



**DATE OF ISSUE: 02 MAY 2008**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 18 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 **02 JUNE 2008**

**AMENDMENTS** : **Provincial Administration: Gauteng Department of Health:** Kindly note that the following posts were advertised with incorrect REF NOs: Assistant Director, the correct Ref No is 70050534 and Director: Security Services, the correct Ref No is 70050536 not as stated in PSVC 16 of 2008.

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## DEPARTMENT OF DEFENCE

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

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

## OTHER POSTS

**POST 18/04** : **CHIEF ADMINISTRATION CLERK: FLEET MANAGEMENT & RENEWAL SERVICES (FMRS) (USAGE 4258)**

**SALARY** : R106 335 per annum  
**CENTRE** : Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12). Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous experience in the provision of Administrative Support will be an advantage Ability to communicate effectively (written and verbal) in English, particularly preparation of presentations, minute taking, completion of templates. Intermediate proficiency in MS Office packages and use of information systems. Knowledge of relevant office administration procedures, logistic related procedures and HR related procedures. Knowledge of the organisation's regulatory information reference systems. Working knowledge of the organisation's day-to-day communication systems. Knowledge of accounting, budgeting, financial management practices. Ability to supervise. Planning, organising and problem solving skills in an administrative environment. Strong interpersonal relations skills. Ability to obtain military license.

**DUTIES** : Providing Administrative Support to the functional areas of Structure Management, System Performance Management and Change Enablement. Managing FMRS Information Systems. Undertaking General Office Administration. Administering Office Infrastructure Requirements. Managing the Administration Support Section.

**ENQUIRIES** : Mr R.K. Pienaar, Tel (021) 787 5139  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/05** : **CHIEF ADMINISTRATION CLERK (TECHNICAL UPKEEP SECTION) (USAGE 1091)**

**SALARY** : R106 335 per annum  
**CENTRE** : Technical Upkeep Services, Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12) Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous clerical and secretarial

experience in a technical environment will be an advantage. Ability to communicate effectively (written and verbal) in English. Intermediate proficiency in MS Office packages. Ability to supervise. Auditing skills. Planning, organising and problem solving skills in an administrative environment. Ability to gather and collate statistical information. Reasoning, mathematical and problem solving skills. Strong interpersonal relations skills. Ability to obtain military license.

**DUTIES** : Providing a management reception/secretarial service. Administering the control of documentation. Administering training and supervision of clerical staff. Assisting with the processing and presentation of TUS performance information. Providing an elementary personnel administration service for the section. Identifying training needs and processing course nominations. Providing and promoting on the job training.

**ENQUIRIES** : Captain P. Rocher, Tel (021) 787 3224

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/06** : **ARTISAN FOREMAN (ELECTRICIAN (USAGE 233))**

**SALARY** : R106 335 per annum

**CENTRE** : Fleet Maintenance Unit, Simon's Town.

**REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification is to be in electrical field. Competencies required: Experience in marine environment would be an advantage. Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in an electrical environment. Reasoning and mathematical skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read and understand technical drawings;- ship terminology;- knowledge of marine environment and applicable systems .Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate electrical test equipment and applicable machinery. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Adhering to all safety and quality regulations.

**DUTIES** : Conducting electrical testing. Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and order miscellaneous stores. Providing factual and technical advice. Supervising and train subordinates and trainees. Maintaining a safe working environment.

**ENQUIRIES** : Mr H. Landers, Tel (021) 787 3796

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act).

**POST 18/07** : **ARTISAN FOREMAN (REFRIDGERATION MECHANIC) (USAGE 146)**

**SALARY** : R106 335 per annum

**CENTRE** : Fleet Maintenance Unit, Simon's Town

**REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification is to be in refrigeration field. Competencies required: Experience in marine environment would be an advantage. Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in a mechanical environment. Reasoning and mathematical skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read and understand technical drawings;- ship terminology;- knowledge of marine environment and applicable systems. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate refrigeration test equipment and applicable machinery. Ability to conduct gas and electronic leak detection. Knowledge of safety standards. Adhering to all safety and quality regulations.

**DUTIES** : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Providing factual and technical advice. Supervising and training subordinates

and trainees. Maintaining a safe working environment. Rendering advice and guidance and in-house training to junior artisans and apprentices.

**ENQUIRIES** : Mr H. Landers, Tel (021) 787 3796

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act).

**POST 18/08** : **ARTISAN FOREMAN (SHIPWRIGHT) (USAGE 244)**

**SALARY** : R106 335 per annum

**CENTRE** : Fleet Maintenance Unit, Simon's Town

**REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification is to be in shipwright/boatbuilding/joiner field. Competencies required: Experience in marine environment would be an advantage. Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in a shipbuilding environment. Reasoning and mathematical skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read and understand technical drawings;- ship terminology;- knowledge of marine environment and applicable systems. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Knowledge of safety standards. Adhering to all safety and quality regulations.

**DUTIES** : Performing assignments in compliance with set standards. Interpreting technical drawings and dossiers, Using and ordering miscellaneous stores. Providing factual and technical advice. Supervising and training subordinates and trainees. Maintaining a safe working environment. Rendering advice and guidance and in-house training to junior artisans and apprentices.

**ENQUIRIES** : WO1 R. Volkwyn, Tel (021) 787 4244

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act).

**POST 18/09** : **ARTISAN FOREMAN: ELECTRONICIAN (USAGE 136)**

**SALARY** : R106 335 per annum

**CENTRE** : Navcomcen Cape, Fleet Command HQ, Tokai

**REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification is to be in electrical field. Competencies required: Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in a technical environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find to component level and effect repair). Ability to read and understand circuit diagrams. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate test equipment and applicable machinery. Knowledge of safety standards. Adhering to all safety and quality regulations. Knowledge of Electro-Mechanical switching devices which control main switchboard in-comer switch gear, Bus couplers and Timing Devices. Experience on 100KVA UPS Systems, batteries and battery chargers. Able to read and understand Technical Manuals and Circuit Diagrams as an aid to fault finding and Setting of Procedures. Ability to obtain a military/valid code 8 (code B) driver's license.

