Maintenance of duty register. Performing of general administration tasks: Compilation of minutes. Arrange meetings and compile agenda. Compilation of memorandums.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/117</u></b>	:	<b><u>CORRECTIONAL OFFICER: FINANCIAL DIRECTIVES AND POLICIES</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year diploma/degree in Accounting/Financial Management or Grade 12 with Mathematics/Accounting and relevant finance experience. Computer literate. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and in a team. Good communication skills (verbal and written). Ability to work under pressure and handle confidential matters.
<b><u>DUTIES</u></b>	:	Responsible for ordering of stationery for the Directorate. Financial Accounting. Responsible for maintenance of equipment. Responsible for Estimates, Budgets, and Projections. Responsible for updating and compiling internal charges. Responsible for checking requests for advances. Responsible for the delegations of financial documents and financial circulars/notices. Responsible for updating, maintenance and distribution of FAP manuals. Responsible for Director's notice administration procedures. General office administration. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/118</u></b>	:	<b><u>CORRECTIONAL OFFICER: INCOME AND MISCELLANEOUS PAYMENT</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year diploma/degree in Accounting/Financial Management or Grade 12 with Mathematics/Accounting and relevant finance experience. Computer literate. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and in a team. Good communication skills (verbal and written). Ability to work under pressure and handle confidential matters.
<b><u>DUTIES</u></b>	:	Payment of all revenue received every month to National Treasury. Clearing of Ledgers on monthly basis. Receipt, custody and banking of state money. Payment of Medcor continuation member's contributions. Reviewing and distribution of Income Tariffs. General office administration. Execute responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/119</u></b>	:	<b><u>CORRECTIONAL OFFICER: MESSENGER AND DRIVER</u></b> Commissioners Office

<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Valid driver's licence. Good communication skills. Knowledge and identification of explosives. Good telephone etiquette. Advanced driving training and previous exposure to protocol training will be an added advantage. Basic VIP training. Preparedness to work under pressure, overtime and abnormal hours.
<b><u>DUTIES</u></b>	:	Safety and security of the National Commissioner. Compilation and updating logbook of the Commissioner. Completion of monthly kilometer claims of the National Commissioner. Coordination of kilometer claims of SMS members under supervision of Commissioner for submission to CFO as required. Subsistence and Traveling Allowances claims of the Commissioner. Make bookings and arrangement for air travel of Commissioner. Responsible for logistical, personnel and financial administration. Other tasks assigned by the National Commissioner on a day to day basis.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<b><u>POST 17/120</u></b>	:	<b><u>TELKOM OPERATOR</u></b> Directorate: Marketing And Promotions (2 Posts)
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must have Matric Certificate, experience in the operation of a switchboard, good communication skills as well as a strong and friendly personality
<b><u>DUTIES</u></b>	:	Ensure the proper maintenance of the switchboard equipment. Handling of telephone calls and redirecting calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matters.
<b><u>ENQUIRIES</u></b>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

## 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 17/121** : **DEPUTY DIRECTOR LANGUAGE SERVICES**  
This post is advertised in the DOD and the broader Public Service.

**SALARY** : R369 000 per annum)  
**CENTRE** : Chief Human Resource, Directorate Language Services, Poynton Building, Pretoria.

**REQUIREMENTS** : BA (Hons) (NQF 6/7) Preferable or higher in a language-related field plus Management Courses. Special requirements: Extensive experience in a language-related field and in management. Know and understand the provider accreditation process as well as the strategic business process. The ability to conceptualise, interpret and analyse complex issues and propose/recommend viable solutions. Excellent communication skills (verbal and written). Knowledge and application of policies, legislative framework applicable to the Public Service and if possible the DOD. Problem solving-; decision making-; negotiation-; quality management-, innovation-; and initiative skills. Good computer literacy. Must be in possession of a valid drivers license. Must be able to obtain a Secret security clearance within a year.

**DUTIES** : Manage, command and control all language functions in the DOD. Manage all core management functions (humans, finances, logistics). Develop promulgate and monitor the DOD language policy in compliance with National Legislation, customary law, international law and international agreements that are both relevant to and binding on the DOD. Strategically align, direct, orchestrate, and control language facilitation (translation, editing, training, etc) processes. Liaise and collaborate with national language planners, national language bodies and language boards on socio-politico-linguistic issues. Effect and maintain the directorate's provider accreditation status. Responsible for the effective, efficient, economical and transparent use of resources within his or her area of responsibility.

**ENQUIRIES** : Maj Gen M.K. Mokoena; Tel: 012 355 5063  
**APPLICATIONS** : Maj Gen M.K. Mokoena, CD HR Development, Private Bag X161, Pretoria, 0001 / Defence HQ, Armscor Building, Nossob str, Erasmusrand.

**CLOSING DATE** : 9 May 2008 (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 17/122</u></b>	:	<b><u>SENIOR SECRETARY CLERK GR III</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	SA Army Training Formation HQ, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic analytical-, numerical-, literacy-, and computer skills in MS Office. Good communication skills. Time management. Inter-personal proficiency. Must be able to obtain a confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Write routine notes, memo's letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Compile agendas and take notes during meetings. Compile minutes correctly. Deal with classified files and documents. Organise social functions. Arrange for visitors authorization and parking. Ability to handle petty cash payments. Handle all bookings and travel arrangements for the GOC. Arrange meetings with Senior Managers. Keep the GOC's directory. Scan the newspaper and collect import clippings for the GOC. Deal with classified telephone calls, files and documents.
<b><u>ENQUIRIES</u></b>	:	Capt M. Lemmer, Tel (012) 355 1128
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Training Formation HQ, Private Bag X172, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	09 May 2008 (Applications received after the closing date and faxed copies will not be considered).

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

*The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our 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 17/123** : **MARINE SCIENTIST III (MARINE AQUACULTURE) (MCM 505/2008)**

**SALARY** : R311 358 per annum (All inclusive package)

**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate four-year university degree with at least five years work experience in a research environment. Knowledge relating to the culture of indigenous marine species and environmentally sustainable mariculture practices. Skills in formulating and writing reports and scientific papers. Communication skills to ensure effective facilitation and presentation of research results. Ability to supervise and manage junior staff in research relating to mariculture.

**DUTIES** : Identify gaps in available knowledge relating to mariculture and initiate, guide and conduct relevant research to address these gaps. Interact with resource users and decision makers by serving on scientific and management working groups and to provide and formulate scientific advice relating to mariculture. Ensure adequate synthesis and dissemination of research results through peer-reviewed scientific publications, seminars, oral and poster conference presentations, and workshops. Ensure capacity building and training of junior staff and post-graduate students. Participate in national, regional and international collaborative research programmes and associated scientific meetings. Review scientific programmes, projects and publications as required

**ENQUIRIES** : Dr G C Pitcher (tel) 021 430 7016

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

**FOR ATTENTION** : HR Registry, 6<sup>th</sup> Floor

**CLOSING DATE** : 16 May 2008

**POST 17/124** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT SUPPORT (AP 516/2008)**  
(3 Year Renewable Contract Based on Performance)

**SALARY** : R196 815 per annum (Total Package R 269 042 per annum)

**CENTRES** : Free State: Lejweleputswa District Municipality

**REQUIREMENTS** : A Bachelor's degree in Environmental management/ Environmental Sciences or equivalent qualification as well as training in project management. At least two years experience in the field of environmental management and/or tourism. Relevant experience in community development; interacting with provincial and local authorities. In-depth knowledge of environmental Legislations, Project management, Intergovernmental Relations, Expanded Public Works Programme. The following skills will serve as recommendations, computer literacy, good verbal and written, interpersonal, Coordination and stakeholder management, organizational, communication and facilitation. The successful candidate must have driver's license.

**DUTIES** : Facilitate capacity building initiatives for Municipalities, Ensure alignment of DEAT priorities with Municipal Planning Processes and structures, Ensure stakeholder engagement in the planning and implementation of environmental programmes, Engagement with DEAT Provincial counterparts, Report to the SRP Chief Directorate on DEAT Funded Projects.

**ENQUIRIES** : L Dombo (012) 310 3077 or CN Mbatyazwa (012) 310 3016

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr T Koena

**CLOSING DATE** : 12 May 2008

**POST 17/125** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: DIRECTORATE: SUPPLY CHAIN MANAGEMENT: SUB-DIRECTORATE DEMAND AND LOGISTICS MANAGEMENT (AP 519/2008)**

**SALARY** : R132 054 per annum (Total package of R 190 466 per annum conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate should have a three years B degree in the field of logistics or equivalent qualification. Skills: administrative background, good interpersonal relations, sound organizing and planning, verbal and written communication, ability to interpret and apply policies, directives and prescripts as well as computer literacy (MS Word, Excel), typing. Successful completion of Logis/SCM related courses and practical knowledge of SCM will be an added advantage. Relevant experience with regards to managing and processing invoices for payments of Logis and Procurement integration system. Knowledge of all regulations and acts that regulates the Supply Chain Management.

**DUTIES** : Ensure compliance with the Supply Chain Management policies, prescripts and procedures. Consolidate detail monthly payment reports for goods and services. Verify and authorize all payments captured on Logis/Procurement integrations. Provide internal training on the newly appointed chief users on payment processes. Verify correctness of Logis (accrual report) and advice management accordingly. Liase with internal users on outstanding balance regarding partial payments of goods and services. Reconcile creditor's statement on a monthly basis. Have meetings with the service providers to ensure that the statements are correctly updated. Monitor compliance with the PFMA. Supervise subordinates, provide training and development and give guidance. Handle internal and external payment related queries. Perform monthly spot checks on all payment related registers. Verify correctness of budget allocation and quantity on Logis/Procurement integration. Ensure that procurement checklist is fully completed.

**ENQUIRIES** : Ms Wilma Cornelius 012-310-3483

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr T Koena

**CLOSING DATE** : 19 May 2008

**POST 17/126** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: DIRECTORATE: SUPPLY CHAIN MANAGEMENT: SUB-DIRECTORATE: ASSET MANAGEMENT (AP 520/2008)**

**SALARY** : R132 054 per annum (Total package of R 190 466.00 per annum conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate should have a Grade 12 plus appropriate experience; A relevant post matric qualification will be an added advantage, Good understanding of procurement procedures. Knowledge of LOGIS, intensive asset management skills, Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS). Ability to work under pressure, sense of responsibility and loyalty.

**DUTIES** : The successful applicant will be responsible for the following aspects regarding asset management: Administer the maintenance and updating of asset register, authorize all transactions on Logis, check and verify capturing of receipts and bar coding of assets, assist with asset verification and quarterly spot checks, assist with disposal of assets. Supervision of staff.

**ENQUIRIES** : Ms E Kgaritsi @ 012 310 3344

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr T Koena

**CLOSING DATE** : 19 May 2008

**POST 17/127** : **MARINE RESEARCH TECHNICIAN I (SL 8) (X 2 ) (MCM 507/2008)**

**SALARY** : R132 054 per annum (All inclusive package of R 190 466 per annum conditions apply)

**CENTRE** : Cape Town

**REQUIREMENTS** : A three year National Diploma: Oceanography or an appropriate equivalent diploma in the natural sciences. A valid code B driver's licence. The successful

candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act. 57 of 1951) and the small invertebrate posts candidate must also successfully undergo a diving medical examination. The ability and willingness to work at sea on commercial and research vessels as well as ski-boats. The ability to spend extensive periods away from home while on sea/field trips. Computer literacy (MS Office software and electronic data management). Knowledge of fish biology, life history strategies of large pelagic species (tuna & swordfish) and sharks or small invertebrates' species (white mussel, oyster and whelk etc) and their related fisheries. A practical nature and aptitude for technical activities. The following would be an added advantage: \*Intermediate computer literacy and the ability to utilize word processing, spreadsheet and database programmes.

**DUTIES** : To deliver technical support service in the collection of data for research programmes directed at the sustainable utilization of large pelagic fish and sharks or a number of small invertebrate resources. Participate in monitoring and research into the various small invertebrate fisheries by collecting and analyzing biological material from these species to provide data on life history parameters. \*Participate in the collection and processing of catch and effort data and the management of data systems. \*Participate in discharge monitoring of catches at various harbours for size and species composition. \*Participate in research and commercial cruises at sea and in the field. \*Generation of routine data reports for submission to Large Pelagic Regional Management Forums. \*Assist with maintenance of research equipment. \*Assist in the procurement of equipment and consumable items. \*Coordinate collection of data by observers on commercial vessels and/or shore based observers in the various fisheries.

**ENQUIRIES** : Mr C Wilke (021-4023123). Mr D. Clarke (021-4023120)

Mr A. Mackenzie (021-4023125). Mr A. Bali (021-402 3566)

**APPLICATIONS** : The Director General, Department of Environmental Affairs and Tourism, Private Bag X2, Rogge Bay, 8012

**FOR ATTENTION** : HR Registry, 6<sup>th</sup> Floor

**CLOSING DATE** : 16 May 2008

**POST 17/128** : **MARINE RESEARCH TECHNICIAN I (X2) (MCM 503/2008)**

**SALARY** : R132 054 per annum (All inclusive package of R 190 466per annum)

**CENTRE** : Cape Town

**REQUIREMENTS** : A 3-year National Diploma in Oceanography and a minimum of three years experience in the field as a Marine Research Technician. Knowledge of techniques and methods, laboratory codes and ethics relating to mariculture. Technically minded and computer literate. Sound organizational and planning skills. Good verbal and written communication skills. Ability to train and mentor staff. Ability to work at sea on small crafts (Medically fit as per SAMSA requirements). Willingness to work away from home for extended periods

**DUTIES** : Provide technical support to the research and development of the culture of indigenous species, to the promotion of environmentally sustainable Mariculture practices and to the monitoring and research of harmful algal blooms. Act as Chief User Clerk. Supervise and co-ordinate junior staff. Contribute to the training and mentoring of staff, students and interns. Control and maintain research equipment

**ENQUIRIES** : Dr G Pitcher (021) 430 7016

**APPLICATIONS** : The Director General, Department of Environmental Affairs and Tourism, Private Bag X2, Rogge Bay, 8012

**FOR ATTENTION** : HR Registry, 6<sup>th</sup> Floor

**CLOSING DATE** : 16 May 2008

**POST 17/129** : **ENVIRONMENTAL OFFICER: WORLD HERITAGE MANAGEMENT (AP64/2008)**

**SALARY** : R106 335 per annum (Total inclusive package of R159 260 p.a. - conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized Bachelor degree in Social/Human Sciences (with specialization in Heritage Management/Archaeology / History/ Anthropology/ Geology) or equivalent qualifications. Good analytical thinking and research skills, knowledge of the World Heritage Convention, policy formulation/development, good understanding of project management related issues. Good interpersonal and communication skills that include public

	appearance and computer literacy. Recommendation: A valid code 8 or B driver's licence.
<b><u>DUTIES</u></b>	: The successful candidate will perform the following tasks: Assist with the implementation of the World Heritage Convention in South Africa; implement national programmes, strategies aimed at promoting the sustainable management of World Heritage sites. Assist in the identification, development and management of projects related to sustainable use of cultural and natural heritage resources related to properties on the World Heritage List and South African Tentative List. Write reports, minutes, submissions and letters. Assist in the execution of all functions and responsibilities pertaining to cultural heritage resources management in the department.
<b><u>ENQUIRIES</u></b>	: Mr Ntsizi November Tel: (012) 310 3839
<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 K Selemela
<b><u>CLOSING DATE</u></b>	: 19 May 2008
<b><u>NOTE</u></b>	: Please note that this post is earmarked for people with disabilities.
<b><u>POST 17/130</u></b>	: <b><u>LANGUAGE PRACTITIONER: OFFICE OF THE DIRECTOR GENERAL (AP 522 /2008)</u></b>
<b><u>SALARY</u></b>	: R106 335 per annum (Total package of R 159 260 per annum conditions apply)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: Candidates must be in possession of a three year qualification in languages. A post graduate diploma or a diploma in journalism will be an added advantage. Good command of written and Oral English and any other official language. Experience and qualification in Project Management. Must be able to access and operate the computerized post tracking system. Knowledge and experience in the operation of electronic document management system (EDMS) and be able to do quality control of documents. Computer literacy as well as MS Office is essential. The successful candidate must have the following skills: good interpersonal, communication, numerical, planning and organizational.
<b><u>DUTIES</u></b>	: The successful applicant will be responsible for the following aspects: Render strategic and efficient support services with regard to translation, quality control and editing and liaison to all officials of the Department and strategic stakeholders on language related matters as well as the management of all outgoing correspondence and other communication. The candidate must be able to provide key strategic support with regard to language editing, style and formatting to the Department, coordinate the translation of submissions, contracts, etc. Liaise with officials within the Department regarding the promotion of the proper usage of formats and templates.
<b><u>ENQUIRIES</u></b>	: Mr G Hlongwane. Tel: 012 310 3047
<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 T Shilenge
<b><u>CLOSING DATE</u></b>	: 19 May 2008
<b><u>POST 17/131</u></b>	: <b><u>SENIOR PROVISIONING ADMINISTRATION CLERK: DIRECTORATE: SUPPLY CHAIN MANAGEMENT: SUB-DIRECTORATE: ASSET MANAGEMENT (AP 521/2008)</u></b>
<b><u>SALARY</u></b>	: R106 335 per annum (Total package of R 159 260.00 per annum conditions apply)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: The successful candidate should have a Grade 12 plus appropriate experience; A relevant post matric qualification will be an added advantage, Good understanding of procurement procedures. Knowledge of LOGIS, Good communications and Interpersonal skills, Computer literacy (excel, Ms Word, LOGIS). Ability to work under pressure, sense of responsibility and loyalty.
<b><u>DUTIES</u></b>	: The successful applicant will be responsible for the following aspects regarding asset management: Perform movement of assets (furniture and equipment), conduct annual asset verification and quarterly spot checks (counting of all assets), assist with disposal of redundant/obsolete furniture and IT equipment, printing and bar-coding of assets, opening and updating of personnel inventory files (VA15), updating of the asset register on LOGIS in line with movements and disposals, receiving and maintenance of assets.
<b><u>ENQUIRIES</u></b>	: Mr. E Tabane @ 012 310 3852



**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism,  
Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr T Shilenge

**CLOSING DATE** : 19 May 2008

**POST 17/132** : **PROVISIONING ADMINISTRATION OFFICER: DIRECTORATE: SUPPLY  
CHAIN MANAGEMENT: SUB-DIRECTORATE DEMAND AND LOGISTICS  
MANAGEMENT (AP 518/2008)**

**SALARY** : R106 335 per annum (Total package of R 159 260 per annum conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate should have Grade 12 plus appropriate experience;  
A relevant post matric qualification will be an added advantage, Good  
understanding of procurement procedures. Skills: administrative background,  
good interpersonal relations, sound organizing and planning, verbal and written  
communication, ability to interpret and apply policies, directives and prescripts  
as well as computer literacy (MS Word and Excel), typing. Successful  
completion of LOGIS /SCM related courses will be an added advantage.  
Relevant experience with regards to managing and processing invoices for  
payments on LOGIS or Procurement Integration system. Knowledge of all  
regulations and Acts that regulates Supply Chain Management will be added  
advantage.

**DUTIES** : Verify invoices for payment of goods and service to the service providers.  
Ensure compliance of the Supply Chain Management policies and procedures.  
Assist and provide guidance on all payment functions on LOGIS. Ensure that  
invoices received are paid within 30 days from receipt date. Supervise  
subordinates and provide training and guidance. Handle internal and external  
payment related queries. Ensure that the payment register is correctly updated.  
Check and ensure that all payment stups/proof are correctly filed and  
posted/faxed to the service providers. Compile or verify BAS payment advices.  
Check correctness of budget allocation and quantity on LOGIS/ Procurement  
Integration.

**ENQUIRIES** : Ms Lilly Matsape @ 012 310-3775

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism,  
Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr T Shilenge

**CLOSING DATE** : 19 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 Streets.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

- POST 17/133** : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT (REFERENCE NUMBER NDOH 28/2008)**  
*Cluster: Pharmaceutical Policy and Planning. Directorate: Traditional Medicine. Sub-directorate: Knowledge Management*
- SALARY** : An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria.
- REQUIREMENTS** : An appropriate recognised three-year Bachelor's degree or National Diploma  
 \*A Honours degree and/or knowledge in management will be added advantages  
 \*Three to five years managerial and research experience  
 \*Experience/exposure in the field of Traditional Medicines will be an added advantage  
 \*Good communication skills (written and verbal)  
 \*Good interpersonal relations  
 \*Supervisory skills  
 \*Good analytical and research skills  
 \*Computer literacy  
 \*A valid code 08 (Code B) driver's licence.
- DUTIES** : \*Manage the Information and Knowledge Management - sub-directorate Traditional Medicine  
 \*Advancing the contribution of Traditional Medicines to the health and well being of the people of the region  
 \*Facilitate the utilisation of national and international resources in the research of African Traditional Medicines to produce efficacious quality herbal products that will be utilised in disease management  
 \*Facilitate priority research and development of African Traditional Medicine for traditional medicines used for management (prevention and treatment) of HIV/AIDS, diabetes, cancer, tuberculosis and common diseases  
 \*Facilitate identification of education and training needs in traditional medicine for Traditional Health Practitioners  
 \*Fostering collaboration with stakeholders in Traditional Medicine (government departments, statutory councils, institutions, NGOs, Traditional Health Practitioners, etc)  
 \*Ensure effective participation of the sub-directorate in fulfilling international arrangements and agreements made with respect to the AU through input on documents in the area of Traditional Medicine  
 \*Promote research and development focused on standardisation and authentication of products based on medicinal plants using best International practices such as WHO guidelines.
- ENQUIRIES** : Mr B I Mayeng at tel (012) 312-3288.
- CLOSING DATE** : 26 May 2008 (Applications received after the closing date will not be considered).

<b><u>POST 17/134</u></b>	:	<b><u>ASSISTANT DIRECTOR: ARV-ROLL OUT (REFERENCE NUMBER NDOH 27/2008)</u></b> <i>Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Nutrition</i>
<b><u>SALARY</u></b>	:	R196 815 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised BSc Dietetics or B Nutrition or equivalent qualification *Registration with the relevant council/body *At least three (3) years extensive experience in nutrition and the Integrated Nutrition Programme *Knowledge of the area of HIV and AIDS and Nutrition *Knowledge of project management and policy development *Training and facilitation skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Good supervisory skills *Computer literacy *Ability to be proactive and apply sound judgement *Ability to work in a team *Must be willing to travel extensively and work irregular hours *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Monitor the implementation of nutrition interventions through provincial visits and regular operational meetings *Liaise with internal and external stakeholders on the implementation of the nutrition interventions as part of the National Strategic Plan for HIV and AIDS and STI 2007 to 2011 and the Comprehensive HIV and AIDS Care Management and Treatment Plan *Assist the Directorate: Nutrition to plan for healthy lifestyle campaigns *Develop IEC materials, guidelines and other related documents to strengthen the implementation of nutrition interventions for people living with TB, HIV and AIDS *Collate and analyse nutrition data from provinces collected as part of monitoring the implementation of the nutrition interventions for people living with TB, HIV and AIDS *Develop and implement monitoring tools for monitoring nutrition and HIV and AIDS related indicators *Perform other duties within the Directorate: Nutrition as assigned by the Director.
<b><u>ENQUIRIES</u></b>	:	Ms L Moeng at tel (012) 312-0071.
<b><u>CLOSING DATE</u></b>	:	26 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 17/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT (REFERENCE NUMBER NDOH 26/2008)</u></b> <i>Cluster: Financial Management. Directorate: Financial Management</i>
<b><u>SALARY</u></b>	:	R196 815 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*An appropriate three-year degree or equivalent qualification with Accountancy as a main subject *At least four (4) years appropriate financial experience of which at least two (2) years were in the bookkeeping section of a Government Department at the level of Senior State Accountant *In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Government banking procedures, debt management and the Basic Accounting System (BAS) and Persal *Workable knowledge of suspense and control accounts, travel and subsistence claims and compilation of the Annual Financial Statements *Computer literacy *Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Compile Annual Financial Statements of the Department and those for the King George V Silver Jubilee Fund *Answer audit queries *Transfer conditional grant funds in accordance with the DORA payment schedule *Authorise sundry payments in accordance with delegations (hardcopies) and on BAS *Authorise telegraphic transfers and foreign payments on Safetynet *Monitor that debt is taken on and that each debt is followed up on a monthly basis *Compile submission to write off irrecoverable debt in accordance with debt policy *Authorise T and S advances and claims on BAS and Persal respectively *Monitor that revenue received is dealt with in accordance with Treasury Regulations *Monitor that petty cash facility is administered correctly *Transfer revenue to SARS and classify revenue accordingly *Compile annual Revenue Budget *Compile annual Drawings on Revenue Fund *Report quarterly to National Treasury on State Guarantees *Requisition of funds on a monthly basis *Monitor that all accounts are correctly used and follow up that they are cleared as prescribed for month and year-end closure *Supervisory tasks such as providing training to subordinates, PMDS, management of leave and implementation of new procedures/policies.
<b><u>ENQUIRIES</u></b>	:	Ms S W Pretorius at tel (012) 312-0638.

<b><u>CLOSING DATE</u></b>	:	26 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 17/136</u></b>	:	<b><u>CHIEF PHARMACOVIGILANCE OFFICER (REFERENCE NUMBER NDOH 24/2008)</u></b> <i>Cluster: Medicines Regulatory Affairs. Directorate: Clinical Evaluations and Trials.</i>
<b><u>SALARY</u></b>	:	R196 815 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	*A MBChB or B Pharm. Degree *Registration with the appropriate Council *A post graduate degree in Clinical Pharmacology or certified training in Pharmacovigilance will serve as a recommendation *Three years relevant experience *Good understanding of the Conduct and Control of Clinical Trials *Knowledge of the quality, safety and efficacy aspects of medicines *Knowledge and application of the Medicines and Related Substance Control Act, 1965 (Act 101 of 1965) *Computer literacy is essential (e.g. MS Office, Database, Spreadsheets and experience in using e-mail) *Management and supervisory skills *Budgeting and financial management skills, preferably in a government department *Good interpersonal relations *Good planning and organisational skills *Good report writing and presentation skills *Excellent communication skills (written and verbal) *Ability to work in a team *Innovative thinking, initiative and leadership qualities *High degree of dedication and accurate work *Must be willing to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Oversee preparations for meetings *Monitoring of post-marketed adverse reactions and serious adverse events to medications *Ensure that ADR from treatment sites are reported, assessed and analysed and appropriate feedback is given to the various units *Compile submissions for and to senior management and assist unit manager with submissions and reports including Minister's enquiries *Assist in the development and updating of Standard Operating Procedures for Pharmacovigilance activities as well as the development of policies and modification of guidelines *Maintenance and updating of various databases *Prepare documents, agendas and minutes *Prepare policy documents, record policy decisions, assist in development of technical policy and management of the unit *Supervise technical and administrative staff.
<b><u>ENQUIRIES</u></b>	:	Dr R Misra at tel (012) 312-0312.
<b><u>CLOSING DATE</u></b>	:	26 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 17/137</u></b>	:	<b><u>CHIEF PHARMACOVIGILANCE OFFICER (REFERENCE NUMBER NDOH 25/2008)</u></b> <i>Cluster: Medicines Regulatory Affairs. Directorate: Clinical Evaluations and Trials. Cape Town.</i>
<b><u>SALARY</u></b>	:	R196 815 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	May be requested to work in Pretoria.
<b><u>REQUIREMENTS</u></b>	:	*A MBChB or B Pharm. Degree *Registration with the appropriate Council *A post graduate degree in Clinical Pharmacology or certified training in Pharmacovigilance will serve as a recommendation *Three years relevant experience *Good understanding of the Conduct and Control of Clinical Trials *Knowledge of the quality, safety and efficacy aspects of medicines *Knowledge and application of the Medicines and Related Substance Control Act, 1965 (Act 101 of 1965) *Computer literacy is essential (e.g. MS Office, Database, Spreadsheets and experience in using e-mail) *Management and supervisory skills *Budgeting and financial management skills, preferably in a government department *Good interpersonal relations *Good planning and organisational skills *Good report writing and presentation skills *Excellent communication skills (written and verbal) *Ability to work in a team *Innovative thinking, initiative and leadership qualities *High degree of dedication and accurate work *Must be willing to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Pharmacovigilance and post-marketing surveillance of registered medicines *Evaluating Adverse Drug Reaction reports of registered medicines *Monitoring and evaluating safety information on registered medicines *Preparation of documentation for the Committees of the Medicines Regulatory Authority and for the Medicines Control Council *Providing technical support to the Committees of the Medicines Control Council such as preparation of agendas

		and recording of proceedings *Process, draft and publish drug safety alerts, press releases and Dear Healthcare Professional Letters *Assist in the development and updating of Standard Operating Procedures for Pharmacovigilance activities as well as the development of policies and modification of guidelines *Maintenance and updating of the adverse drug reaction database *Supervise technical and administrative staff *Compile submissions to senior management and assist unit manager with submissions and reports including Minister's enquiries *Maintain link with the World Health Organisation (WHO) International Drug Monitoring Programme.
<b><u>ENQUIRIES</u></b>	:	Dr R Misra at tel (012) 312-0312.
<b><u>CLOSING DATE</u></b>	:	26 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 17/138</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (REFERENCE NUMBER NDOH 22/2008)</u></b> <i>Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Nutrition</i> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)
<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 recognised three-year Bachelor's degree/national diploma or equivalent qualification *At least three (3) years experience in office administration *Knowledge and experience in financial management and procurement procedures *Knowledge and experience in applying the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations *Knowledge and experience in applying human resources legislative framework *Good knowledge of computer office packages (MS Word, Power Point and Excel) *Good interpersonal relations *Good communication skills (written and verbal) *Good planning and organisational skills *Supervisory skills *Ability to work in a team *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Administrative support to the Directorate: Nutrition *Administrative link between the Cluster, the sub-directorate and other directorates in the department *Co-ordinate the financial budget in the Directorate *Monitor all activities related to procurement and supply chain management *Co-ordinate matters related to human resource management in the Directorate *Draft memoranda, letters and submissions *Proof read all the submissions to the Cluster Manager, Deputy Director-General, Director-General and the Minister *Monitor and control travel and subsistence expenditure *Secretarial functions for workshops and meetings when needed *Perform leadership functions such as guidance and advice on the interpretation and application of policies *Ensure the effective and efficient operational functioning of the Directorate *Any other administrative duties as instructed by the Director.
<b><u>ENQUIRIES</u></b>	:	Mr Jan Booysen at tel (012) 312-0065
<b><u>CLOSING DATE</u></b>	:	19 May 2008 (Applications received after the closing date will not be considered).
<b><u>POST 17/139</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (REFERENCE NUMBER NDOH 21/2008)</u></b> <i>Cluster: Financial Management: Directorate: Compensation Commissioner for Occupational Diseases</i>
<b><u>SALARY</u></b>	:	R132 054 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Johannesburg.
<b><u>REQUIREMENTS</u></b>	:	*A recognised three-year degree or diploma in Accounting or Finance *Knowledge of the Public Finance Management Act and Treasury Regulations *Appropriate knowledge and experience in Finances *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy *Must be prepared to travel *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Liaise with the Department of Minerals and Energy regarding risk shifts *Visit controlled mines for verification of levies received against risk shifts workers *Liaise with and assist the risk committee regarding the payment of levies for risk shifts performed at mines *Compile, manage and update register for mines that are paying levies *Determine and implement penalties for mines which are not paying levies on time.
<b><u>ENQUIRIES</u></b>	:	Ms T Khaka at tel (011) 713-6900.
<b><u>CLOSING DATE</u></b>	:	19 May 2008 (Applications received after the closing date will not be considered).

<b><u>POST 17/140</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (REFERENCE NUMBER NDOH 23/2008)</u></b> <i>Cluster: Medicines Regulatory Affairs. Directorate: Inspectorate and Law Enforcement</i> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<b><u>SALARY</u></b>	:	R106 335 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) or equivalent qualification with five (5) years experience in office administration (this should include the preparation of agendas and the taking of minutes at high level meetings, S and T claims, procurement, the writing of submissions and making of booking and foreign travel arrangements) *Knowledge of Medicines Act will be an added advantage *Computer literacy is essential (e.g. MS Word, GroupWise, MS Excel, Internet and other applications) *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational skills *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*B7.1 Agenda, minutes and typing of resolution letters. Communication of resolutions of MCC meetings to applicants. Update Z/ZO *B12 Minutes and typing of Section 36 letters. Communication of resolution of MCC meetings to applicants. Publication for Government Gazette. *B8.3 Agenda and minutes *Assist Director and Unit Manager with submissions, Minister's enquiries and certain other administrative functions *Process subsistence and travelling claims for the unit *Assist Inspectors with arrangements for foreign visits for inspection *Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy.
<b><u>ENQUIRIES</u></b>	:	Dr J Gouws at tel (012) 312-0230.
<b><u>CLOSING DATE</u></b>	:	26 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** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. 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.

## MANAGEMENT ECHELON

**POST 17/141** : **CHIEF DIRECTOR: HUMAN SETTLEMENT PLANNING REF: DOH/111/2008**  
Please note that this is a re-advertisement. Applicants who previously applied may re-apply.