**DUTIES** : Maintaining, repairing and installing electrical equipment and their peripherals. Implementing corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Managing Electrical Section. Supervising subordinates' and contractors' work. Administration including budgeting and future planning of required materials and spares. Keeping abreast of changing work methods and new technology and impact such information to junior artisans and apprentices. Train members on main

switchboard and UPS System. Rendering advice and guidance and in-house training to junior artisans and apprentices.

**ENQUIRIES** : Mr M.S. Abrahams, Tel (021) 787 2287

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends).

**POST 18/10** : **CHIEF PROVISIONING ADMINISTRATION CLERK (BULK STORE) (USAGE 1488)**

**SALARY** : R106 335 per annum

**CENTRE** : Naval Stores Depot, Wingfield

**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12) Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Ability to communicate effectively (written and verbal) in English. Proficiency in MS Office packages and mainframe logistic software. Knowledge of general admin procedures. Knowledge of general stores procedures iro receiving, stowing, issuing and binning. Knowledge of Stores Accounting procedures. Knowledge of identification of stores. Knowledge of procurement directives and procedures. Planning, organising and problem solving skills in a logistic environment. Ability to supervise. Knowledge of Safety Standards and OHAS regulations. Ability to interpret relevant directives. Ability to obtain Military Driver's license.

**DUTIES** : Receipting of stores. Storing of stores. Issuing of stores. Performing spot checks. Disposing of BER items. Transferring items to Repairable Store. Transfer stock to Bulk Stores. Replenishing stock from Bulk Store. Supervising personnel. Supplying of Management Information.

**ENQUIRIES** : Mrs M. Louw, Tel (021) 590 2884

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/11** : **CHIEF PROVISIONING ADMINISTRATION CLERK (MAIN STORE)(USAGE 1503)**

**SALARY** : R106 335 per annum

**CENTRE** : Naval Stores Depot, Wingfield.

**REQUIREMENTS** : NQF 4 (Grade 12). Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and mainframe logistic software Knowledge of general office administration. Knowledge of general stores procedures iro receiving, stowing, issuing and binning. Knowledge of Stores Accounting procedures. Knowledge of identification of stores. Knowledge of procurement directives and procedures. Planning-, organising- and problem solving skills in a logistic environment. Leadership-, supervision- and management skills. Knowledge of Safety Standards and OHAS regulations. Ability to interpret relevant directives.

**DUTIES** : Receipt of stores. Storage of stores. Issue of stores. Perform Spot Checks. Dispose of BER items. Transfer items to Repairable Store. Transfer stock to Bulk Stores. Replenish stock from Bulk Store. Supervising personnel. Supplying of Management Information.

**ENQUIRIES** : Mrs M. Louw, (021) 590-2884

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/12** : **SENIOR ARTISAN (LITHOGRAPHIC MACHINE MINDER) (USAGE 279)**

**SALARY** : R85 362 per annum

**CENTRE** : SA Naval Publications Unit, Simon's Town

**REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Printer's Diploma. Qualification is to be in printing field. Competencies required: Experience as a Machine Minder would be an advantage. Ability to

communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in an printing environment. Reasoning, and mathematical skills. Interpersonal relations skills. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate all photolithographic printing equipment and applicable machinery. Ability to verify paper requirements/grammages/sizes. Knowledge of safety standards. Adhering to all safety and quality regulations.

**DUTIES** : Operating a 4 Colour Heidelberg MOV, 2 Colour Roland Ultra, Heidelberg Kord. Mixing and matching spot colours. Proof jobs for position on paper and correctness of colours. Washing and cleaning machines. Maintaining machines. Rendering advice and guidance and in-house training to junior artisans and apprentices.

**ENQUIRIES** : Warrant Officer 1 K. Venner, Tel (021) 787 4134

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Shortlisted applicants may be required to practically demonstrate skills.

**POST 18/13** : **SENIOR ADMINISTRATION CLERK GRADE III (MEDIA CENTRE) (USAGE 2191)**

**SALARY** : R85 362 per annum

**CENTRE** : SAS Wingfield, Goodwood

**REQUIREMENTS** : NQF 2-4 (Grade 10-12). Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Experience relating to media and training aid production and successful completion of Graphic Art and Design training will be an advantage. Ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages and computer graphic software. Creative and artistic skills. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills. Ability to use work-related equipment, including digital camera, airbrush kit, label printer, scanner and calligraphy. Knowledge of petty cash procedures. Knowledge of ETD environment.

**DUTIES** : Designing and manufacture training aids/material. Administering the bookstore. Providing a Training Aid and Production Client Service. Assisting with implementing marketing strategies for the Media Centre. Administering the issue and return of equipment. Administering Office Management procedures.

**ENQUIRIES** : WO1 A. Taljaard, (021) 590 - 2853

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Short listed applicants will be subjected to a practical evaluation.

**POST 18/14** : **SENIOR ADMINISTRATION CLERK GRADE III (PERSONAL FILES) (USAGE 609)**

**SALARY** : R85 362 per annum

**CENTRE** : SAS IMMORTELLE, Pretoria.

**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12). Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Experience in a registry will be an advantage. Ability to communicate effectively (written and verbal) in English. Proficiency in MS Office packages. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills.

**DUTIES** : Administering incoming mail. Distributing files. Dispatching outgoing mail. Administering archiving of files. Performing general registry duties.

**ENQUIRIES** : Commander B.S. Wright, Tel (012) 339 4119

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/15** : **SENIOR ARTISAN (PHOTOLITHOGRAPHER/PLATEMAKER) (USAGE 277)**

**SALARY** : R85 362 per annum

**CENTRE REQUIREMENTS** : SA Naval Publications Unit, Simon's Town  
: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) or Printer's Diploma. Qualification is to be in printing field. Competencies required: Experience as a Photo lithographer would be an advantage. Ability to communicate effectively (written and verbal) in English and to compile documentation. Ability to work under pressure and meet target dates. Ability to supervise. Planning, organising and problem solving skills in an printing environment. Reasoning, and mathematical skills. Interpersonal relations skills. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate all photolithographic printing equipment and applicable machinery. Ability to verify paper requirements/grammages/sizes. Knowledge of safety standards. Adhering to all safety and quality regulations.

**DUTIES** : Liaising daily with the Section head to discuss the workload. Drawing and checking layout for imposing. Operating contact frames. Working out imposition schemes 4,8 or 16 pages. Working with positive and negative film. Punching, register film on plate, expose, develop and gum printing plates. Filing all artwork. Rendering advice and guidance and in-house training to junior artisans and apprentices.

**ENQUIRIES APPLICATIONS CLOSING DATE** : Warrant Officer 1 K. Venner, Tel (021) 787 4134  
: Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
: 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Statutory requirement: Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Shortlisted applicants may be required to practically demonstrate skills.

**POST 18/16** : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (TRANSIT RECEIPT) (USAGE 5606)**

**SALARY CENTRE REQUIREMENTS** : R85 362 per annum  
: Naval Base Simon's Town, Simon's Town.  
: NQF Level 2 - 4 (Grade 10-12) Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous storekeeping experience, particularly warehouse receiving, and the successful completion of storekeeping courses will be an advantage. Ability to communicate effectively (written and verbal) in English. Proficiency in MS Office packages, and mainframe logistic software. Knowledge of general stores procedures iro receiving, stowing, issuing, binning, safe handling and transporting. Knowledge of document tracking, storage and retrieval. Knowledge of Provisioning Administration. Ability to undertake stocktaking and knowledge of stock control. Knowledge of identification of stores. Planning, organising and problem solving skills in an administrative environment. Strong interpersonal relations skills. Physical strength to move materials and equipment.

**DUTIES** : Provide receipting service. Control stock in transit receipt section. Manage/control vehicles and equipment used in section.

**ENQUIRIES APPLICATIONS CLOSING DATE** : Commander F. Erskine, Tel (021) 787 4174  
: Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
: 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Ability to obtain military license.

**POST 18/17** : **SENIOR ADMINISTRATION CLERK GRADE II (DATA PROCESSING) (USAGE 2210)**  
: Directorate Fleet Quality Assurance, Fleet Command HQ

**SALARY CENTRE REQUIREMENTS** : R68 955 per annum  
: Simon's Town  
: NQF Level 2 - 4 (Grade 10-12) Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous facilitation experience will be preferred. Ability to communicate effectively (written and verbal) in English, particularly group facilitation/presentation. Advanced proficiency in MS Office packages. Ability to supervise. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills. Ability to perform research and to conduct investigations. Ability to gather and collate statistical information. Ability to obtain military license.

**DUTIES** : Rendering general administration service on behalf of the sub-section. Providing administration functions in support of the Data Process function to ensure the supply of pertinent statistical data. Maintaining an efficient electronic – manual filing system. Facilitating morale and other surveys on behalf of IG Navy. Gathering and process statistical data for the monthly Navy Command Council. Maintaining files and back-up records of QMAS administration work.

**ENQUIRIES** : Mrs R. Rocher, Tel (021) 787 3815  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/18** : **SENIOR ADMINISTRATION CLERK GRADE II (PERSONAL ASSISTANT) (USAGE 847)**  
 Directorate Fleet Quality Assurance, Fleet Command HQ

**SALARY** : R68 955 per annum  
**CENTRE** : Simon's Town.  
**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12) Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous secretarial experience and the successful completion of a secretarial course will be an advantage. Ability to communicate effectively (written and verbal) in English. Intermediate proficiency in MS Office packages. Knowledge of general office administration and ability to operate an efficient and organised office. Ability to provide personal assistant service. Knowledge of security regulations. Planning, organising and problem solving skills in an administrative environment. Telephone etiquette. Interpersonal relations skills. Ability to work in a team.

**DUTIES** : Rendering secretarial functions that include keeping and updating manager's diary and arranging appointments for staff members. Rendering personal assistant and support service to manager e.g. taking minutes, confirmatory notes, memo's letters and the transcription thereof, preparing briefings and slideshows, making travel arrangements. Managing general office duties including accepting files and documents, filing and appropriate stowage of files and documents, removing outgoing letters and files from the manager's desk daily. Providing a reception/communication/co-ordination service. Providing an office security service.

**ENQUIRIES** : Mrs R. Rocher, Tel (021) 787 3815  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/19** : **PROVISIONING ADMINISTRATION CLERK GR II (SPORT MANAGEMENT) (USAGE 6045)**

**SALARY** : R68 995 per annum  
**CENTRE** : Naval Base Simon's Town, Simon's Town.  
**REQUIREMENTS** : NQF 2-4 (Grade 10-12) Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Ability to communicate effectively (written and verbal) in English. Proficiency in MS Office packages, and mainframe logistic software. Knowledge of general stores procedures. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills.

**DUTIES** : Managing bookings for sport facilities. Maintaining registers. Administrative duties including filing, demanding and distributing stores, processing membership applications. Controlling use of office equipment. Basic advice on sport policies.

**ENQUIRIES** : Commander C. Gerstner, (021) 787 - 4658  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/20** : **SENIOR ADMINISTRATION CLERK GRADE II (CONFIGURATION) 2X POSTS (USAGE 555 AND 557)**

**SALARY** : R68 955 per annum  
**CENTRE** : Naval Engineering Section, Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12) Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Knowledge of configuration process is

essential. Experience in managing technical documentation. Ability to communicate effectively (written and verbal) in English. Intermediate proficiency in MS Office packages. Knowledge of general office administration and ability to operate an efficient and organised office. Accurate data capturing skills. Knowledge of security regulations. Planning, organising and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal relations skills and ability to work in a team. Knowledge of reporting procedures.

**DUTIES** : Providing a Configuration Administration service. Performing configuration auditing. Controlling and distribute documentation. Performing configuration control.

**ENQUIRIES** : Mr R.D. Moody, Tel (021) 787 4252

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/21** : **SENIOR HANDYMAN (MECHANICAL) (USAGE 238)**

**SALARY** : R58 290 per annum

**CENTRE** : Fleet Maintenance Unit, Simon's Town.

**REQUIREMENTS** : NQF 1-2 (Grade 3-10). Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Experience in marine/mechanical environment would be an advantage. Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Planning, organising and problem solving skills in a manufacturing environment. Ability to operate applicable hand tools and advanced machinery. Ability to work independently. Knowledge of safety standards. Adhering to all safety and quality regulations. Ability to obtain military license. Must have physical strength to move materials and equipment

**DUTIES** : Assisting artisans. Workshop husbandry. Adhering to all safety and quality regulations.

**ENQUIRIES** : Mr H.P. Landers, Tel (021) 787 3796

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Must be able to work at heights and in confined spaces.