**SALARY** : R635 874 All-inclusive salary package per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification with relevant experience in the field of urban/ regional planning, human settlements planning, built environment development, land use management and housing policy development and management; Proven managerial abilities; Established track record in practice & experience in the field of Human Settlements and Planning Sharp and robust high-level communication (written and verbal) skills

**DUTIES** : The successful candidate will champion the planning aspects of Sustainable Human Settlements and the development of appropriate instruments to support the delivery of human Settlements. The incumbent will be responsible for: The development and maintenance of multi year housing development planning instruments and planning frameworks; Establishing and maintaining instruments for multi year housing development plans for national, provincial and municipal spheres, Maintenance of programme and guidelines for housing chapters in municipal IDPs; assessment of provincial plans and reconciliation/alignment with the multi year national housing development plan; develop a multi year national housing development plan; Isolate prevailing and/ or emerging factors that mitigate against the delivery objective of sustainable human settlements, including the proposed contingency measures; Discuss and document for the record and future reference any revision of service delivery targets as well as progress made towards the achievement of such targets; Management of the Chief Directorate in compliance with the Public Finance Management Act, the Public Service Act and related regulations and prescripts;

**ENQUIRIES** : Mr J Leshabane (012) 421-1311  
**APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, E-mail: [Response6@Humancommunications.co.za](mailto:Response6@Humancommunications.co.za) Fax: 0865186538  
**CLOSING DATE** : 09 May 2008

## OTHER POSTS

**POST 17/142** : **SENIOR STATE ACCOUNTANT (FINANCIAL AND GRANT MANAGEMENT)**  
**REFERENCE: DOH/109/2008**  
Sub Directorate: Grant Monitoring

**SALARY** : R132 054 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a recognised Diploma in Accounting/ Management Accounting or equivalent qualification plus adequate appropriate

experience in the field of Financial Management, Knowledge on the legislation governing the financial management environment in the public sector including the DORA, PFMA, and the Treasury Regulations. The successful candidate with computer literacy should portray the following competencies: Good Communication skills, good organising skills, analytical and problem solving and should be prepared to work under pressure.

**DUTIES** : As a Senior State Accountant, the successful candidate will be responsible for the following: Execution of the functions relating to the compliance with the monitoring requirements of the transfer payments to provinces as stipulated in the above mentioned acts. Drafting of the letters relating to compliance with provisions of the above mentioned acts in relations to the housing grant. Review reconciliation of the monthly expenditure reports and performance information and providing inputs for the performance monitoring reports. Prepare the reports for feed back sessions with provinces. Assists with general administration of the unit. Liaising written and verbal with provinces to ensure compliance with DORA and Grant Framework.

**ENQUIRIES** : Mr WO Rikhotso, TEL: (012) 421-1418  
**APPLICATIONS** : The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001 Physical: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.

**FOR ATTENTION** : Mr D Sekwane  
**CLOSING DATE** : 09 May 2008

**POST 17/143** : **SENIOR FOREMAN REF NO: DOH/112/2008**  
 Directorate: Facilities Management  
 Please note that this is a re-advertisement. Applicants who previously applied are welcome to apply again.

**SALARY** : R58 290 per annum  
**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Grade 10 or Grade 12 certificate with a code 08 driver's licence and at least 2 years driving experience. Have experience of working and/ or servicing internal customers in the organisation. Having experience of working in Properties environment would serve as an added advantage. The successful candidates will portray the following competencies: good communication skills, good organizing skills, reliable, hardworking and good interpersonal relations and should be prepared to work under pressure.

**DUTIES** : The successful candidate will be expected to perform the following Senior Foreman duties attached to the post: Supervising cleaners to ensure cleanliness in all building floors. Attended to all complaints, regarding cleanliness of offices. Check every morning that conference rooms are cleaned. Ensure that water bottles are washed and refilled. Checking and ensuring that toilet papers and paper towels are replaced daily. Checking and ensuring that hand soap and perfume containers are refilled daily. Ensuring that parking bays are always clean. Assists with the purchasing of cleaning materials and refreshments. Responsible for the safe keeping and issuing of cleaning materials and refreshments.

**ENQUIRIES** : Mr D Moodley ☎ (012) 421 1373.  
**APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, E-mail: **Response6@Humancommunications.co.za** Fax: 0865186538

**CLOSING DATE** : 09 May 2008



## INDEPENDENT COMPLAINTS DIRECTORATE

**APPLICATIONS  
FOR ATTENTION  
CLOSING DATE  
NOTE**

- : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001
- : Ms T Marumo Tel No: 012 423 1400
- : 13 May 2008
- : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. Faxed applications will not be considered. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.

## OTHER POSTS

**POST 17/144**

- : **ASSET MANAGEMENT PRACTITIONER**  
Re – Advertisement

**SALARY  
CENTRE  
REQUIREMENTS**

- : R106 335 per annum
- : Pretoria
- : A Senior Certificate (Grade 12) with knowledge of LOGIS and at least 3 years appropriate experience in asset management. A degree/diploma will be an added advantage. Sound knowledge of legislation, regulating asset management and supply chain management. Knowledge of regulatory framework such as PFMA and Treasury Regulations. Excellent supervisory and communication skills. Computer literacy (MS Excel and MS Word) and sound knowledge of LOGIS are essential. Good interpersonal skills. A valid card driver's license is required. Must be able to work under pressure and be able to travel to all provincial offices. The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

**DUTIES**

- : Key competencies include: Manage and control the acquisition, allocation and physical movement of all departmental assets; Ensure the proper update of all asset registers; Controlling and conducting asset verifications in Head Office and Provincial Offices; Control monthly reconciliation of asset transactions on LOGIS and implement asset control measures; Ensure disposal of redundant, obsolete and unserviceable items; Act as secretariat for the disposal committee; Compile financial information regarding departmental assets to be included in annual financial statements; Prepare relevant reports for management and the auditors; Give guidance and support to all Provincial Offices; Compile monthly reports; and Manage resources and the development of staff.

**ENQUIRIES**

- : Ms V Kganyago

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

## OTHER POSTS

**POST 17/145** : **SENIOR LEGAL ADMINISTRATION OFFICER**

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

**CENTRE** : Regional Office; Cape Town

**REQUIREMENTS** : An LLB Degree or equivalent four year legal qualification and 5 years appropriate post-qualification experience in the legal field; Sound knowledge of the law, South African Legal System as well as the application of International Law; At least 2 years management experience; A valid code EB driver's licence. Skills and competencies: Computer literacy (ms office); Strategic negotiation; Excellent interpersonal and communication (written and verbal) skills; Research and report writing skills; Facilitation and presentation; project management; conflict management and resolution; accuracy and attention to detail.

**DUTIES** : Provide leadership and strategic direction to the unit; Draft legal documents and give legal advice to the Regional Office and other organs of the State regarding problems within the Region of interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oaths, Appraises and Justice of Peace; Recover loss of and damage to State property ; Oversee the smooth functioning of specialised courts in the province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court ; Facilitate public education on the Victims Charter; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoner, transformation of the sheriffs profession, small claims court, the lay assessors system and maintenance system ; To act as a Departmental Gender Focal person in the Province, implement the Victim's Charter, give support services to the Courts regarding quasi-judicial functions and conduct ad hoc training for Maintenance Officers and Investigators and Clerks.

**ENQUIRIES** : Mr D Roux at Tel: (021) 462 5471.

**APPLICATIONS** : Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000.

**FOR ATTENTION** : Mr N Luddy

**CLOSING DATE** : 09 May 2008

<b><u>POST 17/146</u></b>	:	<b><u>DEPUTY DIRECTOR: TRAINING, EAP AND EMPLOYMENT EQUITY (REF: 08/15/KZN)</u></b>
<b><u>SALARY</u></b>	:	R311 358 – R360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office, Durban
<b><u>REQUIREMENTS</u></b>	:	An appropriate B.A. degree in Social Work or Psychology or equivalent qualification in Human Resources; Five (5) years relevant experience; Registration with relevant statutory councils and EAPA SA; Experience in managing external consultants; Valid driver's license; Skill and Competencies: Counselling skills; Presentation and facilitation skills; Communication skills (verbal and written); Able to work under pressure and manage multiple tasks / projects at a time; Problem analysis and diagnosis; Intervention design and evaluation skills; Project management skills; Research and report writing skills; Team-building skills; Conflict management and Resolution skills; Financial Management skills MS Project and other Computer Literacy skills;
<b><u>DUTIES</u></b>	:	Design, implement and manage the EAP, HIV & AIDS, Wellness Services and OHS; Promote and evaluate EAP, HIV & AIDS, and Wellness services; Provide counselling services and design the case management process; Compile and monitor the Health & Wellness budget; Manage Payments-authenticate and process the payment of invoices to external providers; Conduct research to determine the health status of the department in relation to Employee Health and Wellness; Ensure democratizing the department by using on the development and implementation of the EE plan; Support change management initiatives; Advise on generic Occupational Health and Safety; Manage staffing personnel and resources in the sub-ordinate
<b><u>ENQUIRIES</u></b>	:	Mr M.J. Hartzler ☎ (031) 301 5303
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/147</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER</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</u></b>	:	Regional Office; Cape Town
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or equivalent four year legal qualification; At least 3 years post qualification legal experience; A valid code EB (previously code 8) driver's license. Skills and competencies: Effective communication and presentation skills; Leadership skills and Teambuilding skills; Interpersonal Relations; Conflict and Knowledge Management skills; Analytical Thinking skills; Technical Judgement; Project Management skills; Research skills; Management skills; Computer literacy; Report writing.
<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; recover loss of and damage of State property; Oversee the smooth functioning of specialized courts in the province i.e. Sexual Offences, Family, Equality and the Municipal Court; Training the Community on the Victims Charter; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Support the Courts regarding quasi-judicial functions.
<b><u>ENQUIRIES</u></b>	:	Mr D Roux at Tel: (021) 462 5471.
<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/148</u></b>	:	<b><u>SENIOR LAW RESEARCHER (1)</u></b>
<b><u>SALARY</u></b>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court; Cape Town

<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or equivalent four year legal qualification; Be able to perform Human Resources related functions; To co-ordinate research projects; Ability to speak and write impeccable English; Computer literacy (ms Word); Report writing; Research and analytical skills; Ability to access and utilise computer research programmes (Westlaw, Lexis Nexis, Jura); Project management, including planning and organising ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail; A valid driver's licence.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Registrar; The successful candidate will be required to manage staff; The senior law researcher must provide professional legal research assistance to the judges at the respective courts, comprising, amongst others the following; Conducting legal research as may be required from time to time by the court; Performing quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Play a leadership role in determining and implementing departmental policies; Provide training to staff ; Presentation and Facilitation Skills; Performing any court-related work requested to improve the efficiency of the court.
<b><u>ENQUIRIES</u></b>	:	Mr N Luddy at Tel: (021) 462 5471.
<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/149</u></b>	:	<b><u>OFFICE MANAGER (2 POSTS), REF: 08/163/MAS</u></b>
<b><u>SALARY</u></b>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Master of the High Court: Pietermaritzburg (1); Bisho (1)
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree plus five years experience in Administration; Knowledge of the Public Service Regulations, Public Finance Management Act, Employment Equity Act, Skills Development Act and the Labour Relations Act; Knowledge of all legislation and policies that inform the Department's Administrative Support Activities; Knowledge of the Core functions of the Masters Office; Valid code EB drivers' license. Skills and Competencies: Good Communication skills (written & verbal); Computer literacy (MS Office); Financial management; Performance management; Good leadership and management skills; Inter and intra-personal skills; Public relation skills; Analytical and Presentation skills; Conflict management / resolution; Able to work under pressure; Negotiation and Numerical skills.
<b><u>DUTIES</u></b>	:	Ensure that work is allocated in the most effective manner among the support staff in Human Resource support, Budget compilation and reporting, typing support, Security and registry/filing services, Office Building support, procuring of goods/equipment, Library and archive services; Ensure that service level agreements are adhered to; Ensure that the management and development of staff will help them to meet their full potential in order to maintain consistent high level of service; Ensure that all staff are trained in all aspects of their functions in order to render an effective and efficient service to the office of the Master; Prepare all financial reports prescribed and required by management in accordance with generally accepted administration practice; Provide required office administrative expertise to resolve any support problems experienced in the office of the Master; Direct and manage projects to implement amended computer or other systems and processes aimed at improving the administrative efficiency of the Masters Office; Handle day to day management and disciplinary matters in the component.
<b><u>ENQUIRIES</u></b>	:	Mr. G Masingi ☎ (012) 315 1781
<b><u>APPLICATIONS</u></b>	:	If applying for more than one centre please specify centre applying for. Submit a separate application for each centre and list centre in order of preference. Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	12 May 2008

<b><u>POST 17/150</u></b>	:	<b><u>SENIOR LAW RESEARCHER (REF: 08/16/KZN)</u></b>
<b><u>SALARY</u></b>	:	R196 815 – R228 482 annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court, Durban
<b><u>REQUIREMENTS</u></b>	:	An appropriate four year legal degree or equivalent qualification; Three to five years experience in the legal environment; Valid driver's license; Skill and Competencies: Computer Literacy; Report writing skills; Research and analytical skills; Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail
<b><u>DUTIES</u></b>	:	Conduct legal research as may be required from time to time by the courts; Perform quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any court related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office; Supervise all Junior Law Researchers.
<b><u>ENQUIRIES</u></b>	:	Miss N. Nako ☎ (031) 3625855
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/151</u></b>	:	<b><u>ASSISTANT DIRECTOR</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum
<b><u>CENTRE</u></b>	:	Magistrate Offices; Cape Town (1) and Wynberg (1)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year Bachelor's degree or equivalent qualification; At least two years' supervisory experience; A valid driver's licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; A thorough understanding and knowledge of the department's various branches will be an advantage.
<b><u>DUTIES</u></b>	:	Reporting to the Area Court Manager, the successful candidates will be required to manage staff and ensure efficient financial management in the area; Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Implement strategies towards value-added services; Manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
<b><u>ENQUIRIES</u></b>	:	Mr D Roux at Tel: (021) 462 5471.
<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000. For Attention: Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/152</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum
<b><u>CENTRE</u></b>	:	Regional Offices; Cape Town (1)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B. Degree or equivalent qualification. Appropriate experience in office management of which 2 Years must be at a supervisory level; a valid driver's licence will be a strong recommendation. Skills and Competencies: Relevant Public Service regulatory framework: PFMA, LRA and conduct procedures, anti-corruption and fraud prevention policy; Suitable experience in project management, financial administration and organising; Strategic thinking ability ; Stakeholder management and customer management skills; Excellent writing skills, including reports, presentations, proposals, and minutes; Ability to work under pressure, independently and proactively; Computer literacy in Microsoft Word, Power Point, Excel and MS Outlook and Internet; Human capital management.
<b><u>DUTIES</u></b>	:	Provide effective and efficient office support services including information and document management; Provide information, communication and technology support services; Events planning and management support; Financial and budget management of sub-directorate projects; Stakeholder and customer management ; Submit monthly management reports; Fleet management.
<b><u>ENQUIRIES</u></b>	:	Mr N Luddy at Tel: (021) 462 5471.

<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000. For Attention: Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/153</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum
<b><u>CENTRE</u></b>	:	Regional Offices; Cape Town (1)
<b><u>REQUIREMENTS</u></b>	:	A B-degree or equivalent qualification in Commerce and/or related qualification; An appropriate experience in provisioning administration of which two years must be at a supervisory level; Sound knowledge of procurement and provisioning prescripts and regulations; Asset management; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations as well as financial manuals; A valid driver's licence will be a strong recommendation. Skills and Competencies: Ability to perform effectively under pressure; Computer literacy (MS Excel and MS Word) and sound knowledge of Justice Yellow Pages (JYP) will be an added advantage; Excellent communication skills (written and verbal); Accuracy and attention to detail; Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage the procurement of goods including the timely ordering of stationery stock ;render support to sub-offices with regard to provisioning and administrative queries; co-ordinate quarterly/annually asset count, asset spot checks and disposal of redundant, obsolete and unusable assets according to prescripts; ensure the barcoding of all assets at Regional Office level; manage the physical stocktaking of stationery items according to procedures and prescripts ; submit monthly management reports; provide secretarial duties to the Regional Bid Adjudication Committee; budget control (controlling of commitments of various budget programs) levels ; JYP operational functionality; supervision, performance evaluation and development of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr E Abdullah, Tel No (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000. For Attention: Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/154</u></b>	:	<b><u>LAW RESEARCHER (2)</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum
<b><u>CENTRE</u></b>	:	High Court; Cape Town
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or equivalent four year legal qualification; Ability to speak and write impeccable English; Computer literacy (ms Word); Report writing; Research and analytical skills; Ability to access and utilise computer research programmes (Westlaw, Lexis Nexis, Jutas); Project management, including planning and organising ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	The law researcher must provide professional legal research assistance to the respective courts, comprising, amongst others the following; Conducting legal research assistance as may be required from time to time by the judges at the respective courts; Performing quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any court-related work requested to improve the efficiency of the court.
<b><u>ENQUIRIES</u></b>	:	Mr N Luddy at Tel: (021) 462 5471.
<b><u>APPLICATIONS</u></b>	:	Forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 or Physical address: Plein Street, Plein-Park Building, 11th Floor, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr N Luddy
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/155</u></b>	:	<b><u>LAW RESEARCHER (REF: 08/17/KZN)</u></b>
<b><u>SALARY</u></b>	:	R157 686 – R183 066 annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court, Durban
<b><u>REQUIREMENTS</u></b>	:	An appropriate four year legal degree or equivalent qualification; Three to five years experience in the legal environment; Valid driver's license; Skill and Competencies:Computer Literacy; Report writing skills; Research and

		analytical skills; Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail;
<b><u>DUTIES</u></b>	:	Conduct legal research as may be required from time to time by the courts; Perform quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any court related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office;
<b><u>ENQUIRIES</u></b>	:	Miss N. Nako ☎ (031) 3625855
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/156</u></b>	:	<b><u>PRINCIPAL COURT INTERPRETERS: 08/18/KZN</u></b>
<b><u>SALARY</u></b>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court Pietermaritzburg (1), Magistrate Court, Durban (1), Emlazi (1), Empangeni (1), Hlanganani (1), Ladysmith (1), Newcatle (1), Nongoma (1), Nqutu (1), Port Shepstone (1) and Stanger (1)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Ten years experience in court interpreting. Recommendations: A tertiary qualification; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Excellent communication (verbal and written); Administration and organising skills; Ability to maintain interpersonal relations; Accuracy and attention to detail; managerial skills
<b><u>DUTIES</u></b>	:	Interpret in high profile cases; Manage performance of Court Interpreters; Attend to personnel administrative matters; Check registers; Co-ordinate and compile statistics; Making arrangements for foreign interpreters; Supervise Court interpreters; Train and develop Court Interpreters;
<b><u>ENQUIRIES</u></b>	:	Mrs T.M. Ramela ☎ (031) 3015303
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/157</u></b>	:	<b><u>MAINTENANCE OFFICERS: (REF: 08/19/KZN)</u></b>
<b><u>SALARY</u></b>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Hlanganani (1), Howick (1), Manguzi (1), Ntuzuma (1) and Port Shepstone (1)
<b><u>REQUIREMENTS</u></b>	:	An appropriate legal qualification (B Juris, B Proc or LLB) plus three years experience in the justice sector; Extensive knowledge of the maintenance system; Proficiency in at least two official languages. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent Communication skills (verbal and written); Good interpersonal relations; Ability: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries; Facilitate communication between people with maintenance disputes.
<b><u>DUTIES</u></b>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders.
<b><u>ENQUIRIES</u></b>	:	For Hlangani and Howick posts: Ms J.T. Ngema ☎ (039) 8329461 For Manguzi post: Mr F.B. Nene ☎ (035) 810302 For Ntuzuma post: Mr S.A. Ntinga ☎ (031) 5091405 For Port Shepstone post: Ms L.N. Tonga ☎ (039) 6820132
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	2 May 2008
<b><u>POST 17/158</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: (RE-ADVERTISEMENT) REF 08/20/KZN</u></b>
<b><u>SALARY</u></b>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Durban
	:	An appropriate Bachelor's degree or equivalent qualification plus three years relevant experience or Grade 12 plus ten years experience in Office Administration; Sound knowledge of Financial Management; Extensive knowledge of Clerk of Criminal Court; Competencies: Driver's licence; Skills and Competencies: Computer literacy; Ability to work under pressure and to work independently; Problem solving; Excellent Communication skills (verbal and written); Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Exercise control over duties related to Clerk of Criminal Court and four Branch Courts; Render efficient and effective support to the courts; General supervision of clerical staff and formal discipline matters; Handling of correspondence; Draft memoranda, submissions and reports; Compile statistics to show performance trends; Assist with checking of diverse documents and work performance by co-workers for completion and correctness, documents management and maintaining of prescripts and records related to the functions of the Department; Quarterly assessment of staff under your control; Facilitate training and development of clerical personnel; Control Utilization and maintain the Assets and Accommodation of the Department; Maintain utilization case flow management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K.C. Kheswa ☎ (031) 302 4111
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/159</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: REF 08/21/KZN</u></b>
<b><u>SALARY</u></b>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Umbumbulu
	:	An appropriate Bachelor's degree or equivalent qualification plus three years relevant experience or Grade 12 plus ten years experience in Office Administration; Knowledge of the PFMA, DFI,BAS,JYP and other applicable legislation; Knowledge of Human Resources, Assets and Facilities and Risk Management; Management and supervisory experience; Drivers licence. Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure and to work independently; Organizational and Problem solving skills; Customer orientation; Proven managerial and leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability interpret and apply policy; Attention to detail.
<b><u>DUTIES</u></b>	:	Assist with control over all administrative duties rendered by the court support staff to Domestic Act, Maintenance Act, Provisioning Administration; Cash hall; Criminal Court and Civil Sections and general services; Render efficient and effective support to the courts; Manage quarterly assessment of staff according to Performance System; Compile statistics to show performance trends; Draft memoranda, submissions and reports; Handling of correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administration sections within the establishment and branch courts; Document management and maintaining the prescripts and records related to the functions of the Department and various sections in the court; Facilitate training and development of clerical personnel; Implement departmental policies; Compile and submit returns; Control utilization and maintain the Assets and Accommodation of the Department; Co-ordinate manage and administer support services to the judiciary, prosecution and other court users; Any other duties that may be necessary to ensure the smooth running of the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs Z.S. Pienaar ☎ (031) 9073955
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/160</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: REF 08/22/KZN</u></b>
<b><u>SALARY</u></b>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Nkandla (1) and Ntuzuma (1)
	:	An appropriate Bachelor's degree or equivalent qualification plus two years relevant experience or Grade 12 plus ten years experience in Office



	Administration; Management and supervisory experience of functions related to employment and performance management; Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management, and Risk Management; Knowledge of Public Service Regulation issued under Proclamation no. 103 of 1994; Extensive knowledge of the PFMA, DFI, BAS and JYP; Knowledge of Public Service Regulations, 2001, the Public Service Act, 1994 and other statutory enacted or governmental and departmental instructions, policies, manuals and codes applicable to the work of the Department; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
<b><u>DUTIES</u></b>	: Assist with control over related to Domestic Violence Act, Maintenance Act, Provision administration Cash Hall (control of monies in trust, Vote Account, Budget and Cash Flow Management); Assist with Criminal and Civil sections and General Services; Render efficient and effective support to the courts; Draft memoranda, submissions and reports; General supervision of clerical staff and formal discipline matters; Compile statistics to show performance and trends; Check diverse documents and work performance by co-workers for completion and correctness, Manage and maintain prescripts related to the functions of the Department; Quarterly assessment of staff; Facilitate, train and develop staff; Control Utilization and maintenance of the Assets and accommodation of the Department; Co-ordinate, manage and administer support services to the judiciary, Prosecution and other users, to ensure delivery of justice; Implement departmental policies.
<b><u>ENQUIRIES</u></b>	: For Nkandla post: Mr W. De Goede ☎ (034) 2711910 For Ntuzuma post: Mrs A. Pillay ☎ (031) 7107800
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<b><u>CLOSING DATE</u></b>	: 12 May 2008
<b><u>POST 17/161</u></b>	: <b><u>PARA-LEGAL INTERNS (13 POSITIONS), REF: 08/160/CLO</u></b>
<b><u>SALARY CENTRE</u></b>	: Stipend 3 000 per month. : The Department of Justice & Constitutional Development requires the services of Candidate Attorneys for a period of 12 to 24 months within the following centres. Candidate Attorneys may be required to change to other areas after a period of 12 months. Various State Attorney Offices (13 POSTS): North West (5); Mmabatho (5); Gauteng (5); Pretoria (5); Free State (2); Bloemfontein (2); Limpopo (1); Thohoyandou (1)
<b><u>REQUIREMENTS</u></b>	: An appropriate four year legal degree or LLB; The following will serve as recommendation: A valid code EB (previously code 8) driver's license; Recent graduates are encouraged to apply.
<b><u>DUTIES</u></b>	: Be exposed to complex work performed by State Attorneys, including litigation, expropriation, insolvencies, labour related matters and administrative duties.
<b><u>ENQUIRIES</u></b>	: Mr A Canham ☎ (012) 315 1464.
<b><u>APPLICATIONS</u></b>	: Applicants are encouraged to apply for posts in the PROVINCE of domicile only. Separate applications for each PROVINCE must be made, listing the centres in the specific province. Please submit separate applications for each centre. 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 17/162</u></b>	: <b><u>CANDIDATE ATTORNEY INTERNS (61 POSITIONS), REF: 08/161/CLO</u></b>
<b><u>SALARY CENTRE</u></b>	: Stipend R3 000 per month : The Department of Justice & Constitutional Development requires the services of candidate attorneys for a period of 12 to 24 months within the following centres. Candidate attorneys may be required to change to other areas after a period of 12 months. Various State Attorney Offices (61 posts): North West (3); Mmabatho (3); Gauteng (41); Johannesburg (36); Pretoria (5); Eastern Cape (6); Bisho (3); Port Elizabeth (3); Free State (3); Bloemfontein (3); Limpopo (2); Thohoyandou (2); Western Cape (3); Cape Town (3); Northern Cape (3); Kimberley (3)
<b><u>REQUIREMENTS</u></b>	: An appropriate four year legal degree or LLB; The following will serve as recommendation: A valid code EB (previously code 8) driver's license; Recent graduates are encouraged to apply.

<b><u>DUTIES</u></b>	:	Be exposed to more complex work performed by State Attorneys, including litigation, expropriation, insolvencies and labour related matters.
<b><u>ENQUIRIES</u></b>	:	Mr A Canham ☎ (012) 315 1464.
<b><u>APPLICATIONS</u></b>	:	Applicants are encouraged to apply for posts in the PROVINCE of domicile only. Separate applications for each PROVINCE must be made, listing the centres in the specific province. Please submit separate applications for each centre. 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 17/163</u></b>	:	<b><u>LEGAL SECRETARY INTERNS (12 TEMPORARY POSITIONS), REF: 08/162/CLO</u></b>
<b><u>SALARY</u></b>	:	Stipend R2 500 per month.
<b><u>CENTRE</u></b>	:	The Department of Justice & Constitutional Development requires the services of Secretaries for a period of 12 to 24 months within the following centres. Secretaries may be required to change to other areas after a period of 12 months. Various State Attorney Offices (12 posts): Gauteng (5): Johannesburg (1); Pretoria (4); Free State (3): Bloemfontein (3); Northern Cape (2): Kimberley (2); Limpopo (2): Thohoyandou (2)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or a Secretarial diploma. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good customer relations.
<b><u>DUTIES</u></b>	:	Provide high quality secretarial support to State Attorneys; Type pleadings, deeds of transfer, bills of cost, accounts, memoranda and reports and do filing; Arrange meetings, take minutes and follow-up on decisions made where necessary; Make travel and accommodation arrangements, check S&T claims and send for payment; Answer telephones and convey messages.
<b><u>ENQUIRIES</u></b>	:	Mr A Canham ☎ (012) 315 1464
<b><u>APPLICATIONS</u></b>	:	Applicants are encouraged to apply for posts in the PROVINCE of domicile only. Separate applications for each PROVINCE must be made, listing the centres in the specific province. Please submit separate applications for each centre. 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 17/164</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER (4 POSTS) REF: 08/166/MAS</u></b>
<b><u>SALARY</u></b>	:	R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Master Of The High Court: Port Elizabeth (1) Kimberley (1); Mmabatho (1); Johannesburg (1)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; At least five years administrative experience. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); good organizing; Ability to work under pressure; Good interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Deal with appointment of permanent and temporary staff; Handle performance agreements for staff; Process applications for leave; Ensure that staff is informed of new HR policies and changes; Conduct research on identified HR issues to respond to staff enquiries; Keep staff records and files; Keep record of circulars and general minutes related to HR.
<b><u>ENQUIRIES</u></b>	:	G Masingi ☎ (012) 315 1893
<b><u>APPLICATIONS</u></b>	:	Separate applications must be made for each centre if applying for more than one and failure to do this will result in consideration given to the first choice only. Applications with no centre mentioned will not be considered. Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/165</u></b>	:	<b><u>COURT INTERPRETER: (1 POST) REF: 08/106/GP</u></b>
<b><u>SALARY</u></b>	:	R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE</u></b>	:	Magistrate Vanderbijlpark
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, IsiZulu, SeSotho, Tshivhenda, IshiTsonga, Sepedi and IsiSwati. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution
<b><u>ENQUIRIES</u></b>	:	Mr. MP Moeti ☎ 016 933 4351/2
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/166</u></b>	:	<b><u>COURT INTERPRETER: (1 POST) REF 08/107/GP</u></b>
<b><u>SALARY</u></b>	:	R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Krugersdorp
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, IsiZulu, IsiXhosa, South Sotho, and Setswana. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution
<b><u>ENQUIRIES</u></b>	:	Mr C Chauke ☎ 011 660 3711
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/167</u></b>	:	<b><u>COURT INTERPRETER: (2 POSTS), REF 08/108/GP</u></b>
<b><u>SALARY</u></b>	:	R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Benoni
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, IsiZulu, North Sotho, South Sotho, Tshivhenda, IsiSwati and Shangaan Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their

		performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution
<b><u>ENQUIRIES</u></b>	:	Ms TE Mashalaba ☎ 011 746 7600
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/168</u></b>	:	<b><u>HELPDESK OPERATOR (4 POSTS), REF: 08/167/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: Mafikeng (1), Bloemfontein (2) and Kimberley (1)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 G Masingi ☎ (012) 315 1781
<b><u>APPLICATIONS</u></b>	:	Specify center applying for, submit a separate application for each center and list center in order of preference. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/169</u></b>	:	<b><u>SENIOR REGISTRAR'S CLERK: (2 POSTS) REF 08/109/GP</u></b>
<b><u>SALARY</u></b>	:	R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification; Two years administrative experience. Skills and Competencies: Computer literacy; excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Compile batches for payment; issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services. Act as liaison between judges and legal practitioners.
<b><u>ENQUIRIES</u></b>	:	Ms. D Mngomezulu ☎ (011) 332 8391
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/170</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: (5 POSTS) REF 08/110/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Benoni
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms TE Mashalaba ☎ 011 746 7600
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008

<b><u>POST 17/171</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: (2 POSTS) REF 08/111/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Pretoria North
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms J Ngobeni ☎ 012 521 1000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/172</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: (1 POST) REF 08/112/GP</u></b>
<b><u>SALARY</u></b>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Heidelberg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr C Majola ☎ 016 349 1930/2
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/173</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (4 POSTS) REF: 08/168/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: Port Elizabeth (1) and Mmabatho (3)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good Interpersonal relations; Ability to work under pressure; Problem solving; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the Office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA); Perform various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr Godfrey Masingi ☎ (012) 315 1781
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/174</u></b>	:	<b><u>USHER MESSENGER (1 POST) REF 08/113/GP</u></b>
<b><u>SALARY</u></b>	:	R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	High Court Pretoria
<b><u>REQUIREMENTS</u></b>	:	Adult Basic Education and Training Course Level 4/Grade 9; Two years appropriate knowledge and experience; The ability to read and write; A driver's license ( Code 08).
<b><u>DUTIES</u></b>	:	Escort judges to court; Achieve the necessary silence and call the people in court to attention when the judge enters or leave the court room; Be present in court during the session; Hand exhibits to the judge for examination; Make copies of court rolls and circulate according to distribution; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of judge's vehicles.