**POST 18/22** : **SENIOR PROVISIONING ADMINISTRATION CLERK GR I (MACHINE SHOP) (USAGE 248)**

**SALARY** : R58 290 per annum

**CENTRE** : Fleet Maintenance Unit, Simon's Town

**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10 to 12) Grade 12 Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous storekeeping experience and the successful completion of storekeeping courses will be an advantage. Ability to communicate effectively (written and verbal) in English. Proficiency in MS Office packages, and mainframe logistic software, Knowledge of general stores procedures iro receiving, stowing, issuing and binning. Knowledge of document tracking, storage and retrieval. Knowledge of Provisioning Administration. Ability to complete logs/forms etc. and distribute documents by post and fax. Ability to undertake stocktaking. Knowledge of identification of stores. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills.

**DUTIES** : Issuing of stock according to orders and forms. Recording capital transactions. Receiving supplies and canalising to correct stores. Preserving and storing stock correctly. Undertaking stock-taking at fixed times.

**ENQUIRIES** : Mr H.P. Landers, Tel (021) 787 3796

**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/23** : **SENIOR PROVISIONING ADMINISTRATION CLERK GR I (MEDIA CENTRE) (USAGE 2341)**

**SALARY** : R58 290 per annum

**CENTRE** : SAS SALDANHA, Saldanha.

**REQUIREMENTS** : NQF Level 2 - -4 (Grade 10-12) Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Ability to communicate effectively (written and

verbal) in English. Proficiency in MS Office packages. Knowledge of general stores procedures iro receiving, stowing, issuing, stock taking. Working with training aids. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations. Strong customer focus. Creative thinking. Ability to work independently. Ability to meet target dates.

**DUTIES** : Controlling and co-ordinate all training aids, equipment and stores in section. Maintaining sufficient stock and supply to relative schools in the Training Dept. Submit requisitions for training aids and stores equipment. Ensuring security of equipment. Maintaining record of equipment issues and returns. Setting up audio-visual equipment.

**ENQUIRIES** : WO2 O.A. Chabalala, Tel (021) 702 3630  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**POST 18/24** : **MILITARY INTELIIGENCE ASSISTANT (COUNTER INTELLIGENCE) (USAGE 3308)**

**SALARY** : R58 290 per annum  
**CENTRE** : Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF Level 2 - 4 (Grade 10-12) Preferable. Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous experience in the intelligence field will be an advantage. Ability to communicate effectively (written and verbal) in English, particularly liaison and report writing. Proficiency in MS Office packages, and mainframe software. Knowledge of counter intelligence environment. Reasoning, planning, organising and problem solving skills in an administrative environment. Ability to gather and collate statistical information. Strong interpersonal relations skills.

**DUTIES** : Obtaining relevant Counter Intelligence information from various sources. electronically. Maintaining liaison with sources wrt aspects which may affect security. Assisting Senior Clerk in evaluating, analysing and filtering collected information for electronic capturing. Liaising with Senior Clerk wrt information to be captured. Capturing information electronically.

**ENQUIRIES** : Commander M. Bongco, Tel (021) 787 4660  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

**NOTE** : Must be able to obtain Secret Security Clearance. Successful candidate will be required to successfully complete B-Level Counter Intelligence course within 1 year of appointment.

**POST 18/25** : **SENIOR SECRETARY GR I (MARITIME REACTION SQUADRON (USAGE 40)**

**SALARY** : R58 290 per annum  
**CENTRE** : Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF 2-4 (Grade 10-12). Applicants with prior learning, either by means of appropriate experience or alternative courses may also apply. Competencies required: Previous secretarial experience and the successful completion of a secretarial course will be an advantage. Ability to comm. unicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages. Knowledge of general office administration and ability to operate an efficient and organised office. Ability to provide personal assistant service. Knowledge of security regulations. Planning, organising and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal relations skills.

**DUTIES** : Rendering secretarial functions that include keeping and updating manager's diary and arranging appointments for staff members. Rendering personal assistant and support service to manager e.g. taking minutes, confirmatory notes, memo's letters and the transcription thereof, preparing briefings and slideshows, making travel arrangements. Managing general office duties including accepting files and documents, filing and appropriate stowage of files and documents, removing outgoing letters and files from the manager's desk daily. Providing a reception/ communication/co-ordination service. Providing an office security service.

**ENQUIRIES** : Cdr W.W. Combrink, (021) 787 - 5413  
**APPLICATIONS** : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.  
**CLOSING DATE** : 06 June 2008 (Applications received after the closing date and faxed applications will not be considered).

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

*The National Department of Environmental Affairs and Tourism is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts 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.

## MANAGEMENT ECHELON

**POST 18/01** : **DIRECTOR: FINANCIAL MANAGEMENT (SR13) – MLRF MARINE LIVING RESOURCE FUND REF NO: MCM 15/2008**  
Directorate: Financial Management

**SALARY** : All inclusive remuneration package of R540 429 – R581 880 per annum (including basic salary: 60% of package), State's contribution to the Government Employees Pension Fund (GEPF) (13% of basic salary) and a flexible portion. It is not compulsory to be admitted to the GEPF. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Cape Town  
: Be a qualified CA (SA) or at least have a B Com (Hons) and completed articles coupled with extensive relevant financial management experience, preferably exposed to operations in a back office environment. Proven experience in Financial Management and Financial Accounting at a strategic and operational level, including resolving complex reconciling items, reviewing work, statutory reporting as well as preparing year-end financials and audit schedules. Knowledge of all applicable financial legislation and regulations, including exposure to International Accounting Standards (IAS), South African Statements of Generally Accepted Accounting Practices (GAAP), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Proven leadership, management skills, project management, communication, interpersonal skills, conflict resolution, analytical, and financial management skills. Must be computer literate and be able to work under pressure.

**DUTIES** : Provide strategic direction, leadership and management with regard to the Financial Management function of the MLRF. Develop, manage and execute the key strategic objectives and business plan of the Financial Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for the delivery on Financial Management outputs. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management of the unit. Monitor, facilitate and co-ordinate the financial functions within the MLRF. Develop and implement relevant policies and procedures with respect to Financial Management and Accounting for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Plan, compile, and manage expenditure budgets within the accepted budgetary framework. Design and implement effective budgetary and cash management practices and systems. Develop an audit plan for the MLRF. Manage and resolve all audit queries and resulting management actions for the MLRF. Analyse, review, and report on the MLRF financial performance. Provide a support service to the Chief Financial Officer: MLRF and other Senior Management in the execution of their functions (reporting and other) in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Compile, review and submit monthly management accounts for Senior Management and statutory reporting to National Treasury.

**ENQUIRIES APPLICATIONS** : Mr. Saliem Mohamed, Tel: (021) 402-3027  
: The Director-General, Department of Environmental Affairs and Tourism,  
Private Bag X2, Roggebaai, 8012

**FOR ATTENTION CLOSING DATE** : 6<sup>th</sup> floor Registry: Integrated Human Resource Management  
: 19 May 2008

## OTHER POSTS

**POST 18/02** : **ENVIRONMENTAL OFFICER: WORLD HERITAGE MANAGEMENT (AP64/2008)**

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

**CENTRE REQUIREMENTS** : Pretoria  
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. Recommendations: A valid code 8 or B driver's licence.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Mr Ntsizi November Tel: (012) 310 3839  
The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

**FOR ATTENTION CLOSING DATE NOTE** : Ms K Selemela  
19 May 2008  
Please note that this post is earmarked for people with disabilities.

**POST 18/03** : **SENIOR PROVISIONING ADMINISTRATION CLERK: DIRECTORATE: SUPPLY CHAIN MANAGEMENT (AP 521/2008)**  
Sub-Directorate: Asset Management

**SALARY CENTRE REQUIREMENTS** : R85 362 per annum (Total package of R 133 813 per annum conditions apply)  
Pretoria

**DUTIES** : 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.

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.

**ENQUIRIES APPLICATIONS** : Mr E Tabane @ 012 310 3852  
The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

**FOR ATTENTION CLOSING DATE** : Mr T Shilenge  
19 May 2008

## 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.*

- 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
- 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 18/26** : **CHIEF DIRECTOR: HUMAN SETTLEMENT PLANNING REF: DOH/111/2008**
- SALARY** : R635 874 per annum 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
- NOTE** : That this is a re-advertisement. Applicants who previously applied may re-apply.

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

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

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

**OTHER POSTS**

**POST 18/27** : **SENIOR STATE LAW ADVISER (2 POSTS), REF: 08/173/LCD**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB degree or equivalent four year legal qualification; Substantial post-qualification experience in the legal field; It will be expected of the incumbents of these posts to spend extended periods away from their headquarters in Pretoria, attending to official duties, particularly in the Parliamentary Office in Cape Town. Recommendations: Experience in legal drafting; Experience in policy formulation. Exposure to project management; A post graduate legal qualification; Experience in Constitutional Law, International Law and Administrative Law; Knowledge of the Public Finance Management Act, 1999. Skills and competencies: Creative legal thinking and problem solving skills; Advanced research skills; Excellent communication skills (verbal and written); Advanced Computer skills (MS Office); Ability to work independently and in a team; Resilience and preparedness to work on long projects; Ability to work under pressure; Analytical skills.

**DUTIES** : The successful candidates will be members of the professional staff of the Department's component which is responsible for the preparation and promotion of primary and subordinate legislation. The following duties are attached to the posts: Investigate, evaluate and draft new and amending primary and subordinate legislation; Assist and advice Parliamentary Committee in the promotion of Legislation; Advise the Head of Department and Minister on legislative related matters; Conduct research; Comment on draft legislation prepared by other Departments; Represent the Department at meetings, workshops and interdepartmental task teams; Perform certain administrative duties.

**ENQUIRIES** : Ms M Kganyago ☎ 012 315 1844

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

**CLOSING DATE** : 19 May 2008

**POST 18/28** : **DEPUTY DIRECTOR: VOTE ACCOUNTING, REF: 08/174/ISM**

**SALARY** : R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A three year IT qualification or equivalent; The following would serve as recommendation: Experience of Vote Accounting Systems; IT/IS experience;

At least three years management experience. Skills and Competencies: Effective communication (verbal and Written) skills; Presentation; leadership and team building skills; Interpersonal and Conflict management skills; Knowledge Management; Analytical thinking skills; Programme and project management; Contract and risk management; Policy formulation; IT skills.

**DUTIES** : Ensure that financial management systems function effectively; Ensure control and the optimal and efficient utilization of the stipulated systems such as PERSAL and BAS; Liaise with the relevant components/institutions and user groups in respect of problems arising from the operation of the stated systems; Apply of E-Commerce; Manage service level agreements; Establish chief user groups.

**ENQUIRIES APPLICATIONS** : Mr. I Letshedi ☎ (012) 315 8689

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

**CLOSING DATE** : 19 May 2008

**POST 18/29** : **LEGAL ADMINISTRATION OFFICER (3 POSTS), REF: 08/169/DG**

**SALARY** : R311 358 – R360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement. REQUIREMENTS An LLB degree or equivalent four year legal qualification; Three years working experience Sound knowledge of the South African Legal System; A valid driver's license; Shortlisted candidates will be subjected to a security vetting process. Skills and Competencies: Research skills; Negotiation skills; Good interpersonal and communication skills (written and verbal); Problem solving and analytical skills; Report writing; Computer literacy

**CENTRE DUTIES** : National Office, Pretoria

: Interact with international bodies, such as the United Nations, the African Union, South African Development Community and the International Criminal Court; Liaise with the Department of Foreign Affairs ( and other government departments) as well as South African Foreign Missions on international legal matters; Handle criminal and civil matters at bilateral and multilateral (international) levels, including the negotiation and conclusion of extradition and mutual legal assistance in criminal and civil matters treaties ( also declarations and resolutions on criminal matters); Handle human rights matters at bilateral and multilateral (international) levels, including the negotiation of human rights treaties, declarations and resolutions as well as writing country reports on these instruments; Handle requests for extradition, mutual legal assistance in criminal and civil matters, service process and rogatory commissions; Coordinate technical assistance to foreign states and international and regional organisations; Prepare Cabinet memoranda, explanatory memoranda of Parliament and Presidents Minutes for signing and ratification of treaties as well as the processing of other related legal matters.