<b><u>ENQUIRIES</u></b>	:	Ms. M Janse Van Rensburg ☎ 012 315 7711
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/175</u></b>	:	<b><u>MESSENGER (1 POST) REF 08/114/GP</u></b>
<b><u>SALARY</u></b>	:	R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Germiston
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Valid drivers license Skills and Competencies: Excellent communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Drive and keep vehicle in clean and good condition; Assist with general office duties; Send and receive faxes.
<b><u>DUTIES</u></b>	:	Collect and deliver post\parcels at the post office; Collect and deliver stationery\documents; photocopy official documents;
<b><u>ENQUIRIES</u></b>	:	Ms A Louw ☎ 011 873 0500
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>CLOSING DATE</u></b>	:	12 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: [rhiten@adcorp.co.za](mailto:rhiten@adcorp.co.za). Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 4 May 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

## OTHER POSTS

- POST 17/176** : **LAW LECTURER (REFERENCE: S8/3/2008/545)**
- SALARY** : R311 358 per annum (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Office Of The Registrar Of Deeds: King Williams Town
- REQUIREMENTS** : An appropriate recognized legal qualification. \* Extensive knowledge of and proven ability in interpreting and applying the Deeds Registries Act, Sectional Title Act, Ordinance, Proclamations, Case Law, Common Law and other Acts and directives pertaining to the Registration of Deeds will need to be demonstrated. \* Able to perform comfortably before an audience with the following qualities / proven abilities. \* Ability to convey knowledge to others. \* Self confidence. \* Ability to improvise and proven organizational as well as problem solving abilities. \* Ability to apply affirmative action to achieve representativity and equality in the Deeds office. Candidates will be expected to present a prepared and an unprepared lecture of five (5) minutes each. The prepared lecture must be submitted with the application form
- DUTIES** : Co-ordinate and / or present training; \*Co-ordinate and evaluate courses and study material; \*Draft new study material; \*Assist with the formulation of the Deeds training policy and standard and be partly responsible to determine training needs and requirements; \*Accumulate statistics pertaining to training matters; \*Assist management and the Personnel / Administration section with all administration matters pertaining to training enrolment of students and nomination of attendees for courses; \*Concern him / herself with planning and making arrangements in respect of deeds training; \*Liaise with other components and institutions regarding deeds training; \*Comment on Bills, draft directives regarding land registration; \*Draft Registrars Circulars and Notices; \*Take charge of and control the functions of the examination practice committee; \*manage the library; \*Monitor the standards examination and initiate rectifying measures in consultation with supervisors; \*Grant hearings to conveyances where difficulties are experienced with the drafting of deeds and documents; \*Further duties / functions as delegated by the Registrar
- POST 17/177** : **PRINCIPAL COMMUNICATION OFFICER (REFERENCE: S8/3/2008/539)**
- SALARY** : R132 054 per annum

**CENTRE  
REQUIREMENTS**

: Shared Service Centre: Western Cape (Mowbray)  
: To be considered for this appointment you must have the following knowledge, skills, training and competencies : An appropriate three-year tertiary degree/diploma in Journalism or Public Relations + At least two year's relevant media experience, especially stakeholder liaison, public relations, events organizing and internal communication in a corporate communications environment, preferably in the public sector. \* IT knowledge of content management maintenance for regular updating local SSC webpages, including Html coding protocols will be a strong consideration. \* Portfolio of evidence demonstrating hands-on publication and print media experience in preparing internal staff newsletters, brochure and general publicity materials, are essential for this post. \* Proof of solid communication (verbal, written, and editing) skills including preparation and submission of reports and meeting minutes for stakeholder facilitation relations may be subject to an evidence-based portfolio (published press articles, communication budget, etc). \* Certified proof of IT literacy competencies for various MS OFFICE software packages is a prerequisite, whilst proven competencies for standard desktop publication software applications such as MS FRONTPAGE will be a strong recommendation. \* Practical Knowledge and/or insight into the PFMA regulatory framework, and the Supply Chain Management procurement procedures related to the successful implementation of the departmental communication function. \* A valid, unendorsed Code 8 driver's license will be added advantage. \* The successful candidate must be able to work independently without any staff support and will be required to travel to client offices at regular intervals. \* A broad understanding/awareness of Government communication policy in general and DLA land reform programmes and land administration services in particular, will also be a strong recommendation. \* Proficiency in at least two of the three official languages recognized in the province will be essential.

**DUTIES**

: Annually develop and evaluate integrated provincial communication plans. \* Design, implement and evaluate on-going internal communication programmes for good employee-employer public relations with all internal SSC clients. \* Develop, implement and monitor various stakeholder communication strategies in support of improved client relations with external SSC clients, especially DLD offices in outlying rural areas. \* Manage and maintain the Corporate Identity, the public/media profile, and various branding strategies of the Shared Service Centre and its components. \* Promote and market the services and products the Shared Service Centre : Western Cape and other DLA client offices by the implementation of internal external communication strategies for the distribution of informational materials ranging from regular staff newsletter, notice boards, email-driven news bulletins, to the in-house production of promotional media materials like posters, banners, brochures, leaflets, pamphlets, posters etc. \* Manage the compilation, editing, production and distribution of an in-house staff newsletter or writing and submitting SSC related articles for the departmental journals on behalf of the Head of the Office. \* Drive and support both departmental events calendar and wide range of internal employee awareness campaigns such as Batho Pele, Gender, Disability, HIV/AIDS, etc. \* Develop and manage a strategic SSC –WC corporate communication plan specifically customized for the implementation of the shared service centre concept in the Western Cape based on regular client-driven communication needs audits and staff opinion surveys. \* Consolidate information for quarterly and annual reports for the SSC Management. \* Plan and implement the translation into official languages at provincial level and/or proof read internal departmental documents when necessary. \* Provide events management support and co-ordination to departmental functions such as media tours, exhibitions, etc and other media events projects such as prominent days on the national calendar. \* Serve as contents manager responsible for administering, hosting and updating a SSC –WC website on the intranet with the support of IT officials. \* Providing strategic stakeholder advice and internal communications input at regular intervals to the SSC Head of the Office and other departmental heads without corporate communication support services in the Western Cape. \* Translation of the departmental communication strategic plan into a key results driven workplan as provincial communication officer at regional level in close collaboration with the Head of the Office or immediate supervisor and/or the Chief Directorate Communication Services in Pretoria. \* Perform any other communication corporate support communication related tasks as specified by the Director : Shared Service Centre : Western Cape



<b><u>POST 17/178</u></b>	:	<b><u>PRINCIPAL DEEDS CONTROLLER (REFERENCE: S8/3/2008/544)</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: King Williams Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized legal qualification. * Knowledge of and proven ability in the interpretation of the Deeds Registries Act, Sectional Titles Act, other Acts, Ordinances, Proclamations, Case Law, Common Law and directives pertaining to registration of deeds will be an added advantage.
<b><u>DUTIES</u></b>	:	Responsible for examination of deeds and documents for validity and registrability in accordance with Common, Statutory and Case Law as well as accepted practice and procedure in the deeds registration system in order to secure legal title. * Check, indicate and interpret information contained in interdict files, township files and sectional title files. * Raise and remove the necessary notes and advise conveyancers regarding interpretation of notes. * Perform duties/functions as delegated by the Registrar or his delegate
<b><u>POST 17/179</u></b>	:	<b><u>SENIOR SECRETARY (REFERENCE: S8/3/2008/543)</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: King Williams Town
<b><u>REQUIREMENTS</u></b>	:	The official required for this position should be solution and service orientated, confident, creative, disciplined, accurate, responsible and professional. To be considered for this appointment you must have the following knowledge, skills, training and competencies: * A Senior Certificate and secretarial qualification with typing as fully passed subject and relevant two years experience. * Computer literacy (in particular Windows and MS Office) is essential for this position. *Excellent developed liaison and communication skills. * Excellent interpersonal relations and organising skills. * Knowledge of public sector policies and procedures. * Knowledge of meeting procedures and minute taking skills. Note: A test may be conducted to assess candidate typing skills and computer literacy
<b><u>DUTIES</u></b>	:	Make a professional communication and reception environment for the Registrar. * Receiving and making telephone calls on behalf of the Registrar. * Manage the Registrar's diary and remind him of appointments. * Manage all correspondence, including the drafting of correspondence on behalf of the Registrar. * Manage general day-to-day task allocation, distribution thereof and updating of record and the tracking system. * Arrange external and internal meetings including the preparation and finalization of agendas and minutes. * Professionally attending to all clients/visitors/staff of the Registrar. * Make flight, travel and accommodation bookings. * Direct internal and external enquiries to the responsible official. * Ensure the smooth running and management of the filing system. * Order stationery. * Process faxes and make copies. * Assist with all the other administrative functions. *Alternative duties may be added as decided by the Registrar
<b><u>POST 17/180</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK (REFERENCE: S8/3/2008/540)</u></b>
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>CENTRE</u></b>	:	Shared Service Centre: Western Cape (Mowbray)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate * Excellent interpersonal liaison and communication skills * Good organising skills * Relevant experience in Supply Chain Management * Good writing and reading skills * Able to work under pressure. Note: African males/females as well as persons with disabilities are targeted for the filling of this post
<b><u>DUTIES</u></b>	:	Capture requests on the LOGIS system * Obtain price quotations from suppliers for goods and services * Update order register * File documentation on orders awaiting file * Communicate with suppliers regarding outstanding orders and invoices * Assist with other Supply Chain-related duties or functions

## 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** : 09 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 17/181** : **DEPUTY DIRECTOR: SECURITY OPERATIONS**

**SALARY** : R311 358 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate three year Diploma / Degree in security management or a relevant qualifications with appropriate experience of which 2 years must be at junior management level PLUS the following key competencies. PLUS the following key competencies: ☐ Knowledge of Constitution of Republic of South Africa, 1996 (Act 108 Of 1996): Criminal Procedure Act, 1997 (Act 51 of 1997) as Amended • Control of Access to Public Premises and Vehicle Act 1985 (Act 53 of 1985) • The Minimum Information Security Standards (MISS) • Protection of Information Act • Occupational Health, Safety and Contingency planning • All other relevant security related Acts, directives and Policies ☐ Skills: • Presentation skills • Computer skills • Good problem solving skills • Good planning and organising ☐ Communication: • Good communication (written and verbal) • Well-developed interpersonal relations ☐ Creativity: • Innovative and creative thinker. Recommendation/Note: Possession of a valid code B driver's license.

**DUTIES** : KRA's: • Implement and evaluate physical security policy and guidelines • Ensure implementation of operational security services e.g. access control, key control and registers • Ensure implementation of Contingency/Emergency preparedness plan • Conduct physical security audits, training and awareness programmes • Ensure investigations related to breaches and violation of security policy and directives • Ensure the provision of advice and co-ordinate liaison between departmental Security • Risk Management and DME associated institutions.

**ENQUIRIES** : M Mr CM Mlondo ☎ 012 317 8004

**POST 17/182** : **ASSISTANT DIRECTOR: INVESTIGATIONS**

**SALARY** : R196 815 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate three year diploma /Degree in Security Management or equivalent qualifications with experience in the investigation environment preferably from State Security Agencies PLUS the following key competencies. Possession of a valid code B driver's license will serve as an advantage. PLUS the following key competencies: ☐ Knowledge of Constitution of Republic of South Africa, 1996 (Act 108 Of 1996): Criminal Procedure Act, 1997 (Act 51 of 1997) as Amended • Control of Access to Public Premises and Vehicle Act 1985 (Act 53 of 1985) • The Minimum Information Security Standards (MISS) • Protection of Information Act • Contingency Planning and Special Event Planning • All other relevant security related Acts, directives and Policies ☐ Skills: • Presentation skills • Computer skills • Good problem solving skills • Good planning and organising ☐ Communication: • Good communication (written and verbal) • Well-developed interpersonal relations ☐ Creativity: • Innovative and creative thinker.

<b><u>DUTIES</u></b>	:	KRA's Develop and implement investigation policy, guidelines and procedures • Investigate security breaches, conduct threats and risk assessment within the Department and advice on the corrective measures. • Render security support services during Special events • Conduct audit information and security systems and advice management accordingly • Ensure an effective security document management and conduct information security training awareness with respect to Minimum Information Security Standards (MISS) and classified documents within the Department • Liaise with state security organs on information security breaches • Co-ordinate Technical Surveillance Counter Measures (TSCM)
<b><u>ENQUIRIES</u></b>	:	M Mr CM Mlondo ☎ 012 317 8077
<b><u>POST 17/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENVIRONMENT</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Braamfontein
<b><u>REQUIREMENTS</u></b>	:	A recognised appropriate BSc degree or equivalent qualification in the natural sciences or environmental disciplines (with Botany or Zoology and/or geohydrology as a subject) and a valid code 8 driver's licence. A post graduate degree and/ or experience in the environmental/ water management (especially biodiversity management) will be an advantage PLUS the following key competencies: ☐ Knowledge of : • Mining and mining processes and their impact on the environment and biodiversity • Geo-hydrology and biophysical environment consideration in mining and assessment of mining impacts • Environmental impact assessment and remediation/ management techniques and management of biodiversity • Mineral & Petroleum Resources Development Act, 2002 (Act 28 of 2002) and National Environmental Management Act, 107 of 1998) and other legislation ☐ Skills: • Integrated Environmental Management • Facilitating workshops and public meetings • Excellent English reading and writing abilities • Strong evaluation, information processing, and project management abilities ☐ Communication: • Strong negotiation ability between Government Departments, Business organizations and Institutions at management level and with the public ☐ Creativity: • Innovative thinking to resolve environmental challenges related to mining • Ability to secure a balance between conservation and development & interpret spatial information • Lateral thinking to identify linkages
<b><u>DUTIES</u></b>	:	KRA's: • Evaluate EMP's, EIA's and scoping reports • Monitor compliance of industry with environmental requirements • Conduct risk assessments, manage environmental liabilities, including financial Provision • Address environmental legacy as a result of mining through monitoring & applying relevant legislation & policies and give expert advice on management of wetlands & biodiversity that are affected by mining.
<b><u>ENQUIRIES</u></b>	:	Ms N N H Njoko ☎ (011) 358 9700
<b><u>POST 17/184</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: BUDGETS</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma or Degree in Accounting or Financial Management Experience in a government financial environment and BAS is recommended PLUS the following key competencies: ☐ Knowledge of: Government budgeting and reporting processes (MTEF, ENE), Government transversal systems (BAS, PERSAL), Public Finance Management Act, related regulations, Treasury guidelines and policy on budget processes, computer literacy (Word, Excel, PowerPoint) ☐ Skills: Sound mathematical and problem solving ability, financial and accounting skills, problem solving skills, letter and report writing skills, computer literate and skilled in word processing (MS Word), spread sheets (MS Excel) and PowerPoint, supervisory and organisational skills ☐ Communication: Well developed verbal and written communication skills, interpersonal relations ☐ Creativity: Ability to produce effective and comprehensive reports using data and make graphical presentations, ability to identify the source of problems and provide solutions
<b><u>DUTIES</u></b>	:	KRA's: • Compile and analyse monthly budget and expenditure control reports • Consolidate and compile budget and reporting related documents during the annual budget process • Consolidate and compile budget and reporting documents during the annual in-year monitoring process

		(EWS) • Cash flow management – Drawings against the National Revenue Fund • Capturing / authorising of BAS transactions • Compiling of budget management reports and presentations (Budget Committee) • Managing and supervising all subordinates, assets and other material residing under this post • Keep record and report on all donor funds
<b><u>ENQUIRIES</u></b>	:	Stefan Van der Walt ☎ (012) 3178-178
<b><u>POST 17/185</u></b>	:	<b><u>SENIOR RISK OFFICER X2</u></b>
<b><u>SALARY</u></b>	:	R68 955 per annum
<b><u>CENTRE</u></b>	:	Cape Town and Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A Junior Certificate or equivalent plus grade B security certificate plus relevant experience of which one must be at supervisory level PLUS the following key competencies: ☐ Knowledge of: • Constitution of Republic of South Africa, 1996 (Act 108 of 1996) • Criminal Procedure Act, 1997 (Act 51 of 1997) as amended. • Control of Access to Public Premises and Vehicle 1985 (Act 53 of 1985) • Relevant security legislation • Safety precautions • Electronic security systems ☐ Skills: • Basic Computer skills • Good problem solving skills • Good planning and organising ☐ Communication: • Good communication (written and verbal) • Well developed interpersonal relations ☐ Creativity: • Innovative and creative thinker .Recommendation/Note: Candidate must be at least registered with PSira Grade B.
<b><u>DUTIES</u></b>	:	KRA's: • Supervise security risk officers • Perform access control (guard, patrol and office security duties). • Monitor electronic security systems, report and investigate breaches of security. • Conduct daily inspection of security, health and safety risk timeously in the building • Proper completion and administration of all relevant security registers (e.g. OB, Key control registers ect).
<b><u>ENQUIRIES</u></b>	:	Mr MC Mabena ☎ 012 317 8281
<b><u>POST 17/186</u></b>	:	<b><u>SECURITY RISK OFFICER ( 1 )</u></b>
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Junior Certificate or equivalent and PSIRA registration with relevant experience PLUS the following key competencies: ☐ Knowledge of: • Constitution of Republic of South Africa, 1996 (Act 108 of 1996) • Criminal Procedure Act, 1997 (Act 51 of 1997) as amended. • Control of Access to Public Premises and Vehicle 1985 (Act 53 of 1985) • Relevant security legislation Safety precautions ☐ Skills: • Good problem solving skills • Good planning and organising ☐ Communication: • Good communication (written and verbal) • Well developed interpersonal relations ☐ Creativity: • Innovative and creative thinker. Recommendation / Note: Female candidates are encourage to apply Candidate must be at least registered with PSira Grade E.
<b><u>DUTIES</u></b>	:	KRA's: • Protect personnel, assets, and information. • Perform access control (guard, patrol and office security duties). • Monitor electronic security systems, report and investigate breaches of security. • Conduct daily inspection of security, health and safety risk timeously in the building • Proper completion and administration of all relevant security registers (e.g. OB, Key control registers ect).
<b><u>ENQUIRIES</u></b>	:	Mr Tema ☎ 012 317 8590

## 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.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 16 May 2008
- 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. The successful candidate will be required to undergo a security clearance and other vetting processes before appointment.

## OTHER POST

- POST 17/187** : **DEPUTY DIRECTOR: HOD EVALUATIONS (REF: DDHODPMM/04/08)**
- SALARY** : 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification •Experience in the field of performance management and conditions of service •Sound project management skills •Proven research and analytical skills •Presentation, communication (verbal and written) and report-writing skills •Ability to communicate at senior level •Financial management •Attention to details •Supervisory and management skills •Computer literacy •Knowledge of organizational performance assessment will be an added advantage. Note: Valid drivers licence and willingness to travel essential.
- DUTIES** : Key Performance Areas: Provide administrative support in managing and reviewing the performance of HoDs and during the entire performance evaluation process •Develop, implement and manage the organizational performance assessment framework •Conduct impact analysis on organizational performance. Compile and present reports on individual and organisational performance •Conduct research into areas related to the performance of senior managers and organisations •Supervision staff.
- ENQUIRIES** : Ms Balungile Mbanda (012) 352 1203/1014

## 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 deliver, between 07:00am and 17:00pm daily to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Thursday, 15 May 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

## OTHER POSTS

- POST 17/188** : **DEPUTY DIRECTOR: INTERNAL AUDIT**
- SALARY** : An all inclusive remuneration package of R369 000 per annum 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised degree (or equivalent qualification) in the field of Auditing and Accounting. At least 5 years internal auditing experience. Conversant with the International Standards for Professional Practice of Internal Auditing. Computer literacy. Ability to interface at senior levels within DPSA. Project management skills. Ability to keep deadlines. Good communication and writing skills. Ability to work in a team oriented-environment. Self-starter and result-oriented.
- DUTIES** : Assist with the development of internal audit plans and monitor their implementation. Develop and monitor the audit work plans and ensure that all audits projects are adequately scoped. Monitor the budget of the internal audit and report on deviations. Supervise the internal audit staff and review all audit projects and reports to ensure that value is added. This includes appraising subordinates after each audit project. Classify audit projects as to degree of risk and significance and as to frequency of coverage. Ensure that all risks identified during audit are communicated to the Risk Management Unit. Provide for flexibility in audit work plans as so to be responsive to Management's needs. Review and approve the purpose, scope and approach of each engagement project for assigned areas. Direct and review audit projects to see that professional standards are maintained in the planning and execution, reporting and accumulation of information. Provide formal plans for training, evaluating and supervising of staff. Accumulate information, maintain records and prepare reports on the administration of engagement projects and other assigned activities. Administer all audit committee activities. Co-ordinate audit activities with other stakeholders and assurance providers. Perform other responsibilities as and when directed by the head of the unit.
- ENQUIRIES** : Ms B Mavuso, tel. (012) 336 1015
- POST 17/189** : **SENIOR SUPPLY CHAIN CLERK: REQUISITIONS**
- SALARY** : R85 362 per annum Annual progression up to a maximum salary of R99 108 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria

- REQUIREMENTS** : Senior Certificate (Grade 12) and/or equivalent qualifications plus credible experience in the field of Procurement. Successful completion of Pas/ LOGIS courses will be a recommendation. Computer Literacy and good Communication skills required.
- DUTIES** : Maintain, review and approve requisitions in line with quotations received, manually approve Procurement Advices (PAs) for both stores and c-item purchases, Manage stores/warehouse, Invite and evaluate price quotations, Assist with stock taking, capture store stationery journals, inform users of the status of their request and maintain open communication with suppliers.
- ENQUIRIES** : Ms M Rasebopye, tel. (012) 336 1014
- CLOSING DATE** : Thursday, 5 May 2008

## DEPARTMENT OF SOCIAL DEVELOPMENT

**APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001 Physical Address: HSRC Building, 134 Pretorius Street

**FOR ATTENTION** : Ms J Malala

**NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. 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. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

## OTHER POSTS

**POST 17/190** : **PERSONAL ASSISTANT**  
Office of the Director-General

**SALARY** : R311 358 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.

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree and / or a Senior (or equivalent) Certificate with extensive relevant experience in executive support supplemented by good administrative skills. General knowledge of government policies, and social development policies will be an added advantage. The successful candidate must be willing to travel, work irregular hours and to perform sessional duties in Cape Town. The successful candidate must be in possession of a valid code 08 drivers' licence. Competencies needed: Ability to work quickly, independently and under pressure. Ability to solve problems and make informed decisions. Reliability, as well as good organising and planning skills. A team player capable of handling a variety of tasks. Good report writing skills. Ability to interact persuasively at all levels and build good working relationships with all key stakeholders. Advanced computer skills. Personal attributes needed: Integrity and discretion in dealing with secret and confidential matters. Problem solving. Ability to meet strict deadlines.

**DUTIES** : Key Responsibilities: Daily management of the Director-General's diary. Implement systems to manage the flow of correspondence between the Office of the Director-General and internal/external clients. Assist with the preparations for the DG's meetings, ensure that the DG receives meeting documents on time and is properly briefed before he attends meetings. Manage the DG's travel arrangements. Manage the DG's personal matters on request. Liaise with internal and external clients. Perform any other official duties as directed by the Director-General or the Chief Director in the DG's office. Render an administrative function to the Director-General.

**ENQUIRIES** : Ms L Mxenge, Tel: (012) 312 7646

**CLOSING DATE** : 9 May 2008

**POST 17/191** : **SENIOR ADMINISTRATIVE OFFICER**  
Directorate: NPO Compliance and Capacity Building

**SALARY** : R132 054 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : ☐ An appropriate Bachelors Degree or Diploma (or equivalent qualification) PLUS credible experience in Non Profit Organisations. ☐ Knowledge of the PFMA and Treasury Regulations. ☐ Knowledge of the Non Profit Organisations Act and other related legislation will be an added advantage. ☐ Knowledge of the Non Profit Organisation's Sector. ☐ Knowledge of policy development. ☐ Ability to speak and write at least one Africa (South African) language. ☐ Valid code 08 drivers' licence. Competencies needed: ☐ Ability to analyse and interpret applications for registration in terms of the Non Profit Organizations Act. ☐ Planning and organizing skills. ☐ Communication skills (verbal and



		written). <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Customer care skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work under pressure and to cope with a high work load. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Disciplined. <input type="checkbox"/> Diversity commitment. <input type="checkbox"/> Friendly and trustworthy. Diplomacy. <input type="checkbox"/> Independence and self starter. <input type="checkbox"/> Assertive. <input type="checkbox"/> Persuasive.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Receive new applications that meet the requirements of the provisions of section 12 of the NPO Act. <input type="checkbox"/> Process applications for registration by capturing organizational information on the NPO database. <input type="checkbox"/> Acknowledge each application received and advise organizations that did not meet the requirements. <input type="checkbox"/> Liaise with the public, donor community and organizations and to deal with general enquiries.
<b><u>ENQUIRIES</u></b>	:	Mr L Huisman Tel: (012) 312- 7685
<b><u>CLOSING DATE</u></b>	:	9 May 2008
<b><u>POST 17/192</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b> Directorate: Substance Abuse and Central Drug Authority
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate (or equivalent qualification) PLUS credible experience in the administrative field. <input type="checkbox"/> A post matric qualification in the administration field will be an added advantage. <input type="checkbox"/> Knowledge of financial, provisioning and procurement prescripts and procedures. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> General office administration skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Understanding of policies and procedure guidelines.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Render a professional secretariat and administrative service to the Heads of Social Welfare Committee and Substance Abuse Task Teams. <input type="checkbox"/> Act as liaison and coordinator between the Directorate: Substance Abuse and Central Drug Authority and all the relevant stakeholders involved in substance abuse issues. <input type="checkbox"/> Monitor action plans of committee members as well as outstanding documents and handle queries. <input type="checkbox"/> Develop and maintain a database on treatment and rehabilitation centres. <input type="checkbox"/> Act as sub-inventory controller.
<b><u>ENQUIRIES</u></b>	:	Mr M Kalaemodimo, Tel: (012) 312-7448
<b><u>CLOSING DATE</u></b>	:	9 May 2008

## 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*

**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** : 9 May 2008

## OTHER POSTS

**POST 17/193** : **HOUSEHOLD BUDGET STATISTICS ADMINISTRATOR (REF. NO. 26/04/08)**  
(Two permanent posts exist within the IES/Poverty Survey Component Head Office, Pretoria)

**SALARY** : R106 335 per annum

**REQUIREMENTS** : Three years tertiary qualifications in Administration or relevant. Relevant work experience. Good computer skills. Excellent organising, prioritising and decision making skills. • Innovative thinker and time management skills • Excellent verbal and written communication skills. Person Profile: • This position will suit a person with good communication, problem solving and interpersonal skills • Ability to continuously improve and build on quality in development of new process and systems

**DUTIES** : Key Performance Areas: • Co-ordination and facilitation of logistics and procurement needs of the division to ensure that regular follow up is done with suppliers • Assist in facilitation and co-ordination of transport and hotel accommodation needs for components • Maintenance and updating of asset register for the entire component • Provide administration support to professionals • Ensure good record keeping • Maintain electronic information database • Assistant in the monitoring of budget responsibilities To assist with any other administrative activities related to the component.

**ENQUIRIES** : Rosina Mamadi on (012) 310 8657

**THE PRESIDENCY**

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

**APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001. OR Hand delivered to Union Buildings, East Wing Entrance, Government Avenue

**FOR ATTENTION** : Ms M Magae

**CLOSING DATE** : 09 May 2008

**NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be considered.

**OTHER POSTS**

**POST 17/194** : **CHIEF REGISTRY CLERK**  
IT and Knowledge Management

**SALARY** : R106 335 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate coupled with extensive experience in the Registry. Appropriate experience in electronic record management is essential. Knowledge of National Archives Act 43 of 1996 as amended. Having successfully completed the Records Management Course will be an added advantage. Good communication and interpersonal skills, ability to read and analyse official documents, data capturing skills and be computer literate.

**DUTIES** : Reading, indexing and routing of documents on The Presidency's Integrated Document Management System (IDMS), allocate reference numbers according to The Presidency approved file plan. Keep registers up to date. Assist in the maintenance of the file plan. Supervise filing of correspondence. Handle internal and external queries. Train and manage Registry Clerks. Perform other duties as assigned by the Records Manager and recommend necessary interventions.

**ENQUIRIES** : Ms D Mhlongo, 012 300 5682

**POST 17/195** : **SENIOR SECRETARY**  
(Office of the Deputy President)

**SALARY** : R 85 362 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The candidate needs to be in possession of Post School Secretarial Diploma plus : language skills and ability to communicate well people from different levels and from different backgrounds, good telephone etiquette, intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilized in government, sound organisational skills, ability to act with tact and discretion autonomously, must be reliable, and be in position to prepare for meetings and workshops and record them accordingly.

**DUTIES** : Provide a secretarial and administrative support service to the manager and the other members of the Unit, organise meetings and workshops, record meetings and prepare minutes, organise travel, manage and coordinate diaries in the Unit, maintain a filing system in line with the documentation and information systems and procedures of the organisation, support the manager with the administration of the budget, remain up to date with regard to the applicable prescripts/ policies, and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager and members of the Unit.

**ENQUIRIES** : Ms R Sediba, Tel (012) 300 5588

<b><u>POST 17/196</u></b>	:	<b><u>ACCOUNTING CLERK X 2</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	R49 665 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate with accounting. An appropriate experience in a government finance. Computer literacy i.e. Outlook, Word and Excel. Working knowledge of Basic Accounting System (BAS). Numerical and accuracy skills. Good communication (both verbal and written) and interpersonal skills. Appointment of a candidate is subject to security clearance.
<b><u>DUTIES</u></b>	:	Responsible for cashier's functions. Capturing of all payments vouchers/batches and journals on BAS system. Submitting proof of payments to suppliers/vendors on daily basis. Handle petty cash. Depositing of state monies to the Bank. Prepare batches for filing. Perform any other reasonable tasks and be able to work under pressure.
<b><u>ENQUIRIES</u></b>	:	Ms. Amanda Nzama (012)300-5627

## 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 17/197** : **DEPUTY DIRECTOR:GEOHYDROLOGICAL INFORMATION**

**SALARY** : R369 000 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized four year B. Sc. Honours Degree in Earth Sciences with majors in Geohydrology/Hydrology with appropriate experience in managing water resources information generation, evaluation and dissemination. Recommendations: Knowledge and experience with Information Systems application. Progressive management, negotiation and leadership qualities to lead a highly skilled and dynamic team of information managers. Proven ability towards project planning, implementation and management with financial responsibilities will be an added advantage.

**DUTIES** : Key Performance Areas: The successful candidate will have to lead (manage and coordinate) a group involved in water resources data management (acquiring, capturing and disseminating data), information systems development, information generation and data quality assurance, through: Managing and implementing methods and procedures to maintain and secure the National Department's water resources information system, running on several diverse data base application. Provides guidance and protocol for water resources data quality control and data dissemination processes. Develop strategies and tools for water resources information products and consciousness to the public domain. Work in a multi-disciplinary team towards hydrological software systems integration. Managing Systems Service Level Agreements and contracts and ensure compliance. Establish the needs and requirements of both internal and external clients and initiate programmes to satisfy these. Initiate and lead in the drawing up of data and information management policies , strategies and ensure implementation. Drawing up business plans, budget requirements and plan budget expenditure in terms of the financial early warning system.

**ENQUIRIES** : Mr. L.Z. Maswuma, Tel (012) 336 7925  
**APPLICATIONS** : Director General Department of Water Affairs and Forestry Private Bag X313, Pretoria, 0001.

**FOR ATTENTION** : Ms C Mazibuko,Zwamadaka 610  
**CLOSING DATE** : 16 May 2008

**POST 17/198** : **ASSISTANT DIRECTOR:HYDROLOGY**

**SALARY** : R196 815 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An applicable four-year B.Sc. (Hons.) degree and one of the following subjects: Surface Water Hydrology, Numerical sciences, Earth sciences or Physics. Recommendations: Proven extensive experience and skills in hydrological modeling and hydrological assessments.Proven knowledge and understanding of hydrological processes. Computer literacy. Willingness to undertake field trips away from home and irregular working hours. Ability to conceptualize and develop catchment scale models of surface water assessments. Expert knowledge and experience in the application of the system and yield model. Ability to provide appropriate training in hydrological analyses. Technical report writing skills and experience in reviewing of hydrological reports. Excellent verbal and written communication. Valid code B driver's license.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Investigate and analyse surface water resources to determine the availability and effective utilization for efficient planning and operation of surface water supply schemes. Simulate and extend hydrological flow records. Determine the yield potential of dams and systems. Perform drought analyses. optimise operating rules for surface water supply systems. Develop and supply related hydrological information products. Assess field conditions impacting on the reliability and accuracy of hydrological data. Provide input on data accuracy. Improve hydrological data. implement new methodologies to facilitate quality assurance in data capturing. Improvement and planning of monitoring networks. Determine yield and yield potential of dams and complex systems with models like WRYM. Simulate and analyze hydrological processes with computer models. Development of hydrological information products and supply of statistical and managerial information on surface water resources. Review of reports and research projects. Provide hydrological support to RDM Office. Provide effective technical training and support (general and specialized) on hydrological data analysis to hydrologists. Assist in drafting and managing the business plans and budgets.
<b><u>ENQUIRIES</u></b>	:	Mr E Nel, tel (012) 336-7882
<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>	:	16 May 2008
<b><u>POST 17/199</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification in Civil Engineering (S4) or a National Diploma: Surveying. Excellent verbal and written communication, negotiation and facilitation skills. Willingness to undertake field trips away from home and irregular working hours. Computer literacy. Valid code 08 driver's licence. Good knowledge and understanding of hydrological processes. Ability to draft and successfully manage business plans and service level agreements. Experience in supervision and management of personnel and other service providers
<b><u>DUTIES</u></b>	:	Key Performance Areas: Plan, develop, implement and maintain appropriate data management and auditing processes in Head Office and Regions to ensure the quality of hydrological data and information. Ensure an effective system of receiving hydrological source documents. Set standards for hydrological data processing. Exercise effective quality control on captured hydrological data. Manage and co-ordinate meetings, workshops and related projects. Plan, develop, implement and maintain effective training programmes for human resources development for Head and Regional Office personnel. Manage and improve human resources by identifying and implementing necessary actions to ensure a team effort in establishing a high standard and quality of hydrological data and maintain a critical core of expertise in Head and Regional Offices. Provide expert advice and guidance nationally and internationally regarding hydrological data edit and audit functions. Draft and implement policies, standards and procedures for hydrological data processing and dissemination. Represent the directorate on internal and external forums; Draft and manage business plans.
<b><u>ENQUIRIES</u></b>	:	Mr H.J. Wolfaardt, tel. (012) 336-7964
<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>	:	16 May 2008
<b><u>POST 17/200</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification in Civil Engineering (S4) or a National Diploma: Surveying. Ability to draft and successfully manage business plans and service level agreements. Experience in supervision and management of personnel and other service providers. Knowledge and experience of budgeting and budget control. Excellent verbal and written communication, negotiation and facilitation skills. Willingness to undertake field trips away from home and irregular working hours. Computer literacy. Valid code 08 driver's licence. Practical experience in hydrological data monitoring

		and processing will serve as strong recommendation. Ability to provide appropriate training in hydrological data processing and quality management principles.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Maintain a strong technical communication link between Head Office and Regional Hydrology Office by receiving all source documents from regions. Attend to necessary feedback and actions required and archiving of such documents by receiving, checking, interpreting and instituting remedial actions of all plans, surveys, calibration documents and technical reports received from regions. Control and administer the National Station Catalogue of Gauging Stations. Populate Hydstra and Osiris databases with technical details and information. Supervise and manage the group of people involved in all these functions in all aspects of staff administration, including budget preparation and budget control. Perform field trips where and when necessary in order to gather technical information or assist, especially with technical training, whenever so required by Deputy Director: Hydrometry. Implement, operate and maintain the Data Imaging Programme at Head Office and all the Regional Office.
<b><u>ENQUIRIES</u></b>	:	Mr A F Wulff, tel (012) 336-7949
<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>	:	16 May 2008
<b><u>POST 17/201</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN: LAND INFORMATION SYSTEMS</u></b>
<b><u>SALARY</u></b>	:	R196 815 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a National Diploma/BTech: Survey/Cartography or equivalent qualification. Broad technical and management experience in the following fields: Land Information Systems (LIS), GIS, Cadastral Survey and Cadastral Information Systems (CIS). Knowledge regarding sourcing, classification, verification, management, interpretation of cadastral and deeds information. Good understanding of metadata, and Spatial Data Infrastructure Act. Sound knowledge and experience in using Arc software's including the development of geo-database systems. Knowledge of survey, mapping, co-ordinates, and deeds systems of South Africa. Proven skills in using Ms Office and Internet are necessary. The following will serve as recommendations: good communication (verbal and written), interpersonal skills, ability to work under pressure, work in a team and take initiative.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Sourcing and capturing spatial cadastral and deeds attributes data; to develop Land Information System for the management of DWAF property and spatial planning; spatial planning, development, management, maintenance, and storage of spatial data in geo-database; to produce survey compilation drawing and plans for topographic, pipeline, cadastral, general, long/cross section for survey projects and handle ad hoc CAD/LIS and related tasks and queries; to produce time sheets and project plans; to produce ground schedules and tender documentation to office standards; to provide support to Land Surveyors and other stakeholders in the compilation of geo-spatial data for tender and water licensing purposes; to produce electronic and/or hardcopy layout and related maps for forestry and water scheme purposes; to prepare monthly, quarterly, annual and special reports for various stakeholders; and financial management of section's budget and reporting on progressive expenditure.
<b><u>ENQUIRIES</u></b>	:	Mr MD Lilimu, Tel (012) 336 8900
<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>	:	Mrs C Mazibuko, 610 ZwaMadaka Building
<b><u>CLOSING DATE</u></b>	:	16 May 2008
<b><u>POST 17/202</u></b>	:	<b><u>SENIOR HYDROLOGIST</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate four-year BSc (Hons) degree in Hydrology or equivalent qualification: Statistics or Mathematics or Applied Mathematics or Computer Science or Physics on at least 3 <sup>rd</sup> year level. Computer literacy . A valid code B driver's license. Good writing and verbal communication skills. Ability to compile clear and concise reports. Willingness to travel countrywide.

		Willingness to partake in ongoing in-service training programs. An appropriate experience in the Calibration of gauging weirs and Hydrological Assessments will serve as strong recommendations
<b><u>DUTIES</u></b>	:	Key performance Areas: Perform routine calibrations of gauging structures and flood sections. Audit such calibrations performed by regional staff and PSPs. Compile calibration, evaluation, inspection and auditing reports. Support gauging network management by setting and maintaining standards. Communicate and assist with training of regional personnel. Inspect and evaluate gauging structures and sites during field visits. Read and interpret survey plans of gauging structures and sites. Analyse and interpret hydrological and related data. Research and development in related hydrological fields.
<b><u>ENQUIRIES</u></b>	:	Mr M Fick, tel. (012) 336-7888
<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>	:	16 May 2008
<b><u>POST 17/203</u></b>	:	<b><u>SENIOR HYDROLOGIST</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate four year BSc (Hons) degree in Hydrology or equivalent qualification. At least Statistics or Mathematics or Applied Mathematics or Computer Science or Physics or Geography or Hydraulics at third year level. Computer literacy . Willingness to partake in ongoing in-service training programs. Other appropriate subjects in the Hydrology and/or Hydraulics fields. A valid code 8 driver's license. Ability to interpret meteorological data. Strong communication skills and Ability to compile clear and concise reports.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The appointee will assist with the flood management function. Serving as a link with the South Africa Weather Service to analyse weather forecasts and rainfall products. Maintaining and quality assuring of real time flow and rainfall data. Prepare data for a rainfall-runoff model. Operate flood management models. Assist with making flow data and flood management products available on the Internet. Assist with fieldwork as required. Communicate with regional personnel. Assist with the determination of the stage flow relationship at flow gauging stations.
<b><u>ENQUIRIES</u></b>	:	Mr DB du Plessis, tel (012) 336-7890
<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>	:	16 May 2008
<b><u>POST 17/204</u></b>	:	<b><u>CONTROL WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Berg River Dam (Berg & Olifants/ Doring WMA)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent with mathematics as a passed subject. A valid Code EB (Code 08) driver's license. Appropriate experience in water measurement and distribution as Chief Water Control Officer. Departmental certificates in water measurement and distribution, Dam control and water resource management. Appropriate work experience in operation and maintenance of water infrastructure, including dam safety inspections, river and flood control and staff supervision. Knowledge of water sampling. The incumbent should also be physically and mentally fit to work on heights (ladders, high dam walls etc), in confined spaces (manholes, pipes and tunnels etc). Knowledge of the National Water Act. Computer literate (MS Excel, MS Word, MS Outlook). Good written and verbal skills. The following will serve as advantage to candidates: Experience in the Water Administration System (WAS) Program. Willingness to work abnormal hours; travel alone in remote areas and stay away from home frequently; work outside in adverse weather conditions; should not be afraid of heights and confined spaces, poor visibility and ventilation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Calculate and control of bulk water use and releases from government water schemes, and compile reports for the Berg and Olifants/ Doring WMA's. Coordinate and control development, utilisation and placement of water control personnel in the WMA's. Ensure that the function of water distribution and water control is executed efficiently, and ensure adherence to water supply policies. Investigate problems with regard to control of water supply abstraction and initiate remedial steps. Undertake routine dam



		safety inspection. Operations and maintenance of government water infrastructure. Assist with compilation budgets for the water control section. Monitor water quality and control of alien vegetation. Ensure government housing accommodating water control personnel is kept in steady hygiene conditions.
<b><u>ENQUIRIES</u></b>	:	Mr M Tom, tel (023) 348 5600
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X3090, Worcester, 6850.
<b><u>FOR ATTENTION</u></b>	:	Ms. L. Nicholls
<b><u>NOTE</u></b>	:	No official housing is will be provided with this post.
<b><u>CLOSING DATE</u></b>	:	16 May 2008
<b><u>POST 17/205</u></b>	:	<b><u>CONTROL AUXILIARY SERVICES OFFICER</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate. Computer literacy especially Windows driven programmes like Excel, PowerPoint, Outlook and Word. A valid code B driver's license. Good writing and verbal communication skills. Ability to compile clear and concise reports . Willingness to travel countrywide. An appropriate experience to work with survey plans and calibration programmes comparing successive surveys. Basic knowledge of surveying principles. Proven ability to work with the OSIRIS and HYDSTRA databases. Familiar with the operation of digital cameras and the scanning of documentation
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform routine comparisons between successive survey plans of gauging structures to detect possible errors. Assist with the maintenance of the national gauging weir photo and video databank. Maintain the information in the calibration filing system. Supply calibration information and scanned documentation on CD/DVD to the different regions on request. Collaborate in order to achieve the goals of the ratings audit protocol (RAP), specifically the comparisons of average monthly flow volumes as were calculated by the old and new ratings in the ratings play area.
<b><u>ENQUIRIES</u></b>	:	Mr M Fick, tel. (012) 336-7888
<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>	:	16 May 2008
<b><u>POST 17/206</u></b>	:	<b><u>HYDROLOGIST (GROUNDWATER INFORMATION)</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree in Earth Science. Knowledge and appropriate experience in groundwater. Ability to apply and provide geotechnical and scientific knowledge. Good verbal and communication skills. Computer literacy. A code 08 driver's license. Knowledge of geohydrological exploration and assessments. Technical report writing skills. Project management experience. Ability to train and advise the national and regional officers in the field groundwater information
<b><u>DUTIES</u></b>	:	Key Performance Areas: Data acquisition: Obtaining data related to groundwater data and projects. Data capturing of spatial data and editing. Data dissemination: The supply of accurate and timeous spatial data and information to internal and external clients. Data maintenance: updating of data, maintaining metadata for spatial data; improving current data to reflect user needs and requirements. Implementing the ARCGIS geodatabase for the Directorate's needs. Compiling information products – maps, graphs related to groundwater. Assistance with groundwater related information systems development: attend technical and steering committees, formulate user requirements, et
<b><u>ENQUIRIES</u></b>	:	Ms H Mullin, tel (012) 336-8046
<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>	:	16 May 2008
<b><u>POST 17/207</u></b>	:	<b><u>CHIEF AUXILIARY SERVICE OFFICER</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior Certificate with extensive appropriate working experience. An appropriate Diploma or equivalent qualifications coupled with in-depth experience in Provisioning/Procurement Processes and related policies. The following will serve as recommendations: functional PC skills in Ms Office, including Word, Excel, Access, PowerPoint as well as Outlook; effective administrative, organisational, and Communication skills at all levels; assertive, trustworthy, professional with integrity; good interpersonal relations; creative, motivated, self-driven, results orientated and takes initiative; ability to work both independently and as part of a team; commitment to transformation and knowledge and experience in BAS system.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Ensure that proper administrative principles, procedures and processes are practiced. Ensure proper handling of losses and disposal processes. Verify invoices against orders, and sign VA2s. Monitor payment process. Compile and provide monthly report of the unit. Ensure payment of telephone, fax, hard and software, repairs and consumable items. Verifying payments of consultants and contractors. Procurement of office equipment and stationary for the directorate and supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms J Maphai, tel (012) 336 8259
<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>	:	16 May 2008
<b><u>POST 17/208</u></b>	:	<b><u>SENIOR SECRETARY GRADE IV</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate and Secretarial Diploma or equivalent qualification. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge of Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook and Internet coupled with sound typing skills. Ability to handle confidential matter. Willingness to work after hours when required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the overall administration of the Chief Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call of screening, receiving as well as attending to messages and provide hospitable reception of visitor to the Chief Directorate. Maintain an effective filing system in the office of the Chief Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Chief Directorate. Application should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mathe, tel (012) 336 8760
<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>	:	16 May 2008
<b><u>POST 17/209</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>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification Appropriate working experience. Three year tertiary qualification. Written and verbal communication skills. Good interpersonal sensitivity and motivation skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook.). Knowledge of government systems, procedures and processes.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render efficient general administrative support services to the directorate. Coordinate meetings and workshops. Provide secretarial support at meetings and record minutes. Control and filing of records. Faxing. Photocopying. Binding and filing of various documents. Handling routine correspondence and enquiries. Making travel and accommodation arrangement. Typing letters and memorandum. Managing S &

		T claims. Maintain a good document and record management system for the Directorate. Procurement of office equipment and stationary for the directorate
<b><u>ENQUIRIES</u></b>	:	Mrs M Potgiter,tel (012) 336 7859
<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>	:	16 May 2008
<b><u>POST 17/210</u></b>	:	<b><u>GEOHYDROLOGICAL TECHNICIAN (GROUNDWATER INFORMATION)</u></b>
<b><u>SALARY</u></b>	:	R85 362 Per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Tertiary Qualification in Geohydrology or Geology. Computer literacy. Strong communication skills. Code 08 drivers license. Geology as subject. Ability to compile clear and concise reports. Problem solving and independent thinking. Basic understanding of databases and information systems. Very good geological and Geohydrological background
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist in managing the capturing and quality control of groundwater related data. Provide technical support to the data capturing staff with regard to the geological/geohydrological aspects of data capturing. Assist in interpreting and correcting geological descriptions of borehole records received from various sources. Assist in solving problems arising during the coding of borehole data. Provide technical support of new functionalities for the National Groundwater Archive. Categorize existing technical reports from capturing onto the Reports Database and supervise the archiving thereof.
<b><u>ENQUIRIES</u></b>	:	Ms N Dlangisa, tel(012) 336 7909
<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>	:	16 May 2008
<b><u>POST 17/211</u></b>	:	<b><u>SENIOR AUXILLARY SERVICE OFFICER (GROUNDWATER INFORMATION)</u></b>
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification plus appropriate working experience. Mathematics or Geography (preferably Higher grade) as subjects. Computer skills ( Database applications).Data Capturing and interpretation experience. Good verbal and written communication skills. Good numerical skills. Ability to work in a team environment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Register incoming borehole data. Encoding and Capturing of various borehole and other groundwater related data. Archiving of primary data. Assisting in data controls. Assisting with processing of data using proprietary computer systems. Providing summaries of the loaded data
<b><u>ENQUIRIES</u></b>	:	Ms N Dlangisa tel (012) 336 7909
<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>	:	16 May 2008

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF TOURISM, ENVIRONMENTAL & ECONOMIC AFFAIRS**

**APPLICATIONS** : Mr. C.M. Machaea Human Resource Management, Department of Tourism, Environmental and Economic Affairs, P.O. Box 20801 Bloemfontein 9300 or Room 103 First Floor, Agriculture Building Bloemfontein 9300

**CLOSING DATE** : 30 April 2008

**MANAGEMENT ECHELON**

**POST 17/212** : **CHIEF DIRECTOR: ECONOMIC DEVELOPMENT REF NO: DTEEA 08/04/16**  
Chief Directorate: Economic Development

**SALARY** : An exclusive SMS salary package of R635 874 p.a Salary must be structured according to the individual's personal needs. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's degree or an equivalent qualification in Economics coupled with extensive senior management experience in dealing with economic policies Knowledge of the Free State Growth and Development. Strategy in relation to economic development programmes. Understanding of appropriate strategies to promote Local Economic Development in Local Government. Understanding policies and programmes in relation to regional industrial development strategies. Valid driver's license.

**DUTIES** : Provide overall management, coordination and monitoring of the programme of the Chief Directorate. Facilitate the development of all economic development strategies for the Province. Participate in the development and monitoring of the implementation of all policies regarding economic, development, including SMME Development, Trade and Investment Promotion, Liquor Industry and Consumer Protection. Monitoring of and support to all Public Entities reporting to the department. Liaison with Economic, Employment and Investment Cluster as well as other relevant role players. Such other responsibilities as required by the post.

**ENQUIRIES** : Adv. K.J.C. Ditira-Lekoeneha, Tel. No: 051 400 4914

**OTHER POSTS**

**POST 17/213** : **SENIOR TOURISM OFFICERS: TOURISM QUALITY ASSURANCE AND STANDARDS: 5 POSTS REF NO: DTEEA 08/04/17**  
Directorate: Tourism Support

**SALARY** : R132 054 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An appropriate Bachelor's degree or an equivalent qualification and experience in the field of tourism Good knowledge of legislation and policies Good written and verbal communication skills Good interpersonal skills Computer literacy Valid driver's license.

**DUTIES** : Facilitation and implementation of the Provincial Tourism Quality Assurance and standards Communication Strategy as an integral part of the Provincial Tourism Development Plan Liaise with the Assistant Director: Route Development and Signage to speed up signage in the Province Liaise with all the stakeholders on matters pertaining to this post Drive partnership processes with all stakeholders Manage the staff complement whose function is to ensure co-ordination and smooth campaigns on grading work.

**ENQUIRIES** : Mr. T. Motsosi, Tel: 051 400 9407

**POST 17/214** : **NATURE CONSERVATORS: COMMUNITY BASED PROJECTS AND CAPACITY BUILDING (3 POSTS) REF NO: DTEEA 08/04/18**  
Chief Directorate: Environmental Management  
Directorate: Environmental Quality

**SALARY** : R132 034 per annum

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Appropriate National Diploma/Degree in Nature Conservation, Environmental Management or equivalent qualification Computer literacy (PowerPoint, Word

<b><u>DUTIES</u></b>	:	Excel, Access) Good communication skills and the ability to identify and manage environmental related projects Valid driver's license.
	:	Control and manage personnel under span of control Promote Township & Industrial conservancies in the Province Establish Township & Industrial conservancies in the Province Arrange and present environmental awareness workshops Establish environmental forums in the province Implement programmes and projects related to environmental Management e.g. Waste, pollution and conservation Service conservancies and environmental forums under control Initiate environmental related projects and train project members Promote and appoint of honorary nature conservators according to the Free State Nature Conservation Ordinance Train urban/rural rangers and honorary nature conservators on Natural resource management and basic environmental management Keep data of rangers and honorary nature conservators Submission of weekly plans, monthly plans and relevant reports, Responsible for official equipment Attend relative scheduled meetings Do all relative administrative work.
<b><u>ENQUIRIES</u></b>	:	Mr. Duart Hugo, Tel. No: 051 400 4829
<b><u>POST 17/215</u></b>	:	<b><u>NATURE CONSERVATORS: PROTECTED AREAS MANAGEMENT (8 POSTS) REF NO: DTEEA 08/04/19</u></b> Directorate: Eco-Tourism And Conservation
<b><u>SALARY CENTRE</u></b>	:	R106 335 per annum
	:	Koppies Dam Nature Reserve, Koppies (1 Post)
	:	Willem Pretorius Nature Reserve, Ventersburg (1 Post)
	:	Sandveld Nature Reserve, Bloemhof (1 Post)
	:	Sterkfontein Nature Reserve, Harrismith (1 Post) Seekoevlei Nature Reserve, MEMEL (1 Post)
	:	Gariép Dam Nature Reserve, Gariép Dam (1 Post)
	:	Tussen-die-Riviere Nature Reserve, Bethulie (1 Post) Rustfontein Nature Reserve, Bloemfontein (1 Post).
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma/Degree in Conservation or Degree in Wildlife Management Knowledge of Ms Word and Ms Excel will be an added advantage Valid driver's license.
<b><u>DUTIES</u></b>	:	The incumbent of this post will be responsible to assist the manager of the Reserve and will include General office administration Game and veld management Maintenance of infrastructure Alien animal and plant control Law enforcement within the Reserve.
<b><u>ENQUIRIES</u></b>	:	for the above 8 posts: Mr. T.J.M. Selemela, Tel. No: 051 400 4929

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- 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** : 16 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**

- POSTS 17/216** : **DIRECTOR: DISTRICT REF NO: 70050550**  
Chief Directorate: Districts  
(5 year performance based contract renewable)
- SALARY CENTRE** : R540 429 per annum (all inclusive package)  
Sedibeng East Areas: Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdord; Ratanda; Sharpville; Vereeniging; Wakerville
- REQUIREMENTS** : An appropriate three-year qualification accompanied by relevant experience. An understanding of government's strategic vision and Public Service legislation. A thorough knowledge of all laws governing education in South Africa. An in-depth knowledge of policy formulation processes, changes, strategies and interventions within the Gauteng Department of Education. Experience in Management of stakeholders and working with communities especially those in informal settlements, rural and farm settlements and the previously disadvantaged areas in general. Understanding of the socio-economic dynamics of the province and unquestionable commitment to the advancement of policies. Key competencies: A good understanding of the Head Office-District- School interface Insight on the critical role that can be played by the institutional development and support work in transforming and reforming education. An in-depth knowledge of criteria for establishing tasks, processes and entities which add value and promote cost-effectiveness and efficiency both at the district and the department as a whole. An understanding of change management drive in the context of the transformative agenda. A good knowledge of the public sector national and provincial policy, legislative and regulatory environment, in particular the public Finance Management Act, Preferential Procurement, Policy framework Act, Public Service Act and the Batho Pele White Paper. Skills: Analytical and project management skills. People management and financial management skills. Sound communication, report writing as well as problem solving skills. Conflict resolution and situational analysis skills.
- DUTIES** : Manage the budgets allocated to the various units in the district Be able to detect warning signals in the course of managing such budgets and develop viable mechanisms to arrest any possibility of both under or over-expenditure. Deploy and harness in a fruitful manner both the material and human resources in the district while due regard is given to cost-effectiveness and the maximization of efficiencies. Oversee, manage and supervise a sizable number of staff involved in dynamic intervention projects implemented in constantly changing contexts. Measure the impact of such projects and the general services delivery in the district with the view to providing appropriate direction. Compile and take full responsibility for regular reports forwarded the chief Directorate: District Advise on the official utilization of resources and maximize action to leverage strategies for quality improvement. The Department retains the right to place the successful candidates.
- ENQUIRIES** : Dr N. Mgijima, Tel.No: (011) 355- 0413

**OTHER POSTS**

- POST 17/217** : **DEPUTY DIRECTOR: TECHNICAL ASSISTANT TO THE CFO REF NO: 70050553**  
Branch: Education, Planning, Accounting and Financial Management

<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized Tertiary qualification (or equivalent) in Finance or Accounting plus 5 years relevant working experience in a financial environment. Ability to understand and demonstrate knowledge of public sector financial management and accounting. Extensive experience financial administration Knowledge of the all Public Service financial legislation and regulations. Excellent verbal and written communication skills. Excellent report writing, analytical and problem solving skills. Advanced Computer literacy (Excel, Word, PowerPoint and email). Ability to maintain sound interpersonal relations. Knowledge of the Supply Chain Management and Asset Management will an added advantage. Personal attributes: The ability to meet deadlines, deal with pressure and to work long and irregular hours. A confident, assertive person that can and ensure confidentiality in the work environment and promote the image of the office. A valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Check compliance of submissions. Provide an analysis and recommend solutions on matters of a technical nature Ensure that the Office of the CFO compliance related to the Financial and Accounting matters. Prepare reports and presentations for meetings. Ensure co-ordination of provincial, national and departmental meetings and priorities Attend meetings with the CFO Keep abreast of changes in legislation and practice notes from the Office of the Accountant General and the National and provincial treasuries. Prepare expenditure reports for Senior Management Meetings. Manage consultants and projects in the Office of the CFO. Provide a link between the SMS and the CFO and enhance the image of this office.
<b><u>ENQUIRIES</u></b>	:	N. Naik, Tel (011) 355-0236
<b><u>POST 17/218</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050554</u></b> Directorate: Examinations & Assessment Sub-Directorate: Moderation
<b><u>SALARY</u></b>	:	R198 072 - R268 281 p.a. (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. Accredited qualifications preferably with SAQA as an assessor as well as a moderator. Appropriate training in NQF, SAQA, NEPA and related national policies Formal training and experience in project management, performance management, skills development facilitation and general management. Formal training in the IT systems and data capturing. The ability to manage moderation/ quality assurance processes National and Provincial Policies. Knowledge/Skills in Organisation development & Change Management. Good written and verbal communication skills. Good Management skills, organising, planning, delegation and feedback. Computer Literacy. Experience in report writing. Formal training in presentation.
<b><u>DUTIES</u></b>	:	Assist the Unit Head in the co-ordination of the process for Gr.12 Languages Oral Moderation, Gr.12 Moderation of the Practical Component,Gr.12 Moderation of CASS , Moderation of ABET Level 4 CASS Portfolios and or GET CASS Moderation Assist with Financial Management and budget control. Assist with Human Resource support and development. Conduct sub unit meetings regularly. Co-ordinate the compiling of reports, e.g. Quarterly reports. Assist with the development of operational and managements. Co-ordinate the monitoring of CASS Moderation at a provincial/district and school level. Mediate moderation processes for CASS through forums like PAT, CIF and IDEC. Attend moderation meetings at provincial and national levels. Assist with the management and co-ordination of staff appraisals and development . Receive and verify the applications of moderators for CASS moderation Administer the applications and database for CASS moderation. Management of CASS moderation venues. Management of associated mark sheets for CASS moderation. Oversee the functionality of CASS Moderation processes.
<b><u>ENQUIRIES</u></b>	:	Mr.Elvis Padayachee,Tel No: (011) 355-0752
<b><u>POST 17/219</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050555</u></b> Directorate: Examinations & Assessment Sub-Directorate: Editing

<b><u>SALARY</u></b>	:	R198 072 - R268 281 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. Experience as a chief marker, examiner, moderator or equivalent in a large-scale examinations system will be recommended. Formal qualifications and in both English and Afrikaans is a prerequisite. Proven experience in formal language editing, proof-reading, translation and especially in correlation is essential to this position. In addition candidates must have proven management experience and must have excellent computer skills. Candidates must be familiar with technical aspects of page design and layout including an understanding and experience of quality control of graphics and pictorial stimuli for high-quality reproduction. An understanding of OBE principles and policies of the NCS and the new NSC will be important. The successful completion of a departmental language correlation / proofreading test is essential to this position. The understanding of all the examination processes with regard to the preparation, printing and packing of examination material will be a recommendation. The successful candidate will undergo a NIA security clearance.
<b><u>DUTIES</u></b>	:	Managing and maintaining high standards of quality control and correlation to ensure the professional production of assessment and examination materials, including examination papers for public examinations (mainstream and LSEN schools). Computer skills must include preparation of documents for publication on the website. Attendance at meetings and workshops. Work to stringent deadlines and manage stress successfully.
<b><u>ENQUIRIES</u></b>	:	Ms. Helene De Clerq, Tel No : ( 011) 484-4250
<b><u>POST 17/220</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST (16 POSTS) REF NO: 70050556</u></b> Directorate: Quality Assurance Sub-Directorate: Whole-School Evaluation
<b><u>SALARY</u></b>	:	R198 072 - R268 281 p.a. (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. • A sound knowledge of Education Policy and legislation environment • Extensive knowledge of the GET and FET curriculum in relation to a Learning Area or subject will be an added advantage • An understanding of WSE and IQMS processes • An assessor's qualification will be an added advantage • Proven experience of both Qualitative and Quantitative research methodology • School management experience will be an added advantage • Knowledge of matrix and project management • The ability to work under pressure, and meet deadlines • A willingness to occasionally work extended hours • Report writing, computer skills (MS Word, MS Power-Point, MS Excel, MS Access and MS Outlook) and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Liaise with District Officials and School Management Teams • Work within a team and/or manage a team of supervisors • Collect and analyse data, including the observation of educators in practice - in line with the Integrated Quality Management System (IQMS) • Write, edit and analyse reports • Analyse External Whole-school Evaluation reports to identify emerging trends within Districts and schools • Conduct the administration of Systemic Evaluation instruments • Participate in Quality Assurance activities, namely: monitoring the external Grade 12 Senior Certificate examinations and School Effectiveness visits • Contribute to Standard Setting in the education context.
<b><u>ENQUIRIES</u></b>	:	Ms. T. Mokgosi, Tel No: (011) 892-2100
<b><u>POST 17/221</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: TRANSLATOR REF NO: 70050560</u></b> Sub-Directorate: Publications and Website
<b><u>SALARY</u></b>	:	R198 072 - R268 281 p.a. (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching diploma with majors in English/Afrikaans/ or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. Relevant qualifications Computer literate in MS Package . Ability to edit and rewrite texts . Ability to translate from English to target language and vice versa. Knowledge of education sector would be an



<b><u>DUTIES</u></b>	:	<p>advantage Excellent command of English . Ability to work under pressure .Ability to work in a team . Attention to detail. Excellent communication skills.</p> <p>Translate Circulars, reports and various other documents from English to the target language and vice versa (English/Afrikaans/Sepedi/Zulu). Proofread and edit texts . Liaise with different directorates. Prepare weekly, monthly and quarterly reports for the Deputy Director's attention.</p>
<b><u>ENQUIRIES</u></b>	:	Ms Nanagolo Leopeng, Tel No: (011) 355-0552
<b><u>POST 17/222</u></b>	:	<p><b><u>DEPUTY CHIEF EDUCATION SPECIALIST (ASSESSMENT COORDINATOR) REF NO: 70050557</u></b></p> <p>Directorate: Curriculum Development – General Education and Training</p> <p>Sub-Directorate: Foundation Phase</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R198 072 - R268 281 per annum (Plus benefits)</p> <p>Head Office (Johannesburg)</p> <p>An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education. A sound knowledge, understanding and experience of Outcomes Based Education (OBE) and the National Curriculum Statement (NCS) for General Education and Training (GET). Evidence of experience and in-depth knowledge and understanding of Assessment policy and practices. Proven experience in managing people, projects and finances and the ability to plan strategically. Computer literate in Word, Power Point and Excel programmes. Analytical and report writing skills. Ability to work under pressure and willingness to work extra hours. Strong communication skills both oral and in writing. Ability to work independently as a member of the team. Valid driver's license. The following will be an advantage: Knowledge of and experience in research on the latest developments related to the curriculum transformation, teaching, learning and assessment practices and methodologies and recording and reporting particularly using ICTs.</p>
<b><u>DUTIES</u></b>	:	<p>Coordination of the implementation of assessment frameworks and providing leadership on Outcomes-Based Assessment throughout the province. Mediating of policy in the field of assessment. Promoting quality and authentic assessment practices as integral to teaching and learning. Monitoring and reporting on the teaching, learning and assessment and recording and reporting on learner performance in the Foundation phase. Development of learning and teaching support materials with exemplars of assessment activities. Generation of programme and project reports.</p>
<b><u>ENQUIRIES</u></b>	:	Phumelele Tloubatla Tel No: (011) 355-0390
<b><u>POST 17/223</u></b>	:	<p><b><u>DEPUTY CHIEF EDUCATION SPECIALIST (LITERACY COORDINATOR) REF NO: 70050558</u></b></p> <p>Directorate: Curriculum Development – General Education and Training</p> <p>Sub-Directorate: Foundation Phase</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R198 072 - R268 281 per annum (Plus benefits)</p> <p>Head Office (Johannesburg)</p> <p>An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience PLUS relevant management experience. Must be registered with SACE. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education. A sound knowledge, understanding and experience of Outcomes Based Education (OBE) and the National Curriculum Statement (NCS) for General Education and Training (GET). Evidence of experience and in-depth knowledge and understanding of Assessment policy and practices. Proven experience in managing people, projects and finances and the ability to plan strategically. Computer literate in Word, Power Point and Excel programmes. Analytical and report writing skills. Ability to work under pressure and willingness to work extra hours. Strong communication skills both oral and in writing. Ability to work independently as a member of the team. Valid driver's license. The following will be an advantage: Knowledge of and experience in research on the latest developments related to the curriculum transformation, as it relates to the literacy learning programme. In-depth knowledge and understanding of the</p>

		Language in Education policy and its implications for the teaching of African languages in the Foundation phase. Knowledge and understanding of ICT in Education.
<b><u>DUTIES</u></b>	:	Coordination of the implementation of curriculum and assessment frameworks and providing leadership in the Literacy Learning programme throughout the province; Mediating National and provincial policies. Participation in National curriculum processes. Capacity building programmes for district facilitators and teachers. Development and implementation of quality strategic intervention programmes; Development of teaching and learning support materials; Promotion of the teaching of Indigenous Languages of South Africa as subjects and as LoLT in the Foundation phase. Co-ordinate and participate in the literacy strategy in line with other provincial interventions to improve learner performance. Ability to work independently as a member of the team; Generation of programme and project reports; reporting to CES for Foundation Phase
<b><u>ENQUIRIES</u></b>	:	Phumelele Tloubatla Tel No: (011) 355-0390
<b><u>POST 17/224</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050559</u></b> Directorate: Inclusion and Special Schools
<b><u>SALARY</u></b>	:	R198 072 - R268 281 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized four year degree in Physiotherapy. Registration with the HPCSA and professional board. Good interpersonal and communication skill. Ability to work under pressure. Knowledge of more than two official languages will be an advantage. Conversant with relevant education acts, policies/legislative matters. Operate within the head office management area. Good communication skills. Able to work with children and youth. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide theoretical and practical knowledge of the field and be able to provide needs-based therapeutic services to learners in both mainstream and special school settings. Render and manage physiotherapeutic interventions according to legislation, and norms and standards of the profession. Provide training and supervision of physiotherapeutic services in schools throughout the province according to quality assurance measures Group and case work. Community networking and research. Attending to support services in schools Policy development. School visits and writing reports. Will be expected to work with the Institutional and District-Based Support Teams. Small scale, on the ground research and/or audits, surveys. Ability to co-ordinate and collaborate with internal and external stakeholders. Monitoring and evaluation of physiotherapy as a service to schools. Administration. Conducting individual assessments. Intersectoral collaboration. Establishment of a provincial task team for physiotherapists in the schooling system. Financial management of tasks
<b><u>ENQUIRIES</u></b>	:	Dr Hermanean Laauwen, Tel No:(011) 355-0311
<b><u>POST 17/225</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050562</u></b> Directorate: Curriculum Delivery Section: Intermediate Phase
<b><u>SALARY</u></b>	:	R198 072 - R268 281 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	District: Sedibeng East
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in teacher development and curriculum development and practice. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and the ability to plan strategically. Good Written and verbal communication skills. Ability to work independently as well As in a team. Computer literate. Analytical and report writing skills. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Managing the Intermediate Phase Unit. Management of human resources in the Intermediate Phase unit. Facilitating curriculum and teacher development and support initiatives relevant to the Intermediate Phase. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and

substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of the Intermediate phase. Establish and maintain systems for supporting strategic planning in the Intermediate phase. Monitor the quality of institutions.

**ENQUIRIES** : Dr Hermanean Laauwen, Tel No : ( 011) 355-0311

**POST 17/226** : **DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050563, 70050564, 70050565, 70050566**

Sub-Directorate: E-Learning and Curriculum Support Programmes  
Section: Education Support Systems

**SALARY** : R198 072 - R268 281 per annum (Plus benefits)  
**CENTRE** : Ekurhuleni North, Gauteng North, Johannesburg South, Sedibeng West  
**REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate, Strong interest in education support systems. Analytical and report writing skills. Valid driver's license.