**ENQUIRIES APPLICATIONS** : Ms A Xundu ☎ 012 315 1781

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

**CLOSING DATE** : 19 May 2008

**POST 18/30** : **ASSISTANT MASTER: SERVICE POINT (13 POSTS), REF: 08/177/MAS**

**SALARY** : R311 358 – R360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : MASTER OF THE HIGH COURT: PHUTHADITJABA (1), RUSTENBURG (1), MOTHERWELL (1), EAST LONDON (1), GRAHAMSTOWN (1), SOWETO (1), SEBOKENG (1), TEMBISA (1), JOHANNESBURG, (1) WELKOM (1), KIMBERLEY (1), PRETORIA AND GEORGE

**REQUIREMENTS** : An LLB Degree or equivalent four year legal qualification plus three years relevant experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates. The following will serve as a recommendation: An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court; Management and supervisory experience;

Admission as an Attorney or Advocate of the High Court; A valid code EB (Previously code 8) driver's license; Shortlisted candidates will be subjected to a security vetting process. Skills and Competencies: Research and report writing; Management and Supervisory skills Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Attention to detail; People development and empowerment Problem solving; Time management; Ability to work in a highly pressurized environment.

**DUTIES** : Manage the effective and efficient delivery of Masters Services at the Service Points where based and surrounding service points; The post incumbent would report to the applicable Master; Direct and take full responsibility for all operations of the Masters services at the Service Point within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training in respect of Masters Services; Represent the Service Points in respect of Masters Services in its relationships with internal and external stakeholders.

**ENQUIRIES APPLICATIONS** : Mr G Masingi ☎ 012 – 315 1893  
: Separate applications must be made for each centre if applying for more than one and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 19 May 2008  
**NOTE** : This is a re – advertisement. The minimum requirements have changed. Person who applied previously and who meet the revised requirements need to re – apply.

**POST 18/31** : **ASSISTANT DIRECTOR: SMALL CLAIMS COURTS PROJECT (CONTRACT APPOINTMENT UNTIL 31 MAY 2009), REF: 08/170/CS**

**SALARY** : R269 636.55(196 815 + 37% benefits) per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An LLB Degree or equivalent four year legal qualification; A minimum of three years experience in the legal field; Knowledge and understanding of Small Claims Courts and the functioning of courts; Experience in Project Management; A valid driver's license and willing to travel extensively. Skills and Competencies: Research and report writing skills; Conceptualization, planning and organizational skills; Analytical and interpretive thinking; Communication (written and verbal) skills; Good interpersonal relations with ability to interact at a senior and professional level; Computer literacy.

**DUTIES** : Provide research capacity to the Project Manager; Assist the Project Manager in monitoring the milestones and outputs of the project; Design data collection systems and instruments to meet identified information requirements; Conduct a needs assessment of the information requirements for the Small Claims Courts; Collate, analyze and interpret information/data collected; Compile a report on the findings to be tabled before the Steering Committee.

**ENQUIRIES APPLICATIONS** : Ms M Kganyago ☎ (012) 315 1844  
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 19 May 2008

**POST 18/32** : **FAMILY COUNSELLORS (2 POSTS), REF: 08/171/FA**

**SALARY** : R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Family Advocate, Pietermaritzburg  
: Bachelors Degree in Social Work; Registration with SA Council for Social Service Professions (SACSSP); Three years experience in Social Work; A valid code EB driver's license and be willing to undertake a certain amount of travelling; Knowledge and experience in Mediation and as Intermediary; Court experience in Expert Evidence; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Maintenance Act, Domestic Violence Act, and Children Act, etc; Short-listed candidates will be subjected to

security vetting process. Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Attention to detail.

**DUTIES** : Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Act as intermediary in Sexual Offences cases.

**ENQUIRIES APPLICATIONS** : Mrs E N B Mosery ☎ (031) 310 6500  
: Quoting the relevant reference number, direct your application to: Kwa-Zulu Natal: The Regional Head, Private Bag X54372, Durban, 4000

**CLOSING DATE** 19 May 2008

**POST 18/33** : **SENIOR ADMINISTRATIVE OFFICER: FRAUD AND CORRUPTION PREVENTION: REF 08/176/RM**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An appropriate three year Bachelor's Degree with investigation as part of the subject field or equivalent qualification; At least three years practical experience in the investigation of Fraud and Corruption, commercial or financial related offences; Exposure to Government Anti-Fraud and Corruption Strategies and policies. Short-listed candidates will be subjected to a security vetting process; Drivers' license; Skills and competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Managerial and leadership skills; Networking skills (e.g. ability to establish formal working relationships with stakeholders such as SAPS, NIA, SIU, Banking institutions etc); Interpersonal, problem solving and motivational skills; Attention to detail and ability to work under pressure; Professional report writing and presentation of evidence; Ability to maintain professionalism at all times; Facilitation/Presentation skills.

**DUTIES** : Coordinate and investigate reported cases of fraud and corruption from the Public Service Commission Hotline; Prepare supporting legal documents and adhere to legal requirements and responsibilities for gathering evidence; Coordinate the administration of the financial disclosure and business interests of employees; Assist in developing policies and guidelines for the effective implementation of integrity management; Assist in conducting research, analyzing and proposing solutions on the nature, effect and result of internal integrity problems; Confirm investigation/project completion target dates with results with the Deputy Director: Fraud and Corruption Prevention; Establish network and liaise with law enforcement agencies for the effective investigation of fraud and corruption in the Department; Participate in industry and other professional networks to ensure awareness of industry standards, trends and best practice in order to strengthen organizational and technical knowledge.

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

**CLOSING DATE** 19 May 2008

**POST 18/34** : **SENIOR ADMINISTRATIVE OFFICER (VETTING INVESTIGATOR): VETTING SERVICES (3 POSTS), REF: 08/176/RM**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: A Bachelors Degree or equivalent qualification in Social Sciences or related areas ; At least three years investigation experience; Drivers' License; Completion of short courses in the following areas are recommended: Analysis, conflict management, listening and interviewing skills; Short-listed candidates will be subjected to a security vetting process. Skills and competencies: Computer literacy (MS Office); Communication skills (verbal and written); Problem solving, analysis and decision making skills; Team

leadership skills; Analytical and creative; Self-management skills; Planning, organizing and execution skills; Diplomacy and insight.