**DUTIES** : Implement educational social development programmes. Co-ordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).

**ENQUIRIES** : Dr Hermanean Laauwen, Tel No : ( 011) 355-0311

**POST 17/227** : **DEPUTY CHIEF EDUCATION SPECIALIST-IDSO (6 POSTS) REF NO.70050547, 70050542, 70050548, 70050549**

Directorate: Institutional Development & Support

**SALARY** : R198 072 - R268 281 per annum (Plus benefits)  
**CENTRE** : District –Gauteng East, (x2) Johannesburg Central, Johannesburg West and (x2) Tshwane West  
**REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development policy and Practice, A sound knowledge of National Qualification Framework and NCS. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of Players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Proven management and leadership skills. Valid driver's license.

**DUTIES** : Manage the implementation of education policies through overall institution management, institutional development support and training programme. Develop and maintain school policies. Monitoring of schools, to facilitate compliance with National/Provincial policies. Developing schools in areas of weaknesses pertaining to leadership, management and governance. Providing schools with broad curriculum support. Facilitating specialist support required by schools in other areas of weaknesses identified/requested by the school. Liaising with schools on behalf of district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicating the relevant section of the department in terms of needs of the school. Assist in the district ensuring that the examination is implemented according to plan. Developing the necessary reports on schools as may be required from time to time by Management.

Ensure that the schools have effective and efficient financial management systems in place. Monitor the admission processes. Assist the school to maintain fair labour environment. Assist all schools to transform. Ensure that an effective transport scheme is implemented. Facilitate the provisioning of a Poverty alleviation and school nutrition programme.

**POST 17/228** : **DEPUTY CHIEF EDUCATION SPECIALIST: LABOUR RELATIONS REF NO: 70050567**

Directorate: Human Resource Development: Labour Relations Unit

**SALARY** : R198 072 - R268 281 per annum (Plus benefits)  
**CENTRE** : District- Sedibeng East  
**REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. A post-Matric qualification in Labour Relations or Human Resource Management will be an advantage. Strong background in labour relations practices and procedures in the public sector Knowledge of the labour relations legal framework and good human relation skills. Knowledge of EoEA & PFMA. Experience in conflict resolution and negotiating skills will be a strong recommendation. Good written and verbal communication skills Ability to work independently as well as in a team. Computer literate. Analytical and report writing skills. Valid driver's license.

**DUTIES** : Assist with the administration, monitoring of and advice on the execution of labour relations policy. Develop and maintain operational labour relations policies. Mediate labour conflict. Evaluate and monitor the organizational climate. Develop and facilitate negotiation structures and practices. Liaise with institutions and unions and set up disciplinary hearings. Further oversee the setting up of conciliations and arbitrations and represent the Gauteng Department of Education at the labour and research items for bargaining Chamber / Council.

**ENQUIRIES** : Dr N. Mgijima, Tel.No: (011) 355- 0413

**POST 17/229** : **DEPUTY CHIEF EDUCATION SPECIALIST: SENIOR PHASE REF NO: 70050541**

Directorate: Curriculum Delivery: Senior Phase Unit

**SALARY** : R198 072 - R268 281 per annum (Plus benefits)  
**CENTRE** : District: Sedibeng East  
**REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in teacher development and curriculum development and practice. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS Sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and the ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Analytical and report writing skills. Valid driver's license.

**DUTIES** : Managing the Senior Phase Unit. Management of human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of the Senior Phase educators and programmes. Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

**ENQUIRIES** : Dr N. Mgijima, Tel.No: (011) 355- 0413

<b><u>POST 17/230</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050543, 70050544, 70050545, 7005046</u></b> Directorate: Human Resource Management Sub-Directorate: Human Resource Planning and Systems
<b><u>SALARY</u></b>	:	R198 072 - R268 281 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Districts-Gauteng West, Johannesburg Central, Tshwane North, Tshwane South
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Demonstrable understanding of the Public Service Regulations (PSR), Employment of Educators Act (E of EA), Employment Equity, Labour Relations Act, Personnel Administration Measures etc. Knowledge of and experience in project and financial management. Ability to manage projects, communicate at all levels, work with a team, and good interpersonal relations. Excellent verbal and written communication skills, computer skills and a valid driver's license.
<b><u>DUTIES</u></b>	:	Receive and verify appropriate utilization/post requirements and submit posts to be advertised with copies of HRPP recommendation to CES for approval by Senior Manager. Receive and verify substantive vacant posts and post requirement for vacancies in both Offices and institutions. Receive and/or collate excess documentation and re-allocate excess personnel in offices and institutions. Co-ordination of information sharing meetings with stakeholders in District. Implement & co-ordinate HR policy/ circular/ documents relevant to the HR planning processes in the district and institutions. Manage the Human Resource supply and demand processes on a transversal basis.
<b><u>ENQUIRIES</u></b>	:	Dr N. Mgijima, Tel.No: (011) 355- 0413
<b><u>POST 17/231</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO: 70050552</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R132 054 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized Tertiary qualification (or equivalent) plus 2 years legal admin experience or Grade 12 plus more than 10 years with relevant experience. Advance computer literacy including Microsoft Word, Excel. PowerPoint. Listening and communication skills. Report writing and analytical skills. Good organizational skills. Experience in case management and office management. Valid motor vehicle licence is a necessity.
<b><u>DUTIES</u></b>	:	Set up systems for creation of electronic and manual records. Manage office administration and co-ordinate reports. Do research using electronic library. Assist the Director in managing a diary, tasks and tracking of documents. Manage and supervise the performance of administrative teams within the directorate. Train the administrative staff. Assist the Director in formulating strategies regarding client orientation. Attend to queries relating to attendance of matters and manage the flow of correspondence within the Directorate. Assist Director with administration and compilation of Annual Reports: Quarterly Reports and Performance Appraisals. Tracking of documents within the Directorate. Managing of administration staff within the Directorate. Attend meetings and taking of minutes. Compilation of databases. Maintaining and keeping records of staff records within the Legal Services and submitting relevant documentation to HR. The incumbent must be able to work under pressure and be knowledge in operating office equipment. Good knowledge of the Department's systems and procedures in order to manage admin staff.
<b><u>ENQUIRIES</u></b>	:	N. Mtshizana, Tel No :( 011) 355- 0147
<b><u>POST 17/232</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: 70050551</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R106 335 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized Tertiary qualification (or equivalent) plus 2 years experience as a Legal Secretary or Grade 12 plus more than 10 years experience as a Legal Secretary. Advance computer literacy including Microsoft Word, Excel, PowerPoint and Access. Listening skills, report writing skills. Experience in case classification and management, filing system, report writing and strong organizational and communication skills.
<b><u>DUTIES</u></b>	:	Set up systems for creation of electronic and manual records. Render secretarial assistance to Lawyers in the Directorate. Assist in the management

office administration. Co-ordinate reports. Filing, typing and record keeping. Assisting the Director in managing tasks and tracking of documents. Taking minutes and ensure the preparation of meetings. Ensure arrangement of conferences and seminars. Manage and maintain register used within the Legal Services Directorate. Attend to queries relating to attendance of matters. Manage the flow of correspondence within the Directorate. Maintain and update the Legal Services Library.

**ENQUIRIES** : N. Mtshizana, Tel No : (011) 355- 0147

#### **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 17/233** : **PRINCIPAL SPECIALIST: INTERNAL MEDICINE REF NO: 70050259**  
Directorate: Internal Medicine

**SALARY** : R 502 725 per annum (All inclusive package)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : MBChB and registration with the Health Professional Council of South Africa as a Specialist Physician. Extensive knowledge in Internal Medicine and ART Clinic management. 5 - 10 years experience.

**DUTIES** : Exercise control over all functions and human resources in surgery. Execute advisory commitment, formulate strategic policies which will enable the hospital to successfully fulfill its role in delivering quality service to the committee. Compile budget and manage personnel activities. Responsible for budgetary constraints. Provide ongoing development and post graduate training to all medical professionals and non professional workers, effective provisioning in utilization of personnel by means of effective resource utilization and application of labour practices in order to achieve organizational professional standards. Represent the hospital in higher levels committee.

**ENQUIRIES** : Dr. S. Mfenyana, Tel: (011) 923 - 2053  
**CLOSING DATE** : 09 May 2008

#### **OTHER POSTS**

**POST 17/234** : **SENIOR SPECIALIST: OPHTHALMOLOGY REF NO: 70050257**  
Directorate: Ophthalmology

**SALARY** : R369 000 per annum (All inclusive package)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : Registration with HPCSA as a Specialist in Ophthalmology. At least 3 years appropriate experience post registration as a Specialist. Good communication, leadership, decision making, clinical skills and Surgical skills especially in cataract Surgical and eye trauma.

**DUTIES** : Clinical responsibilities of services in Ophthalmology. Develop and co-ordinate services in Ophthalmology. Provide teaching and training to undergraduates, Medical Officer, and other health professionals.

**ENQUIRIES** : Dr. M.E. Radulescu, Tel No: (011) 923 - 2153  
**CLOSING DATE** : 09 May 2008

**POST 17/235** : **SENIOR FAMILY PHYSICIAN/ LECTURER REF NO: 70050425**  
Directorate: Health Region A – Krugersdorp

**SALARY** : R369 000 per annum (all inclusive package)  
**CENTRE** : West Rand District  
**REQUIREMENTS** : M.Med (Family Medicine) or equivalent and HPCSA registration as Family Physician. Additional qualifications recommend. Substantial experience in clinical work in District Health Services including academic teaching and research is preferable. Effective leadership skills, team-orientation, skills in

		communication, eagerness to support other service delivery points in the district health system and experience in health transformation. Experience with priority health programmes (HIV/ AIDS, TB etc.) is recommended. Permanent resident status or South African citizenship is essential.
<b><u>DUTIES</u></b>	:	Responsible for provision of quality Primary Health Care service in the district including clinics, community health centres and district hospitals (as part of DHS). Improve clinical quality of PHC services through direct patient care, mentoring and supervision. Support and participate with Commuted Overtime in extension of hours and 24hr casualty services (including Medico-legal and EMS). Improve clinical skills, protocols, guidelines and referrals in accordance with National and Provincial strategy. Support the development of the Department of Family Medicine at District Medicine and contribute to activities of University of the Witwatersrand. Co-ordinate, supervise and conduct appropriate quality improvement research in the district. Teach undergraduates students, PHC team members and the community when required.
<b><u>ENQUIRIES</u></b>	:	Dr M.C Manitshana, Tel No: (011) 951 6161/ 953 4515/6
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/236</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER REF NO: 70050577</u></b> Directorate: Health Region A – Krugersdorp
<b><u>SALARY</u></b>	:	R311 358 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	MBBS or Equivalent. Registration with HPCSA as a Medical Practitioner. Seven years post qualification experience, preferably in PHC. Public sector experience an advantage. Driver license.
<b><u>DUTIES</u></b>	:	Perform clinical and programme duties within West Rand district. Willingness in capacity building of health professional in the district. Willingness to be part of CCMT site (ARV Roll out) activities as need arises in the district. Willingness to work at any clinic and thus travel within the district. Willingness to perform commuted overtime in the district.
<b><u>ENQUIRIES</u></b>	:	Dr Giyas Shaikh, Tel No: (011) 953 4515/6 / 082 857 1925
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/237</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: 70050461</u></b> Directorate: Human Resource
<b><u>SALARY</u></b>	:	R311 358 – R360 909 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	A recognized three year Diploma/ Bachelor's Degree. 10 years experience in Human Resource discipline of which 7 years must be managerial. A strong understanding of the Human Resource and Public Service Legislative framework and recent developments in this area. Sound knowledge of Human Resource Systems e. g. Performance Management System. Must have strong facilitation skills. Recommendations: Knowledge of PERSAL. Computer literacy (Ms Word, Ms Excel, and Ms PowerPoint), Excellent written and verbal communication skills. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Co –ordinate and manage all activities within salary and leave administration which include: RWOPS and foreign health workers. Provide advice and support around Human Resource Management. Monitor the recruitment and selection processes. Oversee processes with in Training and Development and internship programme, Employment Equity, Employee Wellness and moral, Incapacity leave, absenteeism. Active involvement regarding Labour Relation issues. Develop, maintain and co – ordinate the formulation of internal HR policies (within the framework of applicable legislation). Monitor compliance within HR delegation.
<b><u>ENQUIRIES</u></b>	:	Ms. C. Rabotapi, Tel no: (011) 933 -9091
<b><u>CLOSING DATE</u></b>	:	12 May 2008
<b><u>POST 17/238</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER: PAEDIATRICS AND CHILD HEALTH REF NO: 70050258</u></b> Directorate: Paediatrics and Child health
<b><u>SALARY</u></b>	:	R311 358 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the HPCSA as a Medical Practitioner. Appropriate experience as a Senior Medical Officer. Experience in treatment of Pediatric HIV/ AIDS and associated conditions

<b><u>DUTIES</u></b>	:	Co-ordinate and provide comprehensive health care to all Paediatrics patients. Working as a Senior doctor seeing Ambulatory Paediatric in our Paediatric outpatient wards. The doctor should have experience in treating ill neonates in low care, High Care and Intensive Care Unit (NICU). Keeping of up to date statistics: collecting and analyzing data. Training and provision of managementt guidelines for Junior staff both Medical and Nursing personnel in the Department. Assist in General Management of services i.e. procurement and maintenance of equipment. Participate in commuted overtime in the Paediatric department.
<b><u>ENQUIRIES</u></b>	:	Dr. H.M. Mosoane, Tel No: (011) 923 - 2153
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/239</u></b>	:	<b><u>SENIOR MEDICAL OFFICER: PAEDIATRICS AND CHILD HEALTH REF NO: 70050260</u></b> Directorate: Paediatrics and Child health
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with the HPCSA as a Medical practitioner. Appropriate experience as a Senior Medical Officer. Experience in treatment of Paediatric patients at different levels.
<b><u>DUTIES</u></b>	:	Working a s a Senior doctor seeing Ambulatory. Paediatrics patients in our Paediatric Outpatient's Clinic, managing ill inpatients in the General Paediatric wards. The doctor should have experience in treating ill neonates in low care. High Care and Intensive Care Unit (NICU). Keeping of up to date statistics: collecting and analyzing data. Training and provision of management guidelines for junior staff both Medical (Interns and Medical Students) and Nursing personnel in the Department. Participate in commuted overtime in the Paediatric Department.
<b><u>ENQUIRIES</u></b>	:	Dr. H.M. Mosoane, Tel No: (011) 923 - 2153
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/240</u></b>	:	<b><u>SENIOR MEDICAL OFFICER: FAMILY MEDICINE REF NO: 70050261</u></b> Directorate: Family Medicine
<b><u>SALARY</u></b>	:	R 196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB and registration with the Health Professions Council of South Africa as a Medical Practitioner. At least two years experience post community service.
<b><u>DUTIES</u></b>	:	To assist in Providing ongoing development and training to all professionals and non professionals. Able to supervise and co-ordinate intern training. Computer literate. Good inter personal relations. Ability to participate in team work. Management skills. Keen to participate in academic discussions and journal clubs.
<b><u>ENQUIRIES</u></b>	:	Dr. H.M. Mosoane, Tel No: (011) 923 - 2053
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/241</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REF NO: 70050576</u></b> Directorate: Health Region A – Krugersdorp
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	MBBS or Equivalent. Registration with HPCSA as a Medical Practitioner. Seven years post qualification experience, preferably in PHC. Public sector experience an advantage. Driver license.
<b><u>DUTIES</u></b>	:	Perform clinical and programme duties within West Rand district. Willingness in capacity building of health professional in the district. Willingness to be part of CCMT site (ARV Roll out) activities as need arises in the district. Willingness to work at any clinic and thus travel within the district. Willingness to perform commuted overtime in the district.
<b><u>ENQUIRIES</u></b>	:	Dr Giyas Shaikh, Tel No: (011) 953 4515/6 / 082 857 1925
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/242</u></b>	:	<b><u>QUALITY COORDINATOR-CLINICL PROGRAM COORDINATOR PN-5A5-A6 REF NO: 70050432</u></b>
<b><u>SALARY</u></b>	:	R186 470-209 379 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pholosong Hospital



<b><u>REQUIREMENTS</u></b>	:	S.A.N.C registration as a General nurse and midwife. A minimum of 7 years experience after registration as a Professional nurse.
<b><u>DUTIES</u></b>	:	Strong leadership skills, good verbal & written communication skills, conflict management skills, good relationship & ability to work under pressure. Facilitate and oversee the development of operational/business plans to give strategic guideline. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norm of nursing practice to promote the health status of health care users. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multidisciplinary team work that promotes effective health care.
<b><u>ENQUIRIES</u></b>	:	Ms.K.F.Mabuza, Tel No: (011) 812-5156
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/243</u></b>	:	<b><u>FACILITY MANAGERS (9 POSTS) REF NO: 70050421</u></b> Directorate: Health Region A – Randfontein Subdistrict
<b><u>SALARY</u></b>	:	R186 030- R 235 659 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	Dipl. In General Nursing and midwifery/ Clinical care Management. SANC Registration. At least 2 years exp in PHC. Counseling & conflict management skills. Drivers License
<b><u>DUTIES</u></b>	:	Overall in-charge of the clinic. Provision of general management, supervision and control of Health Services. Develop and Manage the facility budgetary system. Complete performance evaluation reports for all staff members. Participate in the Sub-District management team activities. Writing and submission of reports to the next management level as required. Implement strategies for reduction of waiting times in the facilities. Develop operational. Training and mentoring of staff.
<b><u>ENQUIRIES</u></b>	:	Ms O. Mmuoe, Tel No: (011) 693 5270/1
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/244</u></b>	:	<b><u>PRINCIPAL PHARMACIST REF NO: 70050424</u></b> Directorate: Pharmaceutical Services
<b><u>SALARY</u></b>	:	R172 449 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	Registration with the South African Pharmacy Council. Good written and communication skills. Ability to work in a team. Computer literacy. Comprehensive understanding of HIV/ AIDS antiretroviral agents. Driving license.
<b><u>DUTIES</u></b>	:	Ensuring proper drug supply management – acquisitioning, pre-packing, distribution, storage and use of medicine and supervision thereof. Implementing of Standard Operating Procedures, Good Pharmacy Practice Norms and Standards. Implement and maintain security measures. Evaluate medicine needs and budget control. Counseling of patients to ensure optimal compiling with the use of medication. Advice and support to patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacovigilance and drug related issues namely interactions, drug metabolism etc. Ensure adherence to National Guidelines, Contribution to capacity building of staff. Ensure uninterrupted supply of drugs.
<b><u>ENQUIRIES</u></b>	:	J Visser, Tel No: (011) 953 4515/6
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/245</u></b>	:	<b><u>SCHOOL HEALTH NURSE (2 POSTS) REF NO: 70050422</u></b> Directorate: Health Region A – Krugersdorp
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	Registration as a Professional Nurse. A valid code 08 Drivers license. Experience in school health nursing will be an advantage. Proof of Registration with SANC.
<b><u>DUTIES</u></b>	:	Rendering health services in schools, screening children in school, screening them for barriers to learning. Ensuring appropriate referral. Supporting the implementation of youth-friendly service's in clinic's and communities.

		Administration duties within the school health program, compiling of statistics and reports. Assisting in primary Health Care Clinic's during school holidays.
<b><u>ENQUIRIES</u></b>	:	Rykie Jooste, Tel No: 082 413 4814
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/246</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY: ADVANCED MIDWIFERY (2 POSTS) REF NO: 70050263</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General Nursing and Midwifery. Registration with the S.A.N.C. A relevant specialty qualification in Advanced Midwifery. Knowledge and competency of nursing care procedure and methods relevant to the specialty areas and critical care areas. Technical skills in the utilization of equipment and resuscitation skills. Years of experience over and above the specialty qualification will be considered.
<b><u>DUTIES</u></b>	:	Plan, organize, implement and supervise the objectives of the specialty or critical care unit in consultation with team stakeholders and subordinates. Provide comprehensive, individualized quality nursing care as a member of the multi – disciplinary team according to the identified needs of the patient based on scientific principles. Ensure continuity of patient care through proper handover, records and clinical care records. Co-operate to ensure that promotion of performance management and development as in line with policy. Practice the nursing profession within the laid down rules and regulations, scope of practices and code of conduct as in Public Service Regulations.
<b><u>ENQUIRIES</u></b>	:	Mrs. N.G. Mpambo, Tel: (011) 923 - 2050
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/247</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY: INTENSIVE CARE UNIT (3 POSTS) REF NO: 70050264</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General Nursing and Midwifery. Registration with the S.A.N.C. A relevant specialty qualification in Intensive Care Unit. Knowledge and competency of nursing care procedure and methods relevant to the specialty areas and critical care areas. Technical skills in the utilization of equipment and Resuscitation skills. Years of experience over and above the specialty qualification will be considered.
<b><u>DUTIES</u></b>	:	Plan, organize, implement and supervise the objectives of the specialty or critical care unit in consultation with team stakeholders and subordinates. Provide comprehensive, individualized quality nursing care as member of the multi – disciplinary team according to the identified needs of the patient based on scientific principles. Ensure continuity of patient care through proper handover, records and clinical care records. Co-operate to ensure that promotion of performance management and development as in line with policy. Practice the nursing profession within the laid down rules and regulations, scope of practice and code of conduct as in Public Service Regulations.
<b><u>ENQUIRIES</u></b>	:	Mrs. N.G. Mpambo, Tel No: (011) 923 - 2050
<b><u>CLOSING DATE</u></b>	:	08 May 2008
<b><u>POST 17/248</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY: OPERATING THEATRE (3 POSTS) REF NO: 70050265</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General nursing and Midwifery. Registration with the S.A.N.C. A relevant specialty qualification in Operating Theatre. Knowledge and competency of nursing care procedure and methods relevant to the specialty areas and critical care areas. Technical skills in the utilization of equipment and Resuscitation skills. Years of experience over and above the specialty qualification will be considered
<b><u>DUTIES</u></b>	:	Plan, organize, implement and supervise the objectives of the specialty or critical care unit in consultation with team stakeholders and sub-ordinates. Provide comprehensive, individualized quality nursing care as a member of the multi – disciplinary team according to the identified needs of the patient based

		on scientific principles. Ensure continuity of patient care through proper handover, records and clinical care records. Co- operates to ensure that promotion of performance management and development as in line with policy. Practice the nursing profession within the laid down rules and regulations, scope of practice and code of conduct as in Public Service Regulations.
<b><u>ENQUIRIES</u></b>	:	Mrs. N.G. Mpambo, Tel No: (011) 923 - 2050
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/249</u></b>	:	<b><u>NURSING EDUCATOR-CLINICAL PROGRAM COORDINATOR PN-D1 REF NO: 70050433</u></b>
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	S.A.N.C registration as a General nurse and midwife. A combination of 9 years actual service and/or appropriate/ recognizable post registration experience in General Nursing.
<b><u>DUTIES</u></b>	:	Strong leadership skills, good verbal & written communication skills, conflict management skills, good relationship & ability to work under pressure. Provide education and training to nurses. Co-ordinate clinical teaching exposure to nurses within the institution. Support the mission and promote the image of the institution. Implement assessment strategies to determine nurses competences. Exclusive control over nurses on clinical issues. Plan and implement the orientation of all newly appointed nurses.
<b><u>ENQUIRIES</u></b>	:	Ms.K.F.Mabuza, Tel No: (011) 812-5162
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/250</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY: INTENSIVE CARE UNIT (2 POSTS) REF NO: 70050266</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General Nursing and Midwifery. Registration with the S.A.N.C. A relevant specialty qualification in Intensive Care Unit. Knowledge and competency of nursing care procedure and methods relevant to the specialty areas and critical care areas. Technical skills in the utilization of equipment and resuscitation skills. Years of experience over and above the specialty qualification will be considered.
<b><u>DUTIES</u></b>	:	Plan, organize, implement and supervise the objectives of the specialty or critical care unit in consultation with team stakeholders and subordinates. Provide comprehensive, individualized quality nursing care as a member of the multi – disciplinary team according to the identified needs of the patient based on scientific principles. Ensure continuity of patient care through proper handover, records and clinical care records. Co-operate to ensure that promotion of performance management and development as in line with policy. Practice the nursing profession within the laid down rules and regulations, scope of practices and code of conduct as in Public Service Regulations.
<b><u>ENQUIRIES</u></b>	:	Mrs. N.G. Mpambo, Tel: (011) 923 - 2050
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/251</u></b>	:	<b><u>SOCIAL WORKER REF NO: 70050470</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R157 686 – R183 066 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work, 5 – 10 years experience in Social Work hospital setting, registration with HPCSA, assist in the management of Social Work Services to Health Care users and their support systems.
<b><u>DUTIES</u></b>	:	Consultation with Social Work Manager and conduct supervision to sub – ordinates when ever necessary, Assist Social Worker manager in management of service rendering, staff, finance, training and development as well as in liaison function. Ability to study, interpret, apply, monitor and give guidance on legislations and policies to supervisees and other stakeholders. Communication, planning, negotiation and presentation skills will also be essential.
<b><u>ENQUIRIES</u></b>	:	Dr. A. Christoforou, Tel no: (011) 898 - 8320
<b><u>CLOSING DATE</u></b>	:	13 May 2008

<b><u>POST 17/252</u></b>	:	<b><u>PERSONAL ASSISTANT TO (THE DIRECTOR) REF NO: 70050423</u></b> Directorate: Management
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and 3 year Diploma in Office Management or relevant qualification. Must have communication, interpersonal, organizing, writing, interpretation skills. Must be computer literate. Drivers license recommendation. Must be able to adhere to confidentiality clause.
<b><u>DUTIES</u></b>	:	Information management to and from the Directors office. Manage all relevant files and documents as required. Manage Directors mail (record, discard) answer routines and update and remind the Director on all important matters that needs attention. Manage the Directors diary on daily basis, screen calls for the Directors attention and inform her of any urgent telephone messages. Meeting management (Draft agendas, Compile and Distribute minutes to relevant manager's follow-up on tasks generated. Prepare routine correspondence. Take charge of the Directors schedule. Mnx of claims on Directors time to me made via the P.A (Diary Management). Be responsible for Hospitality in Directors office when necessary. Handle routine catering & purchase refreshment for the Directors visitors or meetings. Arrange traveling and accommodations logistics for the Director).
<b><u>ENQUIRIES</u></b>	:	Ms P. Muso, Tel No: (011) 953 4515/6
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/253</u></b>	:	<b><u>PROFESSIONAL NURSE (20 POSTS) REF NO: 70050262</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R106 086 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General nursing and Midwifery. Registration with the S.A.N.C. Implementation, management and supervision of nursing care plans for the promotion of health. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safety. Communication skills, knowledge and competency of nursing care procedures and methods of implementation.
<b><u>DUTIES</u></b>	:	Plan and implement nursing care. Implement and promote Quality Assurance Standards, Batho Pele principles and Patient's Rights' Rights guidelines. Engage actively in education and training of students and all other categories of nursing staff. Promote and maintain professional and ethical practices and ensure an ethical practice and ensure an ethical environment thereof. Implement and promote nursing care management activities in accordance with the standards of practice and scope of practice. Implement, promote and maintain effective infection control and Occupational health and Safety policies within the ward/ unit. Maintain responsibility of nursing care in the ward/ unit.
<b><u>ENQUIRIES</u></b>	:	Mrs. N.G. Mpambo, Tel No: (011) 923 - 2050
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/254</u></b>	:	<b><u>SOCIAL WORKER REF NO: 70050267</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	B.A. in Social Worker Degree, registered with South African Council for Social Service Professions (SACSSP). Skills and competency: Good communication skills, good interpersonal relation skills/ computer literacy will be an added advantage.
<b><u>DUTIES</u></b>	:	To provide comprehensive Social work services that complies with the norms, standards and legislations of Social Work practice and work within multi – disciplinary team.
<b><u>ENQUIRIES</u></b>	:	Ms.F.K. Mokgokong, Tel No: (011) 923 - 2228
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/255</u></b>	:	<b><u>CLIENT INFORMATION OFFICER/ CLERK OR SWITCHBOARD OPERATOR REF NO: 70050268</u></b> Directorate: Client Information
<b><u>SALARY</u></b>	:	R106 335 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, minimum of two years experience in ICT environment (Registry, Record/ Switchboard/ Call Centre/ Statistics IT end user Support) environment. Good communication and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual, a medical worker and be able to take instructions. National Diploma in IT or Call centre or Computer A+ or N+ certificate will be an advantage. NB: Individuals will undergo training used in the hospital.
<b><u>DUTIES</u></b>	:	Oversee and maintenance of the Switchboard equipment. i.e. PABX, UPS and Telephone instruments. Maintenance and support PABX, create new user on PABX database, print report telephone usability from system. IT end user technical support and oversee Information Management in the Institution and making sure that data extracted from all the systems is of quality. Reliever supervisor of Registry, FMU, IT helpdesk and Information Unit (Statistics).
<b><u>ENQUIRIES</u></b>	:	Mr. N.V. Mulaudzi, Tel No: (011) 923 – 2100
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/256</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 70050472</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R106 335 – R123 456 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with experience. Knowledge of ELS. Good communication skills. Interpersonal relations.
<b><u>DUTIES</u></b>	:	Capturing on ELS, capturing of log sheets, daily checking of vehicles for dents, reporting of accidents timeously, issuing of trip authorities daily, check licence disks for expiry dates, check that trips are properly recorded, fill in and submit form six monthly and according to the due date, supervision of staff, allocate daily trips to drivers.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Moepi, Tel no: (011) 898 - 8206
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/257</u></b>	:	<b><u>FINANCIAL CONTROLLER REF NO: 70050469</u></b> Directorate: Administration - Finance
<b><u>SALARY</u></b>	:	R85 362 - R99 108 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant financial experience of at least 2 years in a hospital environment. Knowledge of BAS, SAP, PFMA and Treasury Regulations. Computer literacy. Good interpersonal skills. Must be able to work under pressure.
<b><u>DUTIES</u></b>	:	Manage timely payments of all suppliers, manage the creditor statements (reconciliations) and update cash flow.
<b><u>ENQUIRIES</u></b>	:	Mr. E. Ngcobo, Tel no: (011) 898 - 8207
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/258</u></b>	:	<b><u>DIETITIANS (2 POSTS) REF NO: 70050475</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R85 362 – R99 108 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Registered with the HPCSA. Community service completed, good communication skills, able to work in a team and initiative person, interest in clinical nutrition.
<b><u>DUTIES</u></b>	:	Nutritional assessment and management of patients. Nutrition education to in and out patients. Nutrition counselling and diet prescription for specific diagnosis.
<b><u>ENQUIRIES</u></b>	:	Dr. A. Christoferou, Tel no: (011) 898 - 8320
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/259</u></b>	:	<b><u>FINANCIAL CONTROLLER REF NO: 70050603</u></b> Directorate: Administration - Finance
<b><u>SALARY</u></b>	:	R85 362 - R99 108 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant financial experience of at least 2 years in a hospital environment. Knowledge of BAS, SAP, PFMA and Treasury Regulations. Computer literacy. Good interpersonal skills. Must be able to work under pressure.

<b><u>DUTIES</u></b>	:	Management of cost centers, journals for incorrect allocations, BAS/ Persal, BAS/ Medsas BAS/ SAP reconciliations, compile expenditure reports per cost centre
<b><u>ENQUIRIES</u></b>	:	Mr. E. Ngcobo, Tel no: (011) 898 - 8207
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/260</u></b>	:	<b><u>HEALTH THERAPIST (ORAL HYGIENE) REF NO: 70050578</u></b> Directorate: Oral Health
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	West Rand District
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in Oral Hygiene including Expanded Functions HPCSA registration. Good writing & communication skills. Valid Drivers license.
<b><u>DUTIES</u></b>	:	Assess the need for community based oral health services. Formulation and implementation of oral health promotion and specific protection programmes and the execution thereof. Provide an integrated comprehensive inter-disciplinary oral hygiene services. Support the facilitation of outreach programmes and provide reports on service delivery. Rendering of clinical services in the clinics which will include mobile dental clinics. Assist and participate in research projects and surveys.
<b><u>ENQUIRIES</u></b>	:	Dr Nicholas Mwangi, Tel No: (011) 953 1897
<b><u>CLOSING DATE</u></b>	:	15 May 2008
<b><u>POST 17/261</u></b>	:	<b><u>NURSING ASSISTANTS (40 POSTS) REF NO: 70050474</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R53 757 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration as a Nursing Assistant. Grade 12, good communication and interpersonal skills, commitment and dedication including team spirit.
<b><u>DUTIES</u></b>	:	Assist in rendering quality care within her scope of practice. Total patient care to all patients. Adherence to policies. BE prepared to work day and night shift on a rotation basis.
<b><u>ENQUIRIES</u></b>	:	Ms. T. Moloko, Tel no: (011) 898 - 8311
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/262</u></b>	:	<b><u>SPECIALISED AUXILIARY WORKER (PHARMACY) (5 POSTS) REF NO: 70050602</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R49 665 – R57 663 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Science, Maths and Biology), organizing, reading, writing, communication and computer literate. Compulsory to enrol for Pharmacy training programmes.
<b><u>DUTIES</u></b>	:	Distribution and control of stock. Ward stock auditing. Compounding and preparation of medicine. Assist with manufacturing. Re – packing of medicine. Provision of information to promote health. Prepare ward stock, exercise normal stock control in the wards (distribution and control). Data capturing. Record keeping and stats management.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Gaula, Tel no: (011) 898 - 8145
<b><u>CLOSING DATE</u></b>	:	13 May 2008
<b><u>POST 17/263</u></b>	:	<b><u>DRIVER REF NO: 70050471</u></b> Directorate: Management and Support
<b><u>SALARY</u></b>	:	R43 245 – R48 249 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET. Code 8/ 10 with 2 years experience, PDP an advantage, be able to read and write, to work under pressure and remain focussed towards productivity.
<b><u>DUTIES</u></b>	:	Transport authorised patients, staff and goods. Record all trips in relevant records. Check fuel, oil, tyres, ect. Report minor and major defects to supervisor. Report accidents immediately. Cleaning of vehicles when the need arises.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Moepi, Tel no: (011) 898 - 8206
<b><u>CLOSING DATE</u></b>	:	13 May 2008

## 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** : 16 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 17/264** : **CHIEF DIRECTOR: COMMUNITY DEVELOPMENT AND PUBLIC PARTICIPATION REF NO: 70050539**  
Directorate: Management and General Support Personnel
- SALARY** : R635 874 per annum (An all inclusive salary package that can be structured according to the individual's needs and signing a performance contract, undergoing a competency assessment and security vetting)
- CENTRE REQUIREMENTS** : Johannesburg  
: A recognized and relevant Masters degree. Thorough understanding of developmental Local Government. Extensive knowledge in community development and citizen participation. Strong programme and project management skills. Exceptional leadership, coordinating, negotiating and communication skills. Computer literacy. A valid code 08 license.
- DUTIES** : Providing strategic leadership and direction to the following areas of work: Community Development Work Programme and Public Participation in Local democracy. This portfolio of functions aims to deepen citizen involvement and participation governance in general and in Local Government in general and in Local Government in particular, through the CDW's ward committees, local councilors and civil society. It aims to ensure a higher level of awareness of government products and services that seeks to ensure that citizens are integrally involved in local government planning and decision making process.
- ENQUIRIES** : Ms. D. Londt, Tel.No: (011) 355-5162

### OTHER POSTS

- POST 17/265** : **DEPUTY DIRECTOR: PROCUREMENT & SUPPLY CHAIN MANAGEMENT REF NO: 70050540**  
Directorate: Finance and Procurement
- SALARY** : R311 358 per annum (all inclusive package)
- REQUIREMENTS** : Grade12 plus a recognized B Degree or equivalent qualification preferably in Supply Chain Management or Procurement with the appropriate experience. Knowledge of PFMA, PPPFA, SCM, TREASURY REGULATIONS and other relevant legislation. Understanding of BBBEE policies and DORA (Division of Revenue Act) and the Constitution. Sound knowledge of coordinating, negotiating, interpersonal relations, analytic financial interpretation skills, report writing, communication, management skills and Computer Literacy, SAP and BAS.
- DUTIES** : Implementation of the Supply Chain Management and Preferential Procurement Policy Framework Act. Tender administration and management of contracts. Implement BBBEE and SMME policies and procedures. Co-ordinate Departmental Acquisition Council and Bid Evaluation Committee functions and activities. Compile monthly and quarterly procurement reports to management, Provincial Treasury and other stakeholders. Ensure compliance to PFMA, PPPFA and SCM. Manage the procurement of goods and services. Provide training in respect of procurement and tender administration to management and staff. Supervise staff and compile assessment appraisals within the component.
- ENQUIRIES** : Mr. Joseph Mahlangu, Tel. No: (011) 355 5017/5527
- POST 17/266** : **LEGAL ADMINISTRATION OFFICER (3 POSTS) REF NO: 70050537**  
Directorate: Legal Services
- SALARY** : R311 358 per annum (all inclusive package)

<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of a recognised B. Proc or LLB degree as well as extensive appropriate experience in a legal environment. Knowledge of Local Government Legislation as well as Public Service legislative framework and sound ability to interpret statutes. An independent and analytical thinker with the ability to work under pressure as well as sound interpersonal relations together with excellent communication ability, computer literacy and valid driver's license is required.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following: Drafting of legal documents such as notices, contracts, agreements etc. preparing case files and liaising with State Attorney / State Law Advisor on litigious legal matters. Liaising with municipalities in respect of legal matters affecting Local Government in general. Furnishing of legal opinions and advice to the Department. Conducting legal research, training and workshops. Ensure the successful management of litigation instituted by or against the Department. Prepare and oversee preparation of legal briefs, documents reports, and responses. Plan assign and supervise the work of subordinate staff. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Assist in the Financial Management Functions of the Directorate: Legal Service in accordance with the province of the Public Finance Management Act No. 1 of 1999 and the Treasury Regulations; Serve as a middle manager of the department management team. Communicate report and integrate the outputs of the Directorate: Legal Services, internal to the Department and externally with all stakeholders. Represent the legal unit/Department on various technical committees and Assist with investigations into irregularities in municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms. J. Bednar, Tel No. (011) 355 –5512
<b><u>POST 17/267</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: 70050604</u></b> Directorate: Municipal Finance
<b><u>SALARY</u></b>	:	R196 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification in Accounting field and at least 3 years experience of assessing annual financial statements. Grant management will be advantageous. RECOMMENDATIONS: Sound knowledge of financial and administration skills, preferably in the government sector. Sound leadership, co coordinating, leadership skills with experience of existing government legislation. Computer literacy. Excellent writing and communication skills. Interpersonal relations. Ability to interpret directives. A valid driver's licence. Knowledge of Excel.
<b><u>DUTIES</u></b>	:	The incumbent will serve as a member of Local Government Finance Team and will be responsible for the sub program of Annual Financial Statements and Grant Management. The monitoring of compliance to legislation in terms of the Municipal Finance Management Act – Annual Financial Statements and Grants and local government finances. General matters pertaining to government finances and the monitoring and evaluation of the financial positions of municipalities.
<b><u>ENQUIRIES</u></b>	:	Mr Z. Y. Khan, Tel No: (011) 355-5227
<b><u>POST 17/268</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 70050538</u></b> Directorate: Finance and Procurement
<b><u>SALARY</u></b>	:	R157 686 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Senior Certificate B Degree or equivalent qualification. Preferably in Financial Management or Asset Management with the appropriate experience, Knowledge of basic accounting principles and ability to prepare and analysis figures and amounts. Ability to conduct financial analysis, prepare reports and proposals related to asset management. Sound coordinating, negotiating, interpersonal relations, analytic financial interpretation skills, report writing, communication, management skills and Computer Literacy especially Excel, Word and specific asset management systems in the Province/ Department. Knowledge of SAP and BAS systems.
<b><u>DUTIES</u></b>	:	Develop, implement and monitor acquisition, maintenance and disposal plans for assets Develop and effectively implement the Asset Management Strategy within the Department To manage asset management resources allocated to the asset management function. To ensure effective integration and working procedures between the asset management function and Supply Chain management within the Department. To ensure effective management of assets within the Department according to the Asset Management Strategy and



requirements of the PFMA To oversee the effective execution of asset management activities. To make recommendations regarding the disposal of assets To ensure regular asset counts and to verify results against the Asset Register. Liaise with the Budget Office to ensure adherence to budget requirements and proper budgeting in line with the life-cycle planning and strategy of the Department. To ensure all officials within the Department understand asset management requirements and the application thereof in their respective Divisions. Prepare monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger.

**ENQUIRIES** : Joseph Mahlangu, Tel No: (011) 355-5107/5527

#### **DEPARTMENT OF SOCIAL 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 NOTE** : Ms Arti Singh  
: 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 17/269** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES (2 POSTS REF NO: 70050318)**  
Directorate: Regions

**SALARY CENTRE REQUIREMENTS** : R196 815 per annum (plus benefits)  
: Johannesburg Metro Region  
: 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 CLOSING DATE** : Mr. D Noble Tel : (011) 374 1600 / 082 469 0849  
: 05 May 2008

**POST 17/270** : **ASSISTANT DIRECTOR REF NO: 70050454**  
Directorate: Institutions

**SALARY CENTRE REQUIREMENTS** : R 196 815 per annum (plus benefits)  
: Johannesburg Head Office  
: An appropriate tertiary qualification, Degree / diploma in social work or child care with a minimum of three years in a supervisory position. The skills required include planning, organizing, business partnering, research, policy management , advanced problem-solving, communication and conflict resolution/ management. Knowledge of the department's constitutional mandates and relevant policies and legislation. Understanding the department's relationship with the National Department and other stakeholders.

		Change management and applying innovative thinking. Report writing. Code B driver's license, Computer literacy.
<b><u>DUTIES</u></b>	:	Implement a service delivery strategy for institutions through policy and programs for the continued improvement of service delivery in institutions. Implement planned targets aligned to the department's strategic plan and Head Office Directorates' operational plans. Implement service delivery initiatives (policy and programs including procedure systems, customer care, structural alignment and capacity building) in institutions. Implement a program to increase access of services through decentralization process in institutions. Monitor and evaluate the overall performance of Institutions in relation to Regions and the movement of children. Assist with the collation and analysis of data on interventions and determining of trends for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms. L. Bux (011) 355 – 7610
<b><u>CLOSING DATE</u></b>	:	14 May 2008
<b><u>POST 17/271</u></b>	:	<b><u>SENIOR SOCIAL WORKER (FIELD SERVICES) REF NO: 70050455</u></b> Directorate: Regions
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Metro Region
<b><u>REQUIREMENTS</u></b>	:	B.A. Social Work Degree. Registration with the Council for Social Services Professions. Proof of payment for the current year with the Council. Valid code 08 driver's licence. Extensive knowledge of the Child Care Act and relevant Social Work legislation. At least three years Social Work experience with exposure to the broader spectrum of the profession. Experience in developmental work, extensive knowledge of all Legislation, Policies and Priorities Governing Social Services. Computer literacy. Administrative capabilities should include organisational skills, compilation of statistics, correspondence and report writing. Good communication skills and an excellent ability to handle conflict, difficult clients and crisis intervention.
<b><u>DUTIES</u></b>	:	Render complex Developmental Social Work services to individuals, families and communities. Statutory crisis intervention in terms of relevant Social Work legislation e.g. Child Care Act. Implementation of transformation policies and legislation. Intersectoral and Interdepartmental collaboration. Inputs into and execution of operational plan in accordance with work plans and performance. Compilation, interpretation and management of statistics, relevant reports and research. Compilation of community profiles for interpretation, planning and rendering of services.
<b><u>ENQUIRIES</u></b>	:	Mrs E. Jacobs (011) 374-1857
<b><u>CLOSING DATE</u></b>	:	14 May 2008
<b><u>POST 17/272</u></b>	:	<b><u>SENIOR SOCIAL WORKER (STATUTORY SOCIAL SERVICES/CANALISATION) REF NO: 70050456</u></b> Directorate: Regions
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Metro Region
<b><u>REQUIREMENTS</u></b>	:	B.A. Social Work Degree. Registration with the Council for Social Services Professions. Proof of payment of fees to the Council. Valid code 08 driver's licence. Extensive knowledge of the Child Care Act. At least six years Social Work experience as stipulated in the Delegations in terms of the Child Care Act. Experience in developmental work, knowledge of all Legislation and Policies Governing Social Services. Computer literacy. Administrative capabilities should include organisational skills, correspondence and chairing of meetings/panels. Good communication skills and a excellent ability to handle conflict and difficult clients.
<b><u>DUTIES</u></b>	:	Compile reports and respond on Ministerial Enquiries & ISS, network with other Service Providers. Develop and manage training programmes for social workers from NGO's as well as in the office. Evaluation of social workers' reports, assessment of current circumstances and decision as to future placement. Issuing of orders as well as signing of such. Compilation of monthly statistics, Chairing of panel discussions between public and welfare Organisations/social workers from the office. Establishment and maintenance of registers.
<b><u>ENQUIRIES</u></b>	:	Mrs E. Jacobs (011) 374-1857
<b><u>CLOSING DATE</u></b>	:	14 May 2008

## 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
- 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 17/273** : **DIRECTOR: MANAGEMENT ACCOUNTING IN THE OFFICE OF THE CFO**  
**REF NO.70050419**  
Directorate: Office of the CFO
- SALARY** : R540 429 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant three-year tertiary qualification. 3-5years experience in financial management and monitoring of which at least 2 years should be in middle management. Experience in/knowledge of government planning and reporting processes, financial management, administration and budgeting processes.
- DUTIES** : Responsible for budget, asset and procurement management aligning strategic planning, budgeting and providing strategic leadership for the business unit.
- ENQUIRIES** : Ms CM Magogodi, Tel No: (011) 355 8653
- CLOSING DATE** : 15 May 2008

## OFFICE OF THE PREMIER

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 14 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 17/274** : **DEPUTY DIRECTOR ADMINISTRATION: RISK MANAGEMENT REF NO 70050606**  
Directorate: Financial Management
- SALARY** : R311 358 (All inclusive)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A recognized degree or equivalent qualification and extensive experience in risk management, related perspective and Acts. Computer literacy, good interpersonal relations, communication, writing, analytical and management skills will be 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 Processes, Annual Financial Statements and Performance Evaluation will be an added advantage.
- DUTIES** : Develop, monitor and manage risk policies and profiles for the office in conjunction with Treasury. Liaise with directorates in areas of responsibility to ensure identification and management of risk. Ensure the implementation and operation of risk committee. Monitor and evaluate the implementation of the policy strategy. Assist in the implementation of Auditor General and Internal Audit recommendations.
- ENQUIRIES** : Mr. H Malan Telephone no: (011) 355-6826
- NOTE** : Appointment to the signing of performance agreement contract. The successful candidate will be required to submit to security clearance check.

<b><u>POST 17/275</u></b>	:	<b><u>DEPUTY DIRECTOR: MISS [MINIMUM INFORMATION SECURITY STANDARDS] REF 70050611</u></b> Directorate: Security and Risk Management Services
<b><u>SALARY REQUIREMENTS</u></b>	:	R311 358 per annum ( All inclusive package) A recognized Bachelor degree/diploma or equivalent qualification; extensive experience in MISS-, physical-, document-, information-, communication- and personnel security and security policy implementation and should be able to communicate with staff on all levels in order to promote MISS and Information Security in the GPG. Further requirements are to be computer literate, have training and management skills and the ability to work under pressure and tight deadlines. Knowledge of budget, HR matters, Risk Management/Control and OHS will be an advantage. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Management of Information Security and systems for the Gauteng Provincial Government [GPG]. Ensure compliance with MISS and security policies in GPG. Ensure evaluation of- and advising on standard information security measures and counter measures and facilitate implementation in GPG. Ensure the drafting, conducting and reviewing of security and MISS training and awareness sessions for GPG. Manage, supervise, develop and evaluate subordinates in line with Directorate functions. Coordinate activities to meet target dates. Define roles and expectations.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. J. H. Stoltz, Tel No: (011) 355-6225 The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.
<b><u>POST 17/276</u></b>	:	<b><u>ASSISTANT DIRECTOR: MISS (MINIMUM INFORMATION SECURITY STANDARDS) REF 70050609</u></b> Directorate: Security and Risk Management Services
<b><u>SALARY REQUIREMENTS</u></b>	:	R157 686 per annum ( plus benefits) A recognized post Matric qualification with at least 5 years experience in MISS-, physical-, document-, information-, communication and personnel security implementation and knowledge of risk management and emergency planning in the government environment. Training skills, relevant security legislation and basic knowledge of budgeting, HR matters. The following courses will strengthen the application: Security Management Course (NIA), course in Risk Management and SAMTRAC (NOSA). Incumbent must have good planning-, organizing-, leadership-, control-, communication-, interpersonal-, research and report writing skills and must be computer literate. The incumbent must be in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure implementation- and compliance with MISS and security policies in the Gauteng Provincial Government (GPG). Monitor, evaluate, provide advice and report on MISS implementation for GPG. Evaluate, provide advice, report on and facilitate the implementation of information security measures for GPG. Draft and review security and MISS training and awareness curricula and programs and conduct security and MISS training and awareness sessions for GPG. Manage, supervise, develop and evaluate subordinates in line with Directorate functions.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr. J. H. Stoltz, Tel No: (011) 355-6225 The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.
<b><u>POST 17/277</u></b>	:	<b><u>ASSISTANT DIRECTOR: (TECHNICAL SUPPORT) REF 70050610</u></b> Directorate: Security and Risk Management Services
<b><u>SALARY REQUIREMENTS</u></b>	:	R157 686 per annum (plus benefits) Recognized post Matric qualification, National Diploma in electronics or equivalent qualification, electronic security systems course (CCTV, Digital networking and access control), valid code 08 driver's license, 5 years experience in the security environment , computer literacy, technical-, presentation-, communication- and leadership skills and good interpersonal relations are required and the ability to work under pressure, knowledge of MISS, PFMA and relevant security legislation and a broad understanding of security and risk management/control are required.

<b><u>DUTIES</u></b>	:	Provide technical support and advice with respect to installation of electronic security measures for OoP and GPG departments. Ensure maintenance of electronic security systems. Investigate new technologies and advice management on placement of CCTV and other electronic security equipment. Facilitate the implementation of technical surveillance counter measures. Monitor the adherence and compliance with technical standards and measures for electronic security systems. Assist in conducting IT security awareness campaigns for the OoP. Ensure compliance with OHS Act, MISS and other applicable legislation. Implement backup strategy for security systems. Arrange for staff training and development. Identify and address risk management gaps within the OoP LAN.
<b><u>ENQUIRIES</u></b>	:	Mr. J. H. Stoltz, Tel No: (011) 355-6225
<b><u>NOTE</u></b>	:	The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.
<b><u>POST 17/278</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: MISS (MINIMUM INFORMATION SECURITY STANDARDS) REF NO 70050610</u></b> Directorate: Security and Risk Management Services
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and post matric qualification. Three to five years experience in security in the government environment. A good understanding of MISS-, physical-, document-, information-, communication and personnel security implementation and risk management in the government environment. Knowledge of relevant security legislation, basic knowledge of budgeting and HR matters. Incumbent must have planning-, organizing-, leadership-, control-, communication-, interpersonal-, research and report writing skills, must be computer literate, able to work under pressure and meet deadlines. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide general and specific information security support and the implementation of MISS policy for Gauteng Provincial Government (GPG). Monitor and provide advice on MISS- and information security compliance. Conduct information security evaluations, inspections and audits and report on findings. Render assistance with the developing of security and MISS training and awareness programs for GPG. Render and facilitate regular security and MISS training and awareness sessions. Maintain and update security and MISS awareness training databases and provide information when needed. Conduct threat and risk assessments.
<b><u>ENQUIRIES</u></b>	:	Mr. J. H. Stoltz, Tel No: (011) 355-6225
<b><u>NOTE</u></b>	:	The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.
<b><u>POST 17/279</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: TECHNICAL SUPPORT REF 70050607</u></b>
<b><u>SALARY</u></b>	:	R132 054 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent and recognized post Matric qualification in electronics. An understanding of electronic security systems and experience in installation, configuration and the testing thereof. 3-5 years experience in the security environment. The ability to work effectively with officials across all levels, strong communication, planning and organization skills and computer literacy. Driver's license is essential.
<b><u>DUTIES</u></b>	:	To render security and transversal technical support to the Office of the Premier and GPG, manage information security documents. Provide administrative support to the Deputy Director. Ensure functionality of CCTV and the Security Control Room in the Office of the Premier. Upgrade access control systems. Implement anti-virus protection and monitoring (patch management). Assist in risk identification and assessment and capture the information on SECMAN system. Coordinate with Service Providers on broader effective and efficient risk management. Manage technical assets. Resolve technical incidents within the agreed business timescale.
<b><u>ENQUIRIES</u></b>	:	Mr. J. H. Stoltz, Tel No: (011) 355-6225
<b><u>NOTE</u></b>	:	The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a

performance agreement contract. The successful candidate will be required to undergo a security screening check.

**POST 17/280** : **JUNIOR GRAPHIC DESIGN REF NO 70050605**  
Directorate: Corporate Communication Services

**SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Post-matric qualification and at least two years relevant experience in graphic design specifically for print media or industry. Must be computer literate in Apple Macintosh computer environment. Adobe Creative Suite. Excellent verbal and written abilities in English essential. Responsibilities and Competencies: Ability to accept a design brief and produce a concept for the product. Ability to ensure that the product complies with Government corporate branding design guidelines and protocols. Ability to ensure that the product is relevant to and for the audience and purpose. Exceptional attention to detail. Team worker and thinker. Ability to multi – task, must be versatile and flexible. Ability to handle pressure and work to tight deadlines. Ability to complete a task from conceptualisation and output (to print or publication ready formats). Ability to work independently and or with minimal supervision.

**DUTIES** : Key responsibilities include but not limited to: Conceptualise products in line with client briefs. Design products such as stationary, posters, pamphlets, booklets, banners, backdrops, brochures, newsletters, adverts. Liaise with clients. Liaise with photographers. Liaise with printers. Pro actively conceptualise new products for the office or department.

**ENQUIRIES** : Mr. Michael Kahn, Tel No: (011) 355-6832  
**NOTE** : Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

**POST 17/281** : **TEAM LEADER REF: 70050457**  
Directorate: Security and Risk Management Services

**SALARY** : R106 355 per annum (plus benefits)  
**REQUIREMENTS** : Grade 12 / or equivalent qualification and recognized [post matric qualification in security and PSIRA Grade A. Good leadership qualities and people management. Ability to work under pressure and meet deadlines. Knowledge of security equipment, procedures, investigation and Security Control Room Operations. Interpersonal, communication, conflict handling skills and Computer literacy. Enforce compliance to security acts and regulations, procedures and Minimum Information Security Standards.

**DUTIES** : Management of security guards, posting; inspection of security posts and Key control management. Manage the training and development of subordinates. Conduct investigation on security breaches and report to the Assistant Director. Enforce GPG security policy; manuals and site instruction. Communicate with relevant State Security Components, Relevant service providers and role players in the OoP. Manage Performance of security officers.

**ENQUIRIES** : Mr. L.Mokwena, Tel No: (011)355-6827  
Mr. Gash Rungasamy, Tel No: (011)355-6226  
**NOTE** : The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.

**POST 17/282** : **ADMINISTRATION CLERK REF NO 70050612**  
Directorate: Corporate Communication Service

**SALARY** : R85 362 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric certificate or equivalent qualification. Must have public communication and a minimum of 1 to 2 years experience on planning, organising, communication, interpersonal, administrative and computer literacy.

**DUTIES** : Receive financial expense report for communication. Verify financial procedures in respect of orders /payments items. Assist with the adjustment of provision in the budget. Obtain invoices from service providers. Verify projects in the Directorate for payments. Handle all requests for procurement, petty cash, maintain asset data base and handle all other issues relating to assets control. Coordinate and implement a registry system on livelink for the Directorate. Coordinate and update diary. Maintain the office filing system. Assist with various ad hoc projects in the Directorate as requested.

<b><u>ENQUIRIES</u></b>	:	Mr. IJR Mogale, Tel No: (011) 355-6281
<b><u>NOTE</u></b>	:	Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.
<b><u>POST 17/283</u></b>	:	<b><u>SHIFT LEADER (4 POSTS) REF 70050458</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 OR equivalent certificate and PSIRA Grade C. Supervisory skills; knowledge in the Operation equipment and devices; incident handling procedures, investigation and Security Control Room Operations. Supervision, administrative, Interpersonal communication and Conflict handling skills. Computer Literacy. Enforce compliance to security acts, regulations, and Procedures Ability to work under pressure and meet deadlines. Knowledge of security equipment, procedures, investigation and Security Control Room Operations. Interpersonal, communication, conflict handling skills and Computer literacy. Enforce compliance to security acts and regulations, procedures and Minimum Information Security Standards.
<b><u>DUTIES</u></b>	:	Management of security guards, posting; inspection of security posts and Key control management. Manage the training and development of subordinates. Conduct investigation on security breaches and report to the Assistant Director. Enforce GPG security policy; manuals and site instruction. Communicate with relevant State Security Components, Relevant service providers and role players in the OoP. Manage Performance of security officers.
<b><u>ENQUIRIES</u></b>	:	Mr. L.Mokwena, Tel No: (011) 355-6827
<b><u>NOTE</u></b>	:	Mr. Gash Rungasamy, Tel No: (011) 355-6226 The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to submit to a security clearance check
<b><u>POST 17/284</u></b>	:	<b><u>SECURITY OFFICER (6 POSTS) REF:70050459</u></b>
<b><u>SALARY</u></b>	:	R 58 290 per annum (plus benefits)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Grade 10 or Grade 12 or an equivalent qualification and NQF2 /PSIERA Grade C/D knowledge of access control procedures patrolling searching, control room operations, security equipment, radio and telephone communications.
<b><u>DUTIES</u></b>	:	Security officers' protection of State property, assets, personnel, client's addition, information in the Office of Premier on a 24 hours basis. Performing guarding services, access Control, escorting, searching patrolling, crowd control and control room Operations.
<b><u>ENQUIRIES</u></b>	:	Mr. L.Mokwena, Tel No: (011) 355-6827
<b><u>NOTE</u></b>	:	Mr. Gash Rungasamy, Tel No: (011) 355-6226 The successful candidates will be expected to work over time on weekends, public holidays and after hours. Appointment is subject to entering into a performance agreement contract. The successful candidate will be required to undergo a security screening check.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL**  
**DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL AFFAIRS**  
*The Department of Agriculture and Environmental Affairs is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representivity*

**APPLICATIONS** : The General Manager : South Region, Private Bag X6005, Hilton, 3245  
**CLOSING DATE** : 16 May 2008  
**NOTE** : Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Certified copies (not copies of certified copies) of all educational qualifications and supporting documents (identity documents, driver's licence, etc.) must also be submitted with your application. Applications must be submitted on/or before the closing date and late, faxed or e-mailed applications will not be accepted. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. Failure to comply with the above instructions will result in immediate disqualification of candidates. The Department of Agriculture and Environmental Affairs reserves the right not to fill any advertised post.

**OTHER POSTS**

**POST 17/285** : **HUMAN RESOURCE OFFICER (HR PROCUREMENT) REFERENCE NO: 17SR/2008**

**SALARY** : R85 362 p.a. to R99 108 p.a.  
**CENTRE** : Hilton South Region  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate, 2 years relevant Human Resources Procurement experience, computer literacy (MS Word and MS Excel), registered PERSAL user and a valid code B or EB drivers licence. Recommendations: Good verbal and written communication skills, organization and planning skills, must be prepared to work extended working hours.  
**DUTIES** : Recruitment and selection of staff, processing of transfers, processing of remuneration matters, maintenance of the establishment, updating of personal particulars  
**ENQUIRIES** : Mrs M. Ireland at 033 – 3438377

**POST 17/286** : **HUMAN RESOURCE OFFICER (LEAVE SECTION) REFERENCE NO: 18SR/2008**

**SALARY** : R85 362 p.a. to R99 108 p.a.  
**CENTRE** : Hilton South Region  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate, computer literacy (MS Word and MS Excel), registered PERSAL user, working experience in leave section. Recommendations: Good verbal and written communication skills, knowledge of all leave related prescripts.  
**DUTIES** : Audit and update leave records (manual and PERSAL), update leave balances, issuing of compulsory/forfeited leave letters, address all leave related queries, calculate and implement payment of leave gratuities (PERSAL), implement PILIR system, update and submit leave statistics on a daily basis, capture leave on PERSAL, maintenance of leave records and files.  
**ENQUIRIES** : Mrs M. van Zyl at 033 – 3438387

**POST 17/287** : **HUMAN RESOURCE OFFICER (EXITS SECTION) REFERENCE NO: 33SR/2008**

**SALARY** : R85 362 p.a. to R99 108 p.a.  
**CENTRE** : Hilton South Region  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate, 2 years relevant Human Resources Experience, computer literacy (MS Word and MS Excel), registered PERSAL user. Recommendations: Valid code B or EB driver's licence, good verbal and written communication skills.  
**DUTIES** : Processing of Exits, pension withdrawals, freezing of salaries, termination of service, reversals of salaries, pension calculations and nominations of beneficiaries, updating of personal particulars for pension purposes.  
**ENQUIRIES** : Mrs K. Venter at 033 – 3438373



<b><u>POST 17/288</u></b>	:	<b><u>HUMAN RESOURCE OFFICER (SERVICE BENEFITS) REFERENCE NO: 19SR/2008</u></b>
<b><u>SALARY</u></b>	:	R85 362 p.a. to R99 108 p.a.
<b><u>CENTRE</u></b>	:	Hilton South Region
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Certificate, 2 years relevant Human Resources experience, computer literacy (MS Word and MS Excel). Recommendations: Valid code B or EB drivers licence, good verbal and written communication skills, organization and planning skills, PERSAL experience.
<b><u>DUTIES</u></b>	:	Processing of deductions, processing of allowances, processing of injuries on duty, processing of housing allowances (including state guarantees), processing of long service awards, processing of payment of bank recalls.
<b><u>ENQUIRIES</u></b>	:	Mr L.D. Madondo at 033 – 3438444 or Mr N.W. Mbatha at 033 – 3438394
<b><u>POST 17/289</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (REGISTRY) REFERENCE NO: 20SR/2008</u></b>
<b><u>SALARY</u></b>	:	R132 054 p.a. to R153 312 p.a.
<b><u>CENTRE</u></b>	:	Hilton South Region
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Certificate, extensive relevant experience in the registry field. Knowledge of the Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. Recommendations: National Archives Certificate in Records Management, good verbal and written communication skills, computer literacy, problem solving skills, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Manage Resources and the overall functioning of the Registry. Update the filing system and maintain the filing index. Arrange for the disposal of archived records and maintain the destruction register. Ensure distribution of correspondence to staff. Manage the storage of Records. Manage the request of files. Monitor registry procedure manual. Contribute to work processes in component and work schedules.
<b><u>ENQUIRIES</u></b>	:	Mr L.D. Madondo at 033 – 3438444
<b><u>POST 17/290</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK (REGISTRY) REFERENCE NO: 21SR/2008</u></b>
<b><u>SALARY</u></b>	:	R85 362 p.a. to R99 108 p.a.
<b><u>CENTRE</u></b>	:	Hilton South Region
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Certificate, 3 years relevant administration experience. Recommendations: Valid Code B or EB driver's licence, good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Implementation of the filing system, classification of records/documentation, regulation of receipt and flow of documentation within the Directorate and externally, custody and maintenance of all records and their disposal.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Bestbier at 033 – 3438381
<b><u>POST 17/291</u></b>	:	<b><u>MESSENGER (REGISTRY SECTION) REFERENCE NO: 22SR/2008</u></b>
<b><u>SALARY</u></b>	:	R49 665 p.a. to R57 663 p.a.
<b><u>CENTRE</u></b>	:	Hilton South Region
<b><u>REQUIREMENTS</u></b>	:	ABET qualification (Literacy and Numeracy), valid code B or EB driver's licence.
<b><u>DUTIES</u></b>	:	Sorting and distribution of documents, collection of post and other items, locating documents and/or files for Registry, delivering files, documents and other items as requested by Registry staff.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Bestbier at 033 – 3438381

#### **DEPARTMENT OF TRANSPORT**

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

<b><u>APPLICATIONS</u></b>	:	Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed and dated. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Applicants must ensure that their CV contains all the information required in sections B and F of the Z83 if such

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

#### OTHER POSTS

**POST 17/292** : **SENIOR GIS SPECIALIST: ROAD DECLARATIONS AND MAPPING (REF NO P105/2008)**  
Kindly note that this is a re-advertisement. applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY** : R132 054 per annum  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : \*An appropriate recognized Bachelor's Degree / National Diploma in Civil Engineering / Survey / Town Planning or a post graduate qualification in GIS with GISSA / PLATO Registration, plus a minimum of 3 years GIS experience. Knowledge, Skills, Training And Competencies Required: \*Extensive knowledge of the Provincial Roads Act and Regulations. \*Extensive knowledge of the Provincial Road System. \*Extensive knowledge in the Legislative Requirements for Assessment and Declaration of Roads. \*Extensive knowledge in the Legislative Requirements for the registering of Public Rights of Ways. \*Skills in a variety of GIS programmes including MapInfo, ArcGIS, ArcIMS and IDRISI. \*Skills in managing document and content management systems. \*Skills in managing Project Management Systems. \*The ideal candidate should have the ability to manage time effectively and have extensive knowledge of best practices and the ability to customize such practices to suit local needs. \*He / she should also demonstrate understanding of societal implications of geo-information and systems.

**DUTIES** : \*Research, develop and prepare reports / inputs for policies, procedures, norms, protocols and guidelines for Road Proclamations and the Registration of Public Right of Ways (PROW's). \*Manage the registration and investigations of all Public Rights of Ways and supervise the preparation and compilation of the Road Proclamations, all according to the Roads Act and relevant Regulations for all the Department's Provincial roads. \*Control, co-ordinate and maintain the process of collection, validation, capture, archiving, analysis, retrieval, reporting and presentation of data that can be presented on a geographic platform or map. \*Ensure the correct application of information on the GIS system as well as adherence to policies and procedures relating to the road network system. \*Manage and resolve queries with regard to the Registration of Public Right of Ways and supervise the Road Proclamation process. \*Interact with various role players within the Department, Municipalities, Public sector, Private sector, etc. to monitor and ensure compliance to service standards. \*Ensure proper utilization of resources to stay within the budget.

**ENQUIRIES** : Mr B Acutt 033-342 6738  
**CLOSING DATE** : 05 May 2008  
**FOR ATTENTION** : Mrs S McCarthy  
**NOTE** : It is the intension of this Department to fill this post with a person from the disabled community or an African Female.

**POST 17/293** : **GIS SPECIALIST: ROAD DECLARATIONS AND MAPPING (REF. NO. P106/2008)**  
Kindly note that this is a re-advertisement. applicants who applied previously and who still wish to be considered are at liberty to re-apply.