**DUTIES** : Conduct integrity screening services as specified by the Department; Implement the Departmental integrity screening policy and procedures; Execute Vetting Investigations on employees of the Department; Schedule and conduct interviews for vetting purposes; Compile vetting reports and memoranda; Conduct integrity assessments on all potential new employees; Conduct Vetting research and development; Comply with project completion target dates; Ensure accurate system documentation; Generate reports from existing client databases to satisfy user requests, data sampling, project analysis or testing verification as required; Execute Departmental integrity practices and procedures; Build effective relationships with all clients, sources and stakeholders.

**ENQUIRIES APPLICATIONS** : Ms A Xundu ☎ 012 315 1781

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

**CLOSING DATE** : 12 May 2008

**POST 18/35** : **SENIOR STATE ACCOUNTANT: REF 08/179/MAS**

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

**CENTRE REQUIREMENTS** : Master of the High Court: Johannesburg

: A Three year Bachelor's Degree/National Diploma in Finance Three years experience in Administration and financial environment; Knowledge of PFMA Treasury Regulations and Public Sector prescripts; Knowledge of BAS and PERSAL. Skills and Competencies: Report writing skills; Interpretation skills; Analytical skills; Computer literacy (MS Office); Communication skills (verbal and written); Problem solving skills.

**DUTIES** : Liaise with the budget coach with regard to finance matters related to the Masters Offices; Collect and consolidate budget inputs for the Masters Office; Coordinate the budget reviews (monthly, quarterly and annually); Render assistance in monitoring of the budget. Capture statistics and generate reports on financial statistics indicating performance; Oversee expenditure trends in various offices; Issuing early warning reports; Table the financial reports of the Masters Offices; Handle procurement related matters; Ensuring financial compliance;

**ENQUIRIES APPLICATIONS** : Mr G Masingi ☎ (012) 315 1893

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

**CLOSING DATE** : 19 May 2008

**POST 18/36** : **CHIEF ACCOUNTING CLERK REF: 08/172/SA**

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

**CENTRE REQUIREMENTS** : State Attorney, Durban

: National Diploma in Accounting or equivalent qualification / Senior Certificate with ten years appropriate experience; Three years appropriate experience; Knowledge of the Basic Accounting System (BAS) and reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy; Good communication (written and verbal) skills; Supervising and training skills; Good Interpersonal skills; Able to work under pressure and solve problems. Positive attitude.

**DUTIES** : Scrutinise and control BAS system generated reports; Administer MMT and trust account, procurement and asset management; Daily checking of accounts section; Perform day to day maintenance (reporting); Supervise personnel and control of work performance; Train sub-ordinates; Authorize work performed by sub-ordinates.

**ENQUIRIES APPLICATIONS** : Ms C Magane ☎ (012) 315 1164

: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First

Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- CLOSING DATE** : 19 May 2008
- POST 18/37** : **SENIOR ADMINISTRATION CLERK REF: 08/181/MAS**
- SALARY** : R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master Of The High Court: Cape Town  
Grade 12 or equivalent qualification; Two years administrative experience. Skills and Competencies: Good Computer literacy (MS Office); Good communication (verbal and written) skills; Good Interpersonal relations; Ability to work under pressure; Problem solving; Attention to detail.
- DUTIES** : Handle routine work done at the office; Deal with correspondence; Maintain the office filing system; Perform various other administrative duties.
- ENQUIRIES APPLICATIONS** : Mr G Masingi ☎ (012) 315 1893  
Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 19 May 2008
- POST 18/38** : **DATA CAPTURER REF: 08/182/MAS**
- SALARY** : R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master Of The High Court: Cape Town  
Grade 12 or equivalent qualification; Two years experience in data capturing, MS Access, Excel and Power Point. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure; Numerical skills; Literacy; Accuracy and attention to detail.
- DUTIES** : Collect files from groups; Register collected files; Capture/ Update files from the different groups; Open new files; Trace missing files of Magistrate (fast tracking) Type correspondence for the Assistant and Deputy master; Keep weekly and monthly statistics of files attended to.
- ENQUIRIES APPLICATIONS** : Mr G Masingi ☎ (012) 315 1893  
Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 19 May 2008
- POST 18/39** : **TELECOM OPERATOR REF: 08/180/MAS**
- SALARY** : R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master Of The High Court: Johannesburg  
Grade 12 or equivalent qualification; Previous experience as a telecom operator will be an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Highly motivated individual with good command of English; Passionate about rendering good customer service; Ability to work on a switchboard; Accuracy and attention to detail.
- DUTIES** : Handle all incoming and outgoing calls; Forward calls to the appropriate divisions/sections/officials; Take and forward messages; Print and distribute monthly telephone accounts; Keep a register of all telephone accounts; Report faults to Telkom.
- ENQUIRIES APPLICATIONS** : Mr G Masingi ☎ (012) 315 1893  
Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 19 May 2008

**POST 18/40** : **SENIOR ADMINISTRATION CLERK REF: 08/184/MAS**

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

**CENTRE REQUIREMENTS** : Magistrates Commission, Pretoria  
Grade 12 or equivalent qualification; Two years administrative experience; Knowledge of office administration; Knowledge of provisioning administration; A valid code EB drivers' license will be an advantage and the incumbent will be required to travel. Skills and competencies: Computer literacy (MS Word); Good communication (verbal & written) skills.

**DUTIES** : Responsible for the processing of S & T claims, as well as invoices. Perform day to day administration of the office; Keep a database of S & T claims and invoices; Provide general office support to the Secretariat; Make travel arrangements; Capture invoices on the Justice Yellow Pages (JYP) System.

**ENQUIRIES APPLICATIONS** : Ms M Kganyago ☎ 012 315 1844  
Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE NOTE** : 19 May 2008  
This is a re- advertisement. Persons who applied previously need to re- apply.

**POST 18/41** : **SENIOR ADMINISTRATIVE CLERK: REF 08/178/FA**

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

**CENTRE REQUIREMENTS** : National Office: Pretoria  
Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Good communication (verbal and written) skills; Good interpersonal relations; Ability to liaise with team members and members of the public; Computer literacy (MS Word, Windows, Excel, PowerPoint, Ms Outlook); Must be self-driven, innovative with flair in dealing with people; Ability to work under pressure; Accuracy and attention to detail.

**DUTIES** : Render assistance regarding provisioning administration; Manage office filing system; Manage travel and subsistence claims; Control inventory and payments of suppliers; Keep records and registers up to date; Keep record of the statistics of all offices of the Family Advocates; Perform auxiliary and liaison services i.e. photocopying, faxes, typing and binding of documents; Perform any administrative duties within the occupational class that may be required.

**ENQUIRIES APPLICATIONS** : Ms M Kganyago ☎ 012 315 1844  
Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 19 May 2008

**POST 18/42** : **ADMINISTRATION CLERK: FRAUD AND CORRUPTION PREVENTION: REF 08/183/RM**

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

**CENTRE REQUIREMENTS** : Master Of The High Court: Johannesburg  
Grade 12 or equivalent qualification; Drivers' License; Exposure to anti-fraud and anti-corruption environment/policies in the public sector. Skills and competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Good typing skills; Good planning and organizational skills; Interpersonal skills; Attention to detail and ability to work under pressure;

**DUTIES** : Assist in rendering an effective anti-corruption administrative service; Assist in coordinating and facilitating reported cases from the national hotline; Assist in administering the financial disclosure and business interest of employees; Provide administrative support in implementing the integrity management policies such as the Code of Conduct and Ethics, and programmes within the Department; Assist with the roll out of the Anti-corruption and Fraud awareness programme; Maintain records of all reported cases in relation to fraud and corruption within the Department; Provide general administrative, logistical and typing support services.

**ENQUIRIES** : Mr M Mugodo ☎ 012 357 8747

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

**CLOSING DATE** : 19 May 2008

**POST 18/43** : **MESSENGER REF: 08/185/SA**

**SALARY** : R49 665 – R57 663 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney, Durban

**REQUIREMENTS** : Adult Basic Education and Training (ABET) Level 5/Grade 10 or equivalents; Two years appropriate experience; A valid code B or EB driver's license obtained for at least one year. Skills & Competencies: Communication at appropriate level; Ability to read Legal Documents; Sound interpersonal relations; Ability to liaise with team members and members of the public; Numerical skills; Organizational skills.

**DUTIES** : Deliver and serve Legal documents to different firms of attorneys and courts around the KwaZulu-Natal Province and areas around Durban and Pietermaritzburg; Convey officers to different courts and centres; Collect and deliver post at the Post Office.

**ENQUIRIES** : Ms C Magane ☎ (012) 315 1164

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

**CLOSING DATE** : 19 May 2008

## 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** : 30 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.

## OTHER POSTS

**POST 18/44** : **ADMINISTRATIVE SECRETARY TO THE COMMISSIONER**

**SALARY** : R68 955 per annum

**CENTRE** : Free State Regional Office

**REQUIREMENTS** : Ideal Candidate Profile: •A Senior Certificate coupled with typing competency •A certificate or three-year Secretarial Diploma in Office Administration will be an advantage •Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook •Effective administrative, organizational, and communication skills at all levels •Assertive, trustworthy, professional with integrity •Good interpersonal relations •Creative, motivated, self-driven, results-oriented and have initiative •Ability to work both independently and as part of a team •Commitment to transformation. Valid code 08 driver's license will be an added advantage

**DUTIES** : The successful candidate will be responsible for: • Providing administrative support functions to the Commissioner. Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports •Administering office correspondence/documents/reports •Administering office expenditure for the Commissioner including submission of claims for subsistence and travel •Drafting and typing correspondence/documents including PowerPoint presentations •Maintaining and managing the filing system for the Commissioner •Organizing meetings/workshops and taking minutes during the meetings •Administering the Commissioner's diary •Organizing logistical matters including travel arrangements and acting as a receptionist for the Commissioner •Liaising with internal and external stakeholders on behalf of the Commissioner regarding office operation.

**ENQUIRIES** : Mr M Mohale (051) 448 8696

**POST 18/45** : **ADMINISTRATION CLERK (STORES / WAREHOUSE) (REF ACS/W/04/08)**

**SALARY** : R 58 290 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Ideal Candidate Profile: Grade 12 or equivalent with extensive appropriate experience in stores or warehouse environment •LOGIS and computer literacy •Skills and Competencies: Good communication (written and verbal) skills •Interpersonal skills •Computer literacy (MS Office) • Attention to detail •A valid code 8 (B) drivers licence.

**DUTIES** : Key Performance Areas: The successful candidate will be responsible for: Replenishment of Stores •Receiving, recording and issuing of goods and stationary •Data Capturing •Calculating and completion of bin cards Regular stocktaking and maintaining / controlling of stock levels •Ensure compliance with Supply Chain Management prescripts •Supervision of staff.

**ENQUIRIES** : Mr Janus Joubert (012) 352 1056

## DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

*The dplg intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

- CLOSING DATE** : 16 May 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and be subjected to a security clearance. Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our Department.
- The vision of the Department of Provincial and Local Government (the dplg) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery.

## MANAGEMENT ECHELON

- POST 18/46** : **EXECUTIVE MANAGER: URBAN RENEWAL PROGRAMME (CHIEF DIRECTOR LEVEL)**  
Branch: Urban and Rural Development Programmes
- SALARY** : An all-inclusive remuneration package of R635 874 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
- Applicants must be in possession of a recognised three-year Bachelor's degree or equivalent qualification in Social Sciences, Economics, Development Studies, Town and Regional Planning, A Recognized three-year Bachelors degree or equivalent qualification in Development Studies, Town and Regional Planning, Economics, Social Sciences etc. A Masters degree will be an added advantage. The following skills and competencies are required: Extensive knowledge of and experience in the field of urban development, A good understanding of and working knowledge in Local Government transformation, intergovernmental planning and budgeting and public finance management. Advanced strategic, programme and project management skills, Policy formulation and implementation skills, Leadership, management (people and financial) and communication skills.
- DUTIES** : The successful candidate will be responsible for the overall management and co-ordination of the Urban Renewal Programme in South Africa. She/ he will be required to: Identify and mobilize key resources and support within government and from external partners to the benefit of the 8 urban renewal nodes. Develop and maintain working partnerships with key national departments, provinces and nodal municipalities to ensure that the needed financial and technical support is available to the nodes. Provide support to strengthen planning at nodal level and to ensure closer alignment between the plans of the nodes and the IDPs, PGDS and NSDP. Manage and provide support to the institutional structures and forums set up to provide platforms