<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	<p>*An appropriate recognized Bachelor's Degree / National Diploma or equivalent qualification, plus a valid Code B driver's licence Knowledge, Skills, Training And Competencies Required: **Knowledge of the Provincial Roads Act &amp; Regulations. *Knowledge of the Provincial Road System. *Skills in a variety of GIS programmes including Mapinfo, ArcGIS, ArcIMS and IDRISI. *Skills in Managing Geo-databases and Metadata. *The ideal candidate should have the ability to manage time effectively, the ability to customise practices to suit local needs, and. demonstrate understanding of societal implications of geo-information and system. *He/She must be honest, reliable innovative and should be able to work in a team.</p>
<b><u>DUTIES</u></b>	:	<p>*Co-ordinate and maintain the records and plans and provide a RIS Help Desk service and Road related information, and manage and maintain the process of collection, validated, capture, archiving, analysis, retrieval, reporting and presentation of data that can be presented on a geographic platform or map. *Ensure the correct application of information on the GIS system as well as ensure adherence to policies and procedures pertaining/relating to the road network system/GIS. *Prepare reports and inputs on matters pertaining to the road network system/GIS and keep abreast with latest technology. *Deal with queries and ensure integration with the activities of other primary information providers. *Facilitate the procurement of GIS systems and equipment, and the designing and implementing of the Provincial GIS intranet and internet strategies to best serve the Department locally and regionally with current information. *Ensure the effective and efficient utilisation of resources allocated to the Component.</p>
<b><u>ENQUIRIES</u></b>	:	Mr B Acutt 033-342 6738
<b><u>CLOSING DATE</u></b>	:	05 May 2008
<b><u>FOR ATTENTION</u></b>	:	Mr R Marillier
<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.

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

*The Department of Local Government and Housing would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below. The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets.*

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, Polokwane 0700 OR delivered in personally at 28 Market Street (next to UNISA), Registry Office (First floor).
- CLOSING DATE** : 09 May 2008
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at [www.dpsa.gov.za](http://www.dpsa.gov.za) and must be completed in full. Certified copies of your Identity Document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. NB: Faxed or e-mailed applications will not be considered Note: The contents of this advert will also be available in the following media: Sowetan (22<sup>nd</sup> April 2008), Sunday Times (27<sup>th</sup> April 2008) and they will also be posted on the following websites [www.limpopo-dlgh.gov.za](http://www.limpopo-dlgh.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and [www.careers.com](http://www.careers.com) Short-listed candidates for the above posts will be subject to a Security clearance, non-disclosure and verification of qualifications. All General enquiries should be directed to Mphodi Monkoe at (015) 294 2171/2030. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

**MANAGEMENT ECHELON**

- POST 17/294** : **CHIEF FINANCIAL OFFICER REFERENCE NUMBER: DLGH 06/08**  
Branch: HOD Support  
Sub Department: Chief Financial Office
- SALARY** : R 639 759 (All inclusive flexible remuneration package)
- CENTRE** : Polokwane
- REQUIREMENTS** : Qualification: An appropriate recognised Bachelors degree with majors in any of the following: Accounting, Auditing. Experience: At least Three (3) to five (5) years experience at management level\*Experience in Auditing, Accounting, Financial Management, and Executive Management will be added advantage. Knowledge of: Public Service Legislation in the areas of Financial Management\*Risk Management \*Transformation\*Supply Chain Management as well as Project Management\*Strategic Planning\*Policy Development and formulation skills and logistical administration. Skills in: Advanced financial analysis and organizational skills, and the ability to think logically and creatively, in addition to the ability to execute tactically\*Flexibility as a proactive strategic team player, who is able to communicate with employees from different departments at all levels of responsibility\*Willingness to undertake new responsibilities as Department needs change\*Unquestionable financial integrity, sound judgment, emotional maturity, leadership. Sensitivity to implications of confidential information as well as detail oriented\*Decisive, motivated leader with the ability to excel in a fast paced, entrepreneurial environment\*Hands-on self starter and motivator with a strong results orientation and track record of achievement
- DUTIES** : Key Responsibilities: To effectively direct and manage the CFO Branch and to support the HOD and management of the department in all financial matters\*Provide strategic direction to the CFO Branch to ensure that strategic/organizational goals are achieved\*This Branch is responsible for the overall financial function of the Department\*Perform duties as contemplated in Treasury Regulations and Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999)\*Monitor implementation and adherence of the Department to the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), and Preferential Procurement Policy Framework Act (PPPF)\* Oversee and co-ordinate the implementation of and compliance with the following Acts, Regulation, White Papers in the Department as well as the development and maintenance of policies in accordance with these prescripts: Public Service Act, 1994 (as amended);

Public Service Regulations 1999 and Collective Agreements; Public Finance Management Act, 1999; Treasury Regulations 2000 and Treasury Guidelines; Division of Revenue Act, 2000; Preferential Procurement Policy Framework Act; State Tender Board Act, 1968, State Tender Board Regulations and directives; Labour Relations Act, 1995; Basic Conditions of Employment Act, 1997; Skills Development Act, 1998 and Employment Equity Act, 1998. The following White Papers: White Paper on Public Service Training and Education; White Paper on the Transformation of the Public Service; White Paper on Human Resource Management; White Paper on Transforming Public Services Delivery (Batho Pele White Paper) and White Paper on Affirmative Action\* Represent the Department on high level interdepartmental committees and chair high level departmental meetings relating to his/her functional area\* Act as representative of the Department in the Central Procurement Committee\* Responsibilities as member of top management team in the Department\* As a member of the management team: the CFO is responsible to assist the HOD on a day-to-day basis in the overall management of the Department and his/her support to the MEC.

**ENQUIRIES**

:

Audrey Manamela at (015) 294 2029

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

**APPLICATIONS** : Human Resource Management: Kimberley Hospital Complex, Private Bag X 5021, Kimberley 8300

**FOR ATTENTION** : Mr K. Mokgosi

**NOTE** : The following documents must be submitted: Application for employment form (Z83) obtainable from any government department certified copies of highest educational qualification & professional registration certificate curriculum vitae please forward your application, stating the reference number and the post for which you apply, to the under mentioned address. no faxed applications will be accepted. All applicants please note that should written notification not be received within six (6) weeks of the closing date of post/s, it can be assumed that short listing, interviews and appointment/s have already been carried out.

**OTHER POSTS**

**POST 17/295** : **SENIOR ADMIN OFFICER: RECORDS REFERENCE: HEALTH/KHC 206**

**SALARY** : R132 054 per annum

**CENTRE** : Kimberley Hospital Complex

**REQUIREMENTS** : Candidate must be in possession of an appropriate Bachelors degree or Grade 12 with more than 5 years or Grade 12 with at least 10 years experience in the appropriate field. The ability to think and act creatively. Problem solving abilities. Knowledge in the process of auditing. Organisation skills, strong motivational drive. The ability to function as part of a team as well as independently. Computer literacy. All Applicants Are Subject To Security Vetting

**DUTIES** : The successful candidate will be responsibilities/duties: Facilitate the implementation of the records management policies, guideline and procedures manuals. Facilitate the implementation of the records classification systems (paper based and electronic records) Conduct appraisal of records and establish a records systematic disposal programme in the Complex. Monitor and evaluate records management practices Provide relevant training to all records and registry personnel.

**ENQUIRIES** : Dr Olivier TEL: (053) 802 2579

**CLOSING DATE** : 02 May 2008

**POST 17/296** : **PROFESSIONAL NURSE GRADE 1 (PN A2) REFERENCE: HEALTH/KHC 212**

**SALARY** : R130 473 – R 151 257 Per Annum

**CENTRE** : Kimberley Hospital Complex - Galeshewe Day Hospital

**REQUIREMENTS** : The candidate must be registered with the South African Nursing Council as a professional. Basic R425 qualification (diploma / degree in nursing or an equivalent qualification that allows registration as a Professional Nurse with the South African Nursing. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

**DUTIES** : The successful candidate will have the following responsibilities/duties. To implement a comprehensive Nursing care program for the promotion of Health, Self Care, treatment and Rehabilitation of Patients Create an environment of leaning, development through quality improvement programs Maintain a Professional ethical practice in accordance with rules regulation relevant to nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensure an effective an efficient utilization of human, material and physical resources.

**ENQUIRIES** : Mrs D.M Mdokwana Tel. No: 053 - 8022132

**CLOSING DATE** : 09 May 2008

**POST 17/297** : **CHIEF ADMIN CLERK: RECORDS REFERENCE NO: HEALTH/KHC 207**

**SALARY** : R106 335 per annum

**CENTRE** : Kimberley Hospital Complex

**REQUIREMENTS** : He/she must be in the possession of a Grade 12 or equivalent certificate with at least 5 - 10 years experience. The incumbent must be self-driven and be computer literate. Applicants must be able to work under pressure and be

		dedicated to his/her work. Good communication and interpersonal skills. Knowledge of the National Archives Act (Act No 43 of 1996) The ability to maintain acceptable standards of accuracy on routine administrative tasks and to meet deadlines for routine administration. The ability to demonstrate work speed, correctness, quality and drive. To plan and prioritise work in accordance with the core business of the unit. He/She must be able to skilfully interact with employees on all levels. He / She must be willing to work shifts. A qualification in Records Management will be an added advantage. All Applicants Are Subject To Security Vetting
<b><u>DUTIES</u></b>	:	The successful candidate will have the following responsibilities/duties: Regulation of the receipt and flow of documentation and information, Classification of documents. Implement policy pertaining to registry and management of records. Rendering of administrative support services.
<b><u>ENQUIRIES</u></b>	:	Dr Olivier Tel No: 053 - 802 2579
<b><u>CLOSING DATE</u></b>	:	02 May 2008
<b><u>POST 17/298</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN A2) X4 POSTS REFERENCE: HEALTH/KHC 211</u></b> (Surgical Unit, Obstets & Gynae Unit and Galeshewe Day Hospital)
<b><u>SALARY</u></b>	:	R106 086 – R 122 982 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	The candidate must be registered with the South African Nursing Council as a professional. Basic R425 qualification (diploma / degree in nursing or an equivalent qualification that allows registration as a Professional Nurse with the South African Nursing. All Applicants Are Subject To Security Vetting
<b><u>DUTIES</u></b>	:	The successful candidate will have the following responsibilities/duties. To implement a comprehensive Nursing care program for the promotion of Health, Self Care, treatment and Rehabilitation of Patients Create an environment of learning, development through quality improvement programs Maintain a Professional ethical practice in accordance with rules regulation relevant to nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensure an effective an efficient utilization of human, material and physical resources.
<b><u>ENQUIRIES</u></b>	:	Mrs D.M Mdokwana TeL. No: 053 - 8022132
<b><u>CLOSING DATE</u></b>	:	09 May 2008
<b><u>POST 17/299</u></b>	:	<b><u>STAFF NURSE GRADE 3 (SN 3) REFERENCE: HEALTH/KHC 208</u></b>
<b><u>SALARY</u></b>	:	R99 996 – R122 982 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	The candidate must be registered with the South African Nursing Council as a Staff Nurse / qualification that allows registration with the SANC as a Staff Nurse (enrolled Nurse). Experience: A minimum of 20 years appropriate/ recognisable experience in Nursing after registration with SANC as Staff Nurse.
<b><u>DUTIES</u></b>	:	Perform basic clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the SANC, work as part of the multi-disciplinary team to ensure good nursing care. Demonstrate an understanding of nursing legislation and ethical nursing practices. Promote and advocate basic nursing care including the awareness and willingness to respond to patient's needs.
<b><u>ENQUIRIES</u></b>	:	Mrs D.M Mdokwana – TeL. No: 053 - 8022132
<b><u>CLOSING DATE</u></b>	:	02 May 2008
<b><u>POST 17/300</u></b>	:	<b><u>SENIOR ADMIN CLERK GR III: RECORDS REFERENCE NO: HEALTH/KHC 205</u></b>
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	He/she must be in the possession of a Grade 12 or equivalent certificate with at least 5 - 10 years experience or more. The incumbent must be self-driven and be computer literate. Applicants must be able to work under pressure and be dedicated to his/her work. Good communication and interpersonal skills. Knowledge of the National Archives Act (Act No 43 of 1996) The ability to maintain acceptable standards of accuracy on routine administrative tasks and

		to meet deadlines for routine administration. The ability to demonstrate work speed, correctness, quality and drive. To plan and prioritise work in accordance with the core business of the unit. He/She must be able to skilfully interact with employees on all levels. He / She must be willing to work shifts. A qualification in Records Management will be an added advantage. All Applicants Are Subject To Security Vetting
<b><u>DUTIES</u></b>	:	The successful candidate will have the following responsibilities/duties: Ensure an effective Record keeping of all patient records effectively. Capture and process Patient information (admissions and discharges) accurately. Deal directly with clients by requesting/providing information. Function as a team leader or assist with supervision of general clerical responsibilities at lower levels.
<b><u>ENQUIRIES</u></b>	:	Dr Olivier Tel No: 053 - 802 2579
<b><u>CLOSING DATE</u></b>	:	02 May 2008
<b><u>POST 17/301</u></b>	:	<b><u>STAFF NURSE Grade 2 (SN 2) REFERENCE: HEALTH/KHC 210</u></b>
<b><u>SALARY</u></b>	:	R 83 745 – R 94 254 Per Annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	The candidate must be registered with the South African Nursing Council as a Staff Nurse / qualification that allows registration with the SANC as a Staff Nurse (enrolled Nurse).
<b><u>DUTIES</u></b>	:	The successful candidate will have the following responsibilities/duties. To provide quality comprehensive Nursing Care plan. Audit clinical records. Provide a therapeutic safe environment. Conduct Health promotion & illness prevention talks. Conduct training needs analysis. Draw- up training programmes for the Hospital/ Unit Monitor, implement and evaluate training programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs D.M Mdokwana – Tel. No: 053 - 8022132
<b><u>CLOSING DATE</u></b>	:	02 May 2008
<b><u>POST 17/302</u></b>	:	<b><u>STAFF NURSE GRADE 1 (SN 1) X2 POSTS REFERENCE: HEALTH/KHC 209</u></b>
<b><u>SALARY</u></b>	:	R70 140 – R 78 939 Per Annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	The candidate must be registered with the South African Nursing Council as a Staff Nurse / qualification that allows registration with the SANC as a Staff Nurse (enrolled Nurse).
<b><u>DUTIES</u></b>	:	The successful candidate will have the following responsibilities/duties. To provide quality comprehensive Nursing Care plan. Audit clinical records. Provide a therapeutic safe environment. Conduct Health promotion & illness prevention talks. Conduct training needs analysis. Draw- up training programmes for the Hospital/ Unit Monitor, implement and evaluate training programmes.
<b><u>ENQUIRIES</u></b>	:	Mrs D.M Mdokwana – Tel. No: 053 - 8022132
<b><u>CLOSING DATE</u></b>	:	02 May 2008
<b><u>POST 17/303</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 (NA 1) X 4 POSTS REFERENCE: HEALTH/KHC 213</u></b>
<b><u>SALARY</u></b>	:	R53 757 – R 60 504 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as a Nursing Assistant).
<b><u>CENTRE</u></b>	:	Kimberley Hospital Complex
<b><u>REQUIREMENTS</u></b>	:	The candidate must be registered with the South African Nursing Council as a Nursing Assistant / qualification that allows registration with the SANC as a Nursing Assistant (Enrolled Nursing Assistant).
<b><u>DUTIES</u></b>	:	The provision of elementary nursing care which entails clinical observations, maintenance of hygiene and nutritional status of patients, Creation of a safe, therapeutic environment. Responsible for the efficient and effective utilisation of material resources in the execution of tasks. Demonstrate an understanding of nursing legislation and ethical nursing practices. Maintain the ethical standards of nursing including professional development.
<b><u>ENQUIRIES</u></b>	:	Mrs D.M Mdokwana – Tel. No: 053 - 8022132



**CLOSING DATE** : 02 May 2008

**POST 17/304** : **SENIOR ADMIN CLERK GR II: RECORDS REFERENCE NO: HEALTH/KHC 214**

**SALARY** : R49 665 per annum  
**CENTRE** : Kimberley Hospital Complex  
**REQUIREMENTS** : He/she must be in the possession of a Grade 12 or equivalent certificate with at least 3 - 5 years experience. The incumbent must be self-driven and be computer literate. Applicants must be able to work under pressure and be dedicated to his/her work. Good communication and interpersonal skills. Knowledge of the National Archives Act (Act No 43 of 1996) The ability to maintain acceptable standards of accuracy on routine administrative tasks and to meet deadlines for routine administration. The ability to demonstrate work speed, correctness, quality and drive. To plan and prioritise work in accordance with the core business of the unit. He/She must be able to skilfully interact with employees on all levels. He / She must be willing to work extended hours and be flexible. A qualification in Records Management will be an added advantage. All applicants are subject to security vetting.

**DUTIES** : The successful candidate will have the following responsibilities/duties: Ensure an effective safe record keeping of all patient records effectively. Capture and process Patient information (admissions and discharges) accurately. Retrieve and issue hospital folders / files to clients / patients. Respond to all enquiries relating to records by requesting /providing information. Ensure that all patient folders / files are filed when returned. Compile Head court statistics

**ENQUIRIES** : Ms D.M Mdokwana Tel No: 053 - 8022132  
**CLOSING DATE** : 09 May 2008

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : The Head of Department, Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300, Contact no. (053) 830-8290

**FOR ATTENTION** : Ms. GE Mhlongo  
**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 17/305** : **ASSISTANT MANAGER (MFMA) X2; REF NO: NCPT/2008/87**  
Directorate: Norms and Standards

**SALARY** : R157 686 per annum  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A three year qualification in finance or economics and /any related discipline. Presentation and report writing skills. Ability to undertake research. At least two years Public sector Finance experience and understanding of the MFMA and Treasury Regulations as well as other related prescripts Knowledge and understanding of the functioning of Municipalities.

**DUTIES** : Key Responsibilities: Ensure MFMA implementation progress in municipalities in the Northern Cape; Constant interaction with Municipalities on all MFMA implementation objectives as directed by Northern Cape Provincial Treasury and National Treasury. Communicate and interpret new practice notes and circulars on the implementation of the MFMA as issued by National Treasury and Provincial Treasury. Ensure adherence to the basic principles of the MFMA. The arrangement MFMA implementation related workshops with departments. Develop mechanisms which ensure MFMA compliance by all municipalities. Undertake research in public financial management best practices. Establish standard operating procedures for the unit. Oversee the arrangement and coordination of the provincial audit committee.

**ENQUIRIES** : Mr. T Maruping (053) 830-8351

**POST 17/306** : **ASSISTANT MANAGER (PFMA) X2; REF: NCPT/2008/88**

**SALARY** : R157 686 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley
	:	A three year qualification in finance or Economics and/any related discipline. Presentation and report writing skills. Ability to undertake research. At least two years Public sector finance experience and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the functioning of provincial. Department and Public Entities.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Ensure PFMA implementation progress in all departments and public entities in the Northern Cape; Constant interaction with departments as well as Public Entities on all PFMA implementation oriented objectives as directed by Northern Cape Provincial Treasury. Communicate and interpret new practice notes and circulars on the implementation of the PFMA as issued by Provincial Treasury to all departments. Continuous Monitoring of PFMA implementation progress in all departments. Ensure adherence to the basic principles of the PFMA. The arrangement of PFMA implementation related workshops with departments. Develop mechanisms which ensure PFMA compliance in all departments. Undertake research in public financial management best practices. Establish Standard operating procedures for the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. T Maruping (053) 830-8351
<b><u>POST 17/307</u></b>	:	<b><u>ASSISTANT DIRECTOR INFRASTRUCTURE TECHNICAL: REF NO NCPT/2008/89</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum
	:	Kimberley
	:	Appropriate three year qualification in the built Environment. Minimum 3 years working experience in a public sector management environment. Project and programme management experience. Knowledge of government budgeting processes. Good analytical and writing skills. Good communication skills .Good Knowledge of MS Word and Excel. Some understanding of SA Public sector regulations, Finance and Budget allocations systems.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Analyse infrastructure planning by provincial departments in line with the prescribed format as outlined in the DORA Act, asses compliance with infrastructure Grant Policy Priorities .Assist with the development and maintenance of non-Financial data Reporting Framework for infrastructure reporting in the province in line with DORA Act requirements. Assist with the implementation and monitoring of the infrastructure Delivery Improvement programme. Assist with the technical monitoring, assessment and evaluation of the provincial infrastructure budgets in line with PGDS objectives. Assist with the implementation and monitoring of the implementation of the infrastructure Delivery Improvement Programme. Participate in Provincial Budget Forums.
<b><u>ENQUIRIES</u></b>	:	Mr. B MOEA (053) 830-8277
<b><u>POST 17/308</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE &amp; MONITORING X2, REF NO NCPT/86</u></b> Sub-directorate: Fiscal Policy
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 per annum
	:	Kimberley
	:	Candidates applying for the designated post should be in possession of a three year Degree/diploma in economics or accounting or public finance Competencies: Budgeting and Financial Management in the public sector, understanding of the Medium Term Expenditure Frame, as well as legislation and prescripts governing provincial budgets such as the public Finance Management Act, (PFMA) Division of Revenue Act (DORA) and Treasury Regulations
<b><u>DUTIES</u></b>	:	Key Responsibilities: Assist in ensure effective administration of provincial own revenue sources; Conduct revenue compliance inspections throughout the province; Interact with line department s allocated on revenue needs; Prepare monthly analysis reports on assigned departments and extra-ordinary tasks; Establish working groups with Principal Receivers of Revenue; Ensure that revenue collected by entities and is timely and correctly paid into the Provincial Revenue Fund Provide technical assistance to line departments
<b><u>ENQUIRIES</u></b>	:	Mr. M E A Melamane (053) 830-8322

<b><u>POST 17/309</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL EQUITABLE SHARE, REF NO: NCPT/2008/87</u></b>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Candidates applying for the designated post should be in possession of a three year Degree/diploma in economics or accounting or public finance Competencies: Knowledge of the development of fiscal policy framework, budgeting and financial management in the public sector, understanding of the medium term expenditure framework, as well as the legislation and prescripts governing provincial budgets, such as the PFMA, DORA and Treasury Regulation, Policy development, financial modelling and analytical skills.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Co-ordinate and analyse provincial annual revenue budgeting to ensure credibility of budgets, assist in the development of provincial policies, procedures and regulations and sensitise departments of such policies to keep the abreast, advice on the medium-term fiscal frame-work by providing key revenue and taxation analytical information, contribution towards discussion of equitable share and conditional grants, assist in ensuring the maximum use of provincial own revenue sources, develop and maintain revenue forecasting model and five input on the budgeting process.
<b><u>ENQUIRIES</u></b>	:	Ms. S. Sagrys (053) 830-8322

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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 representativity within the filling of the post.*

**APPLICATIONS** : Response Handling, Private Bag X15, Tyger Valley, Cape Town, 8000  
**FOR ATTENTION** : Priscilla Leyland  
**NOTE** : It will be expected of candidates to be available for the selection interviews on a date, time and place as determined by the Department. The Department is seeking a highly dynamic and motivated professional to manage the metals and engineering industries portfolio.

**OTHER POSTS**

**POST 17/310** : **DEPUTY DIRECTOR: (MANUFACTURING) Y5/08/37**

**SALARY** : All-inclusive salary package: R369 000 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : for this position is an appropriate post graduate degree in economics, or equivalent qualification, with 6-10 years minimum experience in management and in the field of industrial/sector development or research. Knowledge of manufacturing sectors is necessary, with specific knowledge of metals and engineering an advantage. 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: • 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 services sectors, as well as global, national and regional opportunities and forces at play • 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 manufacturing industries.

**DUTIES** : relevant to both posts: • strategy development and implementation of programmes and projects within the manufacturing 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 • market incentive programmes • develop support strategies for SMME's to enter and thrive.

**ENQUIRIES** : Mr Gwynne-Evans at ☎ (021 483 3859)  
**CLOSING DATE** : 12 May 2008

**POST 17/311** : **DEPUTY DIRECTOR: (CREATIVE INDUSTRIES) Y5/08/34**

**SALARY** : All-inclusive salary package: R369 000 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : For this position is an appropriate post graduate degree in economics, or equivalent qualification, with 6-10 years minimum experience in management and in the field of industrial/sector development or research. Knowledge of the creative industries & design is a necessity, with specific knowledge of sectors such as craft, design and visual arts being an added advantage. 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: • 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 services sectors, as well as global, national and regional opportunities and forces at play • 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 manufacturing industries.

**DUTIES** : relevant to both posts: • strategy development and implementation of programmes and projects within the creative industry 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 • market incentive programmes • develop support strategies for SMME's to enter and thrive.
<b><u>ENQUIRIES</u></b>	:	Mr N Gwynne-Evans at ☎ (021 483 3859)
<b><u>CLOSING DATE</u></b>	:	06 May 2008
<b><u>POST 17/312</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOCAL ECONOMIC RELATIONS (X2) Y5/08/36</u></b> (Directorate: Local Economic Development)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification required for this position is an appropriate B-degree or equivalent qualification in Economics or Development Studies PLUS appropriate experience in a local economic development (LED) environment • 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 • Computer literacy • Report writing experience. The following will serve as recommendations: Presentation skills • Project management • management/supervisory experience • Research or field study experience in development • Experience in urban and rural development • Financial management experience • Willingness to travel and be away from home overnight, when necessary • Familiarity with the Western Cape (rural and urban) geographic area • a min. of 3 years appropriate experience in the LED arena reflected.
<b><u>DUTIES</u></b>	:	relevant to the post: • provide guidance and support to municipalities in LED strategy development and implementation • develop and implement LED intervention and capacity building programmes • provide assistance and support to stakeholders with economic development projects and programmes • maintain and promote effective coordination through partnerships • provide technical advice regarding developmental policies and initiatives • provide support to management in terms of administrative activities.
<b><u>ENQUIRIES</u></b>	:	Mr Mark Lakay at ☎ (021) 483 – 4717
<b><u>CLOSING DATE</u></b>	:	06 May 2008
<b><u>POST 17/313</u></b>	:	<b><u>ASSISTANT DIRECTOR: PARTICIPATION Y5/08/41</u></b> (Sub-directorate: Tourism Participation)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate B Degree or equivalent in communication / marketing / development / economics or administration plus 3-5 years appropriate clerical and administrative experience. Further requirements include: a valid code 08 Driver's license; Competency with at least two official languages dominant in the Western Cape. The following will serve as strong recommendations: • In depth knowledge of BEE Scorecard and Charter; ability to interpret legislation; ability to work with community development and government environment; Good report writing and presentation skills; good communication skills • Function under pressure and handle a high work volume • Meeting strict deadlines • Computer literacy (MS Office Package, GroupWise and Excel) • Ability to function within a team • Financial management • Project management • Sound planning •
<b><u>DUTIES</u></b>	:	relevant to the post: Reporting to the Manager Tourism Participation • Provide strategic framework to the promotion and facilitation of BEE in tourism in the Province; • Assist with the development of the strategy and plan to encourage BEE Compliance in the Western Cape • Monitor BEE ratings of the industry; • Effectively disseminate BEE and transformation the province • Actively promote BEE scorecard in the Province; • Identify new Tourism BEE initiatives and programmes • Monitor BEE compliance issues • Ensure appropriate allocation and management of resources • Ensure effective administration of BEE initiatives and programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Zandile Madikane at ☎ (021) 483-9410
<b><u>CLOSING DATE</u></b>	:	06 May 2008
<b><u>POST 17/314</u></b>	:	<b><u>ASSISTANT DIRECTOR TOURISM FAIR BUSINESS ENVIRONMENT Y5/08/42</u></b> (Sub-Directorate: Tourism Participation)
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate B Degree or equivalent in communication / marketing / development / economics or

administration plus 3-5 years appropriate experience in tourism and / or project management. Further requirements include: a valid code 08 Driver's licence; with at least two official languages dominant in the Western Cape. The following will serve as recommendations: • In-depth knowledge of tourism and related legislation, regulations and policies, • Ability to interpret legislation • Good interpersonal relations and communication skills • Excellent written and verbal communications skills • Excellent presentation skills • Computer literacy • Good working knowledge of Internet, Windows, MS Word, MS Excel and MS PowerPoint • Ability to work under pressure and independently • Excellent report writing abilities • Excellent command of at least two of the official languages of the Western Cape, both verbally and in writing- Excellent facilitation skills – Highly developed interpersonal skills – Ability to work well within a team – Availability to travel – Ability to meet and stick to deadlines – Excellent organizational skills.

**DUTIES** : entail the following: Reporting to the Manager Fair Business Environment • Ensure the effective implementation of the projects as defined in the Fair Business Environment sub-directorate • Facilitate the development partnerships Write and publish articles and media releases. • To assist with interventions that promotes a fair business environment. Information gathering for the Tourism FBE Unit, Source current news on tourism industry and provide updated information to the Sub Directorate • Collate various research materials for quarterly newsletters and other relevant • Ensure the engagement with regulatory bodies, industry associations, government departments and other relevant institutions towards resolution of tourists' complaints • Effective Administration • Ensure integration with other sub-directorates by facilitating information exchange.

**ENQUIRIES** : Ms Noxolo Ntenetya at ☎ (021) 483 – 2960

**CLOSING DATE** : 06 May 2008

#### WESTERN CAPE DEPARTMENT OF EDUCATION

***The Western Cape Education Department is an equal opportunity, affirmative action employer committed to service delivery. It is the intention to promote employment equity with the filling of these post/s. An indication by applicants with regard to their group designation will expedite the processing of applications. Excess staff on the same level, will receive preference, if they meet the post requirements. Excess staff on the same level, will receive preference, if they meet the post requirements.***



**APPLICATIONS** : Please forward your application, quoting the relevant post number, to: JobVest Response Handling, Private Bag X15, Tyger Valley 7536 or hand-deliver to: Jobvest, 5th Floor, 47 on Strand, Strand Street, Cape Town. No faxed, E-mailed, or late applications will be accepted or considered. Applicants are kindly reminded to make sufficient provision for the time that they will need to ensure that their application(s) is/are received by JobVest on or before closing date for the receipt of applications. CVs and supporting documents will not be returned.

**CLOSING DATE** : 8 May 2008

**NOTE** : Office-Based Educators: Applications must be submitted on a duly completed application form (Z 83 or A 2 or DPE 1), which must be signed by the applicant. These forms are obtainable from schools, teachers' centres, District Offices and the Client Services Walk-in Centre of the WCED Head Office. Public Service: Applications must be submitted on a duly completed application form (Z 83), which must be signed by the applicant. These forms are obtainable from any Public Service Department or the Client Services Walk-in Centre of the WCED Head Office. The post number and/or the designation of the post must be indicated on the application form. The application form must be accompanied by an updated Curriculum Vitae with certified copies of all qualifications, together with full particulars of the applicant's identity document number, employment record, training, experience, knowledge and skills, as well as the names and telephone numbers of at least three persons, willing to act as referees. A separate application (with all the supporting documents) must be submitted should you apply for more than one post. Failure to submit the requested documents/information will result in the application not being considered. Note: It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the WCED. Persons with disabilities are welcome to apply and an indication in this regard on the application form will be appreciated.

#### OTHER POSTS

<b><u>POST 17/315</u></b>	:	<b><u>DEPUTY DIRECTOR: INFRASTRUCTURE CAPITAL PROJECTS POST NUMBER: 33</u></b>
		Job Purpose: To facilitate the effective delivery of infrastructure capital projects and programmes as set out in the department's infrastructure plan within the specified timeframes, scope, budgets and quality requirements.
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R369 000 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus a minimum of 10 years' relevant work experience as well as 3 - 5 years' management experience. Competencies: Knowledge: Advanced knowledge of: Modern systems of governance and Administration and Programme and Project management processes • Knowledge of the following: Policies and legislation of the government of the day • Constitutional, legal and institutional arrangements governing the South Africa public sector • Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Communication, media management, public relations, public participation and public education • The built environment including relevant legislation and regulations. Skills: Strong analytical and systems thinking skills • Strong problem solving skills • Strategic and operational planning, monitoring, reporting and evaluation skills • Strong conceptual and formulation skills • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications • Team building and strong interpersonal skills • Excellent written and oral communication skills • Outstanding planning, organising and people management skills • Advanced computer literacy skills • Strong skills in the application of project management tools and techniques • Excellent budgeting and finance management skills • Strong change control management skills • Built environment expertise (architecture, engineering, quantity surveying, project management) • Skills in negotiation and conflict management. Personal attributes: A highly developed interpretive and conceptualisation/ formulation ability • The ability to render advice and guidance in an objective yet dedicated manner • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • The ability to persuade and influence • The ability to handle conflict • The ability to lead and direct teams of professionals and service providers.
<b><u>DUTIES</u></b>	:	Line Management: Manage the Sub Directorate Infrastructure Capital Projects, which entails the following: Accept responsibility for the overall planning, monitoring and control of the programme for the provision of new infrastructure and capital projects as stipulated in the WCED's Infrastructure Plan: Develop an Infrastructure Programme Management Plan (IPMP) annually for the delivery of the identified infrastructure projects • Ensure appropriate Programme Implementing Agents (PIAs) (including the Department of Transport and Public Works) are appointed and managed according to signed Service Delivery Agreements (SDAs) • Approve the PIA's Infrastructure Programme Implementation Plan/s based on recommendations by the Programme Managers (Assistant Directors) • Manage and co-ordinate the implementation of the programme according to the SDAs, IPMP and the approved Implementation Plans prepared by the appointed PIAs • Manage the total New Infrastructure Programme Fund • Monitor the performance of the PIAs and report on the programme as required • Assess and monitor adherence to WCED space, cost and building norms and standards • Manage integrated change control according to WCED delegations of authority, including the approval of variations or changes to overall project lists, project scope, budget allocations, programme and project time schedules, and norms and standards • Formulate and implement corrective actions or interventions as may be required; Provide input into the identification and development of best practices, tools and standards • Institutionalise the use of best practices, tools and standards in the sub directorate • Provide technical support and assistance to the Districts & Schools/SGBs • Assist the Directorate Infrastructure, Transport, Equipment & LTSM; Planning with cost estimating and budgeting • Assist the Directorate Infrastructure, Transport, Equipment & LTSM • Planning in maintaining & updating of the Department's asset register and information management system. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan • Motivate, train, mentor and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding

of staff within the Sub Directorate • Monitor information capacity building within the Sub Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate • Promote sound labour relations within the Sub Directorate • Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level • Preparing of the Annual and Adjustment Budgets for the Directorate • Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure • Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate • Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances • Performing diligently all duties assigned by the Responsibility Manager • Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets • Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

#### **ENQUIRIES**

: Mr HA Lewis at (021) 467 2021

#### **NOTE**

: This post was previously advertised and could not be filled due to operational reasons. Applicants who previously applied for this post need not re-apply, as their applications would be considered.

#### **POST 17/316**

#### **DEPUTY DIRECTOR: EDUCATION SAFETY MANAGEMENT POST NUMBER: 36**

Job purpose: To manage the planning, development of policy, co-ordination, evaluation of safety and security at all WCED institutions i.e. ECD, ABET, ELSEN, GET and FET.

#### **SALARY**

: All-inclusive remuneration package of R311 358 per annum

#### **CENTRE**

: Office of the Head of Education

#### **REQUIREMENTS**

: Qualifications and experience: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) which must include appropriate teaching qualifications and a valid Code EB drivers licence. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Appropriate school management experience. Knowledge: of OHSA and Risk Management • Familiarity with latest education theory and practice; Familiarity with Conflict Resolution and Mediation • Knowledge of Organisational Development. Skills: General leadership and networking skills, including good strategic, project, financial, research and time management skills • Ability to work as part of a team, good facilitation and presentation skills • Good writing skills • Ability to interpret and apply policies • Ability to formulate policy through analytical and innovative thinking • Ability to manage several different projects concurrently • Speak read and write in at least 2 official languages of the Western Cape • Computer Literacy.

#### **DUTIES**

: The successful candidate will be responsible and accountable for the following tasks, namely: Manage own internal human capital responsibilities of the sub directorate ensuring that it is meeting its purpose which is to provide safety at all WCED sites in order to develop learning organisations • Co-ordinate inter and intra governmental relations with regard to safety and security on national and provincial level • Provide vision and guidance in relation to strategic planning, policy development in relation to crime control and social crime prevention initiatives • To provide strategic leadership to all personnel (including Safe Schools Call Centre Staff) involved in safety • Mobilise and advocate safety and security at WCED institutions • Monitor and evaluate the management of safety and security at WCED institutions • Co-ordinate implementation of safety and security acts, policies and legislation • Develop provincial norms and standards for institutional safety and security • Alignment to all provincial safety forums • Advising the director on all safety issues • To align WCED with DOCS and government departments, parastatals, forums focussing on crime and violence prevention strategies • Meet regularly with head office and district safety and security managers • Compile and manage budget • Ensure effective control of contingency management • Providing leadership, organisation, direction, motivation and staff support in training, safety and security • Co-ordinate and Liase with the NIA /SAPS and report all incidents or suspected incidents of security breaches and/or leakage's for investigation to NIA/ SAPS • To ensure the development of an Education Desk for youth at Risk, Youth Development against crime and violence • To ensure the management of all security personnel • To ensure Safety and Security Risk



		assessments, risk awareness and ensure the implementation of improved safe and secure environments throughout WCED (It also supports strategic decision-making) • To ensure the development of safety and security standards for WCED site • Managing organisational finances, together with fiscal sponsor organisation; budget management and financial reporting • Managing the office and all administrative functions for the sub directorate • Leading Safe Schools policy advocacy efforts by building relationships with key policymakers, staff and stakeholders representing Safe Schools in education policy conversations, support and co-ordinate advocacy.
<b><u>ENQUIRIES</u></b>	:	Mr. PR Rockman at (021) 467 2536.
<b><u>POST 17/317</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS DEVELOPMENT POST NUMBER: 34</u></b> Job purpose: To generate funds and the implementation of Public Private Partnerships (PPP) business projects for the WCED.
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R311 358 per annum
<b><u>CENTRE</u></b>	:	Office of the Head of Education
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and appropriate management experience in a business development environment. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Supervisory experience • Liaison at a senior management level • research and presentation skills. Knowledge of the establishments of PPP's; Policy development; Project co-ordination and the relevant statutes applicable to the functions of this post. Skills: Strong leadership skills with specific reference to the ability to display thought leadership in complex applications • Outstanding planning and people management skills • Excellent communication skills (written and verbal) • Computer literate in MS Word, Excel, e-Mail, Internet and MS Powerpoint.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible and accountable for the following tasks, namely: Line Management: • Identify prospective partners and develop partnerships with public private and civil societies • Compile and facilitate the business marketing strategy • Administer applications of potential beneficiaries • Coordinate all WCED business projects • Perform budget management functions in respect of business projects • Report on business projects. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train, mentor and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate • Monitor information capacity building within the Sub Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate • Promote sound labour relations within the Sub Directorate • Actively manage and promote the maintenance of discipline within the Sub Directorate • Perform all the managerial tasks with regard to the component Education Safety Management • Manage policy issues with regard to the functions of the components under his/her command • Communicate on managerial level with regard to the functions of the component. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level • Preparing of the Annual and Adjustment Budgets for the Directorate • Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure • Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate • Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.
<b><u>ENQUIRIES</u></b>	:	Mr. PR Rockman at (021) 467 2536.
<b><u>POST 17/318</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF THE HEAD OF EDUCATION POST NUMBER: 39</u></b> Job Purpose: To manage the office administration specific to the work of the Head of Department and to provide an executive secretariat function to the management and governance structures of the WCED.

<b><u>SALARY</u></b>	:	R196 815 per annum plus benefits
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and appropriate management experience in a corporate environment. Competencies: Knowledge: In-depth knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures • Advanced knowledge of relevant software packages • Ability to – Draft complex documentation • Manage various office activities • Work under pressure • Make sound judgments. Skills: Research skills • Analytical thinking • Project Management • Computer literate • Communication skills • Problem solving skills • Presentation skills • Excellent interpersonal relations. Personal attributes: Commitment and integrity • Customer Service Orientation • Diversity Management • Team leadership • Self-managing and self-motivated.
<b><u>DUTIES</u></b>	:	Render line administrative support services, inter alia, Develop and maintain systems in the office that will contribute towards improving efficiency levels in the office • Oversee and provide effective guidance and advice on the flow of information and documents to and from the Office of the HoD • Ensure the safe-keeping of all documentation in the Office of the HoD • Verify responses drafted on matters received from internal and external stakeholders • Prepare documentation with regard to complex issues for internal and external stakeholders • Co-ordinate and report on matters of a transversal nature to the HoD or Director and to advise/sensitize them where necessary • Follow up on matters to be submitted (for example by Provincial Departments, Municipalities, Components, etc.) • Prepare presentations and briefings for the HoD • Provide support to the HoD with regard to meetings, i.e. screen documents to determine actions/ information/ documents required for meetings.
<b><u>ENQUIRIES</u></b>	:	Mr PR Rockman at (021) 467 2536.
<b><u>NOTE</u></b>	:	This post was previously advertised and could not be filled due to operational reasons. Applicants who previously applied for this post need not re-apply, as their applications would be considered.
<b><u>POST 17/319</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION SAFETY MANAGEMENT POST NUMBER: 37</u></b> Job purpose: To plan, co-ordinate and evaluate safety and security at all WCED institutions i.e. ECD, ABET, ELSEN, GET and FET.
<b><u>SALARY</u></b>	:	Post Level 5: R198 072 – R229 968 (Salary level 10) // R313 164 – 363 003 (Salary level 11) (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 7 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Appropriate school management experience. Knowledge: of OHSA and Risk Management • Familiarity with latest education theory and practice • Familiarity with Conflict Resolution and Mediation • Knowledge of Organisational Development. Skills: General leadership and networking skills, including good strategic, project, financial, research and time management skills • Ability to work as part of a team, good facilitation and presentation skills • Good writing skills • Ability to interpret and apply policies • Ability to formulate policy through analytical and innovative thinking • Ability to manage several different projects concurrently • Ability to plan for implementation • Speak read and write in at least 2 official languages of the Western Cape • Computer Literacy.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible and accountable for the following tasks, namely: Strategic Planning, Organising, Leading and Controlling all Crime Prevention and Development • Develop Safe and Secure institutional policy • Mobilise and advocate safety and security at WCED institutions • Monitor and evaluate the management of safety and security at WCED institutions • Co-ordinate implementation of safety and security acts, policies and legislation • Develop provincial norms and standards for institutional safety and security • Alignment to all provincial safety forums • To align WCED with DOCS and government departments, parastatals, forums focussing on crime and violence on crime and prevention strategies • Meet regularly with head office and district safety and security advisors • Capture budget expenditure on daily basis • Monitor budget expenditures • Controlling contingency

		management • Planning of Sport and Recreation as an alternative to crime and violence • Develop Education Desk for youth at Risk, Youth Development against crime and violence • Providing leadership, organisation, direction, motivation and staff support in training, curriculum, research and state advocacy • Co-ordinate and Liaise with the NIA /SAPS and report all incidents or suspected incidents of security breaches and / or leakage's for investigation to NIA/ SAPS.
<b><u>ENQUIRIES</u></b>	:	Mr. PR Rockman at (021) 467 2536.
<b><u>POST 17/320</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT POST NUMBER: 35</u></b> Job purpose: To development business partnerships in order to generate additional funding opportunities for the WCED.
<b><u>SALARY</u></b>	:	R157 686 per annum plus benefits
<b><u>CENTRE</u></b>	:	Office of the Head of Education
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and appropriate experience in a business development environment. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Supervisory experience; research and presentation skills, the ability to communicate at a senior management, to work independently as well as working with confidential documentation. Knowledge: of the establishments of PPP's • Project co-ordination and the relevant statutes applicable to the functions of this post. Skills: Excellent communication skills (written and verbal); Computer literate in MS Word, Excel, e-Mail, Internet and MS Powerpoint.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible and accountable for the following tasks, namely: • Develop partnerships with public private and civil societies • Set up a database for all WCED business projects • Role out the WCED business marketing strategy • Liaise with Legal practitioners regarding service level agreements (SLA) for PPP's • Assist in drawing up SLA's and contracts with donors, business and other stakeholders • Administer applications of potential beneficiaries • Assist in budget management functions in respect of business projects • Compile report on progress of business projects.
<b><u>ENQUIRIES</u></b>	:	Mr. PR Rockman at (021) 467 2536.
<b><u>POST 17/321</u></b>	:	<b><u>ASSISTANT DIRECTOR: EDUCATION SAFETY MANAGEMENT POST NUMBER: 38</u></b> Job purpose: To assist in the planning, co-ordination and evaluation of safety and security at all WCED institutions i.e. ECD, ABET, ELSN, GET and FET.
<b><u>SALARY</u></b>	:	R157 686 per annum plus benefits (Salary Level 9)
<b><u>CENTRE</u></b>	:	Office of the Head of Education
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience: Minimum 3-year qualification (REQV) 13) which must include appropriate teaching qualification and a valid Code EB drivers licence. Recommendations: Educational law and policy regarding institutional management and governance • Appropriate co-ordination, policy development and networking experience • Sound knowledge and understanding safety related acts and policies informing school safety • Proven experience in project management, financial management, policy development. Competencies: The successful candidate must have the following proven experience knowledge and skills in order to successfully function in this specific post: Experience: Appropriate school management experience. Knowledge: of OHSA and Risk Management; Familiarity with latest education theory and practice • Familiarity with Conflict Resolution and Mediation • Knowledge of Organisational Development. Skills: General leadership and networking skills, including good strategic, project, financial, research and time management skills • Ability to work as part of a team, good facilitation and presentation skills • Good writing skills • Ability to interpret and apply policies • Ability to formulate policy through analytical and innovative thinking • Ability to manage several different projects concurrently • Ability to plan for implementation • Speak read and write in at least 2 official languages of the Western Cape • Computer Literacy.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible and accountable for the following tasks, namely: Manage the planning, co-ordination and implementation of crime control at WCED institutions • Monitor safety and security threats at WCED institutions • Develop the safety and security risk strategy at WCED institutions and manage the implementation • Maintain a sound working relationship with district staff and other stakeholders • Co-ordinating of safety and security events • Prepare evaluations and project scopes of the

institutional safety and security and performs safety and security assessments • Provide recommendations, facilitate and monitor crime control improvements • Ensure the compliance to safety and security risk policies and legislation • Advise management on security policy and application of management decisions • Establishment of a district safety and security advice committee • Direct and manage the tender process of contracts, guarding services and financial services and projects • Effectively utilise the budget in accordance with the regulations and procedures defined in the PFMA General administration and management.

**ENQUIRIES** : Ms N Khan at (021) 467 2970.

#### **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.*

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

**FOR ATTENTION** : Mr RA Merton

**CLOSING DATE** : 09 May 2008

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

#### **OTHER POST**

**POST 17/322** : **SENIOR ADMINISTRATION CLERK (NURSING SERVICES)**  
Directorate: Nursing Services

**SALARY** : R58 290 per annum.

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Senior (or equivalent) Certificate. High level of computer literacy in Microsoft Office including MS Access. Recommendations: Knowledge of, and exposure to relevant legislation and policies applicable to the public Service. Sound interpersonal skills and communication skills both written and verbal. The ability to use effectively all relevant computer applications independently, and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing relevant graphic summaries and displays. Ability to work flexibly and within a culture of diversity. Be confident, responsible, innovative, reliable and diligent. Ability to work well under pressure, to handle a demanding work environment with competing demands. Conscious of delivering work that is time bound and of high quality at all times. Experience and knowledge in provisioning and procurement administration including BAS/ LOGIS. Sound knowledge and proven experience in general administration systems within the public service.

**DUTIES** : Provide general administrative support for all operational activities for the Directorate: Nursing services and related programmes: Administrative duties such as typing, filing, drafting letters/contracts, memos, notes, messenger duties, receiving and disseminating of all correspondence. Planning/logistic arrangements/preparing meetings including taking minutes and arranging refreshments. Scanning and summarising reports Maintenance of the filing system. Maintain database to collate, store and manipulate data to strengthen implementation and monitoring systems: Accurate capturing of data and maintaining the nursing database. Provide administrative support for the implementation of the provisioning and procurement framework for the Directorate: Nursing Services: Assist in administrative collation of budget projections of expenditure; plan and arrange venues, accommodation, refreshments, transport. Record and file reports on expenditure and where necessary prepare submissions, certified copies of invoices, proof of payment. Prepare documents for input into BAS/ LOGIS financial management systems. Provide administrative support and undertake additional duties assigned by the Assistant Director, Deputy Director and Director in a diligent manner: Ensure implementation of projects as delegated by the Administration Office and Deputy Director. Provide telephonic support in Directorate, where required. Provide assistance with the office of the Director: Nursing Services on request. Providing support with regard to subsistence and travelling and/or other claims.

**ENQUIRIES** : Ms F Africa, tel. no. (021) 483-5454.

## DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

*In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment.*

**APPLICATIONS** : The Director: Human Resource Management and Administration, Private Bag X9083, Cape Town, 8000

**FOR ATTENTION** : Ms S Marthinus

**CLOSING DATE** : 9 May 2008

**NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance, which includes a lie detector test. Any previous government service and reason for leaving must be declared. *Correspondence will be limited to short-listed candidates only.*

### OTHER POSTS

**POST 17/323** : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE (REF NO L050/08)**  
Component: Monitoring And Evaluation

**SALARY** : All-inclusive flexible remuneration package of R311 358 (level 11) per annum.

**CENTRE** : Cape Town

**REQUIREMENTS** : The formal qualification requirement for this post is an appropriate three-year B. degree plus extensive appropriate experience. The following will serve as recommendations: • a relevant postgraduate degree in Public Administration / Public Policy / Research / Finance / Statistics / Monitoring and Evaluation, etc will prove advantageous • knowledge of and experience in development of performance monitoring and evaluation tools, systems and processes within the public and/ or private sector • knowledge of modern systems of governance and administration • knowledge of and experience in local government environment and / or public sector • knowledge of the constitutional, legislative and inter-governmental policy framework in general and local government in particular • knowledge of the intergovernmental legislative and policy monitoring, evaluation and reporting framework of the three spheres of government • knowledge and experience of program and project management • knowledge of and experience in research methodologies and information management • extensive report writing, analytical thinking as well as conflict management skills • experience in human resources and financial management • ability to work independently but also to lead and direct a team • computer literacy in MS Office • excellent verbal and written communication in at least two of the official languages of the Western Cape • ability to work under pressure • a valid code B (manual) driver's license • willingness to travel.

**DUTIES** : The successful candidate will be responsible for the following duties: • manage the sub-directorate Municipal Performance • co-ordinate the development, implementation and alignment of monitoring, evaluation and reporting tools, systems and processes for local government, co-ordinate the alignment and implementation of the monitoring, evaluation and reporting legislative and policy framework for local government • co-ordinate the development of monitoring & evaluation indicators for local government • co-ordinate the alignment and integration of departmental and intergovernmental reporting and information management for local government • co-ordinate diagnostic evaluations of municipalities • supervision and development of personnel • monitor and exercise control over expenditure and ensure the effective utilization of financial resources.

**ENQUIRIES** : Mr Z Armien at (021) 483-4443

**POST 17/324** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE (REF NO L051/08)**  
Component: Monitoring And Evaluation

<b><u>SALARY</u></b>	:	R157 686 per annum.
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification requirement for this post is an appropriate three-year B. degree (or equivalent) plus appropriate experience. The following will serve as recommendations: • a relevant postgraduate degree in Public Administration / Public Policy / Research / Finance / Statistics / Monitoring and Evaluation, etc will prove advantageous • knowledge of the Constitutional, legislative and policy framework for governance and local government in particular • knowledge of the national prescribed monitoring, evaluation and reporting framework for local government • knowledge and/or experience in monitoring and evaluation • knowledge and experience in research methodologies and information management • knowledge and experience in data collection and analysis • excellent report writing skills • human resource and financial administration experience • computer literacy (MS Office and other database and / or statistical packages) • excellent verbal and written communication skills in at least two of the official languages of the Western Cape • ability to work under pressure • a valid Code B (manual) driver's license • willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: • develop and maintain a comprehensive municipal "monitoring tool" for all municipalities in the Province • data collection processing and analysis of Municipal information • compile diagnostic evaluation and business intelligence reports in respect of the performance of municipalities • conduct legislative and policy compliance audits in municipalities • assisting with the compilation of the Annual Municipal Performance Reports for municipalities • co-ordinate large scale research within municipalities • develop indicators for the monitoring and evaluation of municipalities • co-ordination of municipal performance awards • assist with supervision and development of staff • provide inputs for consideration in the annual budgeting processes • project co-ordination.
<b><u>ENQUIRIES</u></b>	:	Mr Z Armien at (021) 483-4443
<b><u>POST 17/325</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECOVERY (2 POSTS) (REF NO L157/07)</u></b> Component: Disaster Management and Fire Brigade Services
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Tygerberg
<b><u>REQUIREMENTS</u></b>	:	The formal qualification requirement for this post is an appropriate three-year Diploma (or equivalent qualification) or a B.degree (or equivalent qualification) plus related experience. The following will serve as recommendations: • experience in a disaster management field will serve an advantage • knowledge of the Disaster Management Act (Act 57/2002) and related policies and guidelines; knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government • disaster management information communication technology skills • good organizational skills • conflict and crisis management skills • experience in project management • excellent negotiation skills • computer literacy • good verbal and written communication skills in at least two of the official languages of the Western Cape • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours • including long distance traveling • human resource and financial management experience • a valid EB code driver's license.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following duties: • assist and support in the co-ordination of disaster assessments, classification and declaration of disasters and major incidents • assist and support in the co-ordination of disaster relief functions • assist and support in the co-ordination of all disaster recovery funding • assist and support in the co-ordination, monitoring and support of disaster rehabilitation and reconstruction function / programmes • assist and support in conducting disaster reviews and reports • participate in recovery workgroup meetings • assist and support in the management of the human resources and performance management in the sub directorate • assist and support in the management of the finances in the sub directorate • assist in co-ordination of Disaster and Emergency situations • participate in the strategic management and administrative functions of the Disaster Management Centre.
<b><u>ENQUIRIES</u></b>	:	Ms J Pandaram at (021) 937-0806

<b><u>NOTE</u></b>	:	These posts (Refno.L157/07 – L160/07) were previously advertised. Any applications received to date will be considered and candidates do not have to submit applications again.
<b><u>POST 17/326</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRAINING (REF NO L158/07)</u></b> Component: Disaster Management And Fire Brigade Services
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Tygerberg
<b><u>REQUIREMENTS</u></b>	:	The formal qualification requirement for this post is an appropriate appropriate three-year Diploma (or equivalent qualification) or a B.degree (or equivalent qualification) plus related experience. The following will serve as recommendations: • knowledge and experience of Information Communication Technology training and/or relevant disaster management IT software • knowledge of Disaster Management Act (Act 57/2002) and related policies and guidelines • knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government • training in Information Communication Technology for disaster management • knowledge of two way radio's • good organisational skills • conflict and crisis management skills • experience in project management • excellent negotiation skills • computer literacy • good verbal and written communication skills in at least two of the official languages of the Western Cape • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours (including long distance travelling) • a valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: • render systems (Information Management System) training to all disaster management role-players • co-ordinate disaster management exercises (table-top, real life etc) • develop, update and maintain training manuals • test and evaluate students/trainees in the use and application of Disaster Management hardware and software • develop and maintain a programme and database of exercises for all disaster risks • participate in preparedness workgroup meetings • provide a secretariat function to the institutional co-ordinating structures on provincial level • assist and support in the management of the finances in the sub-directorate • to participate in the strategic management and development of personnel.
<b><u>ENQUIRIES</u></b>	:	Mr J Rikhotso at (021) 937-0809
<b><u>POST 17/327</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL SPHERE PLANNING (REF NO L159/07)</u></b> Component: Disaster Management And Fire Brigade Services
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Tygerberg
<b><u>REQUIREMENTS</u></b>	:	The formal qualification requirement for this post is an appropriate appropriate three-year Diploma (or equivalent qualification) or a B.degree (or equivalent qualification) plus related experience. The following will serve as recommendations: • knowledge and experience in disaster management • knowledge of Disaster Management Act (Act 57/2002) and related policies and guidelines • knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government • experience in project management • excellent negotiation skills • computer literacy • good verbal and written communication skills in at least two of the official languages of the Western Cape • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours (including long distance traveling) • a valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: • maintain and update contingency/ disaster management plans of provincial departments, state-owned enterprises, private sector and support national departments on provincial plans • assist in the training and support to disaster management role-players • develop and maintain a comprehensive disaster management plan, which is based on an electronic data programme as part of the provincial disaster management plan • participate in the preparedness workgroup meetings • provide a secretariat function to the institutional co-ordinating structures on provincial level • management and development of personnel • assist and support in the management of the finances of the sub-

		<p>directorate • participate in the strategic management and administrative function of the Disaster Management Centre.</p> <p>Mr J Rikhotso at (021) 937-0809</p>
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 17/328</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: MUNICIPAL SPHERE PLANNING (REF NO L160/07)</u></b></p> <p>Component: Disaster Management And Fire Brigade Services</p>
<b><u>SALARY</u></b>	:	R157 686 per annum
<b><u>CENTRE</u></b>	:	Tygerberg
<b><u>REQUIREMENTS</u></b>	:	<p>The formal qualification requirement for this post is an appropriate B.degree (or equivalent qualification) with relevant experience. The following will serve as recommendations: • knowledge and experience in disaster management • knowledge of Disaster Management Act (Act 57/2002) and related policies and guidelines • knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government • experience in project management • excellent negotiation skills • computer literacy • good verbal and written communication skills in at least two of the official languages of the Western Cape • ability to work under pressure in emergency or disaster situations • willingness to work long and abnormal working hours (including long distance travelling) • a valid code EB driver's licence.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for the following duties: • maintain and update contingency/ disaster management plans and response systems, municipalities, NGO's and CBO's, etc • assist in the training and support to disaster management role-players • develop and maintain a comprehensive disaster management plan, which is based on an electronic data programme as part of the provincial disaster management plan • participate in the preparedness workgroup meetings • provide a secretariat function to the institutional co-ordinating structures on provincial level • management and development of personnel • Assist and support in the management of the finances in the sub-directorate • participate in the strategic management and administrative function of the Disaster Management Centre.</p>
<b><u>ENQUIRIES</u></b>	:	Mr J Rikhotso at (021) 937-0809
<b><u>NOTE</u></b>	:	<p>These posts (Refno.L157/07 – L160/07) were previously advertised. Any applications received to date will be considered and candidates do not have to submit applications again.</p>
<b><u>POST 17/329</u></b>	:	<p><b><u>ADMINISTRATIVE OFFICER: HUMAN RIGHTS AND SPECIAL PROJECTS (REF NO L052/08)</u></b></p> <p>Component: Human Resource Management And Administration</p>
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	<p>The formal qualification requirement for this post is an appropriate three-year B. degree (or equivalent qualification) plus appropriate experience OR a Senior (or equivalent) Certificate plus extensive appropriate experience. A valid Code B (manual transmission) driver's licence will serve as a further job requirement. The following will serve as recommendations: • working knowledge or experience of gender, youth, disability, children, moral regeneration, Employee Assistance Programmes (EAP) and HIV/AIDS related policies and practices • event management experience • ability to network and liaise with external stakeholders of the Department • willingness to work under pressure and irregular hours • willingness to travel • a passion for helping others or counselling skills • a broad understanding of how gender, youth, disability, moral regeneration, EAP and HIV/AIDS affect municipalities and communities • computer literacy in MS Office • good verbal and written communication skills in at least two of the official languages of the Western Cape.</p>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for the following duties: • communicating HIV/AIDS, youth, disability, gender, EAP and moral regeneration policies and strategies to external clients of the Department • assistance, guidance and support to municipalities on the mainstreaming of human rights matters assist in researching gender, youth, disability, HIV/AIDS, EAP and moral regeneration issues to monitor trends and communicate these to external stakeholders • writing articles/ pamphlets on gender, youth, children, disability, moral regeneration, EAP and HIV/AIDS matters • arranging venues, times, schedules for presentations to municipalities and communities on gender, youth, disability, HIV/AIDS, EAP and moral regeneration • assist</p>



with the promotion and mainstreaming of HIV/AIDS, youth, disability, gender, EAP and moral regeneration policies and strategies to external clients • assist with the compilation and distribution of information for clients • attend workshops, inter-departmental meetings, conferences on gender, youth, disability, children, HIV/AIDS, EAP and moral regeneration matters • writing of reports on programmes, key outcomes of meetings, workshops and conferences.

**ENQUIRIES** : Ms W Bingham at (021) 483-2565

#### **PROVINCIAL TREASURY**

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

**APPLICATIONS** : Applications must be submitted to: The Senior Manager: Human Resource Management, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2<sup>nd</sup> Floor, Room 2-11.

**FOR ATTENTION** : Mr B Damons

**CLOSING DATE** : 09 May 2008

**NOTE** : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address [www.Capegateway.gov.za](http://www.Capegateway.gov.za)) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

#### **MANAGEMENT ECHELON**

**POST 17/330** : **SENIOR MANAGER: RESOURCE MANAGEMENT COMPONENT**  
**ECONOMIC ANALYSIS (EA) UNIT REF NO WCPT 12/01/08**  
Chief Directorate Resource Management component

**SALARY** : R540 429 per annum (including basic salary (60% of package)), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum qualification requirements: A Masters Degree in Economics PLUS extensive experience in applied macroeconomic or socio-economic policy analysis AND appropriate management experience (3-5 years). Required knowledge and skills: • A strategic and visionary leader • adaptable/flexible • goal orientated and driven • dynamic and energetic self-starter • self confident and innovative • tenacious and patient • a good people manager • sound organizer and planner • skilled at negotiation AND conflict resolution. • the ability to work under pressure • good written & verbal communication skills • research and econometric skills • analytical skills • problem solving skills • computer literacy AND presentation skills.

**DUTIES** : Lead Provincial Treasury's dynamic Economic Analysis (EA) team working towards a deeper, robust policy understanding & engagement on the Western Cape economy. The main activities of the team are to: Describe and monitor the Western Cape's socio-economic performance at a provincial and local level; Deepen understanding of and describe key provincial and local economic variables & their interrelation in improving provincial and municipal budgeting outcomes and promoting the Western Cape's economic growth and development prospects; Develop vibrant engagements with amongst others the Province's Micro-economic Development Strategy, its Infrastructure Strategy and Burden of Disease studies, to advance the Western Cape's competitiveness and socio-economic inclusion strategies and positioning within

the Provincial Growth and Development Strategy (PGDS) framework; Build capacity in economic analysis at the provincial level through appropriate technical assistance & training, and Conceptualise, produce, disseminate and promote the Unit's work into annual publications: The Western Cape Provincial Economic Review & Outlook (PERO), the Socio-Economic Profiling of Local Government (SEPLG) and the Quarterly Economic Bulletin. Support and participate in the Western Cape's provincial and municipal policy and budget processes, inclusive of the production of the Western Cape's annual Medium Term Budget Policy Statement and Budget Statement and assessing the impact of policy objectives on key economic variables. A dynamic, creative and innovative economist with a developmental mindset. Technical ability to lead a team of dynamic economists within the Provincial Treasury. A vision and personal commitment to "Growing the Western Cape".

**ENQUIRIES**

: Dr JC Stegmann ☎ (021) 483-3749 or  
Mr A Phillips ☎ (021) 483-4022

**OTHER POST**

**POST 17/331**

: **FINANCIAL ANALYST REF NO: WCPT 12/02/08**  
Chief Directorate Financial Governance  
Directorate Normative Financial Management (3 posts)

**SALARY**

: R157 686 per annum In addition to the salary mentioned, these posts offer competitive benefits, which include an annual service bonus, conditional home owner's allowance, pension and medical subsidies.

**CENTRE  
REQUIREMENTS**

: Cape Town  
Minimum qualification requirements and experience: • Tertiary qualification in Finance/Law/Commerce • Proven experience in financial environment • Financial management, research and administrative experience • A valid drivers license. Required skills and competencies: • Administrative procedures relating to specific working environment • Reporting procedures • Procurement directives and procedures • Record keeping procedures • Interpretation of policies • Information systems • Research • Compilation of management reports. Personal attributes: • Self-driven • Innovative • Ability to work under pressure • Display team work

**DUTIES**

: To assist with the development and implementation of financial and associated governance norms and standards within provincial departments and municipalities and enforce compliance thereof by: • Researching and issuing guidelines and best practices on the implementation of financial management norms and standards • Assessing both nominal and substantive compliance in municipalities, municipal entities, departments and public entities, compile reports and propose remedial action • Compiling and maintaining a database of all financial legislation applicable to municipalities, departments and public entities • Rendering comments on newly proposed financial legislation • Monitoring the submission of the annual reports of municipalities, departments and public entities to the Provincial Treasury and respond to reports of non-compliance • Compliance with National Treasury guidelines on annual reports • Monitoring the submission of, and respond to, minutes on council oversight of municipality and municipal entities' annual reports • Assisting municipalities in the training of the accounting officer, senior managers, chief financial officers and other financial officials of municipalities • Interpreting the application of all current and newly proposed legislation • Conducting site visits at municipalities, departments and public entities

**ENQUIRIES**

: Mr FA Jacobs/M Basson ☎ Tel. (021) 483-4388/4454

**UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA (USAASA)**  
*The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005.*

- APPLICATIONS** : USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups. Please e-mail: [mongenes@usaasa.org.za](mailto:mongenes@usaasa.org.za) or fax to (011) 564-1629- Deliver to Block No. 21 – Thornhill Office Park – 94 Bekker Road – Midrand.
- CLOSING DATE** : 15 May 2008
- NOTE** : Applicants who do not receive a reply within 14 days of the closing date should consider their applications unsuccessful.

**OTHER POST**

- POST 17/332** : **OFFICE ADMINISTRATOR – LEGAL & REGULATORY**
- SALARY** : Basic Salary of R122 232 (plus benefits) per annum.
- REQUIREMENTS** : Grade 12 and/or a post-matric qualification (e.g. Executive Secretarial Diploma) will be an added advantage \* extensive office management experience \* Proven computer skills and knowledge (MS Word, excellent Excel abilities, Power Point, Internet and e-mail) \* excellent writing skills and precise use of English grammar, spelling and punctuation \* well developed interpersonal and communication skills \* ability to handle and manage confidential correspondence \* ability to work independently and under pressure. Competencies: Legal knowledge and Project Management will be an added advantage.
- DUTIES** : Key responsibilities: The successful candidate will report to the Head : Legal & Regulatory, and assume the following responsibilities: Provide top-level secretarial and administrative support to the Head of the Legal Unit \* management of the diary, exercise initiative in scheduling meetings and getting things done \* liaise with the Minister of communications/Regulator \* interact and liaise with a broad spectrum of stakeholders, in particular management and colleagues, on a range of issues in a confident and assertive manner \* identify priorities and ensure that these are accommodated \* manage information flow in and out of the office and follow-up on responses to correspondence \* make arrangements for travel, workshops and meetings \* taking minutes, and assist in policy development and consolidation of operational plans and monthly/quarterly/annual reports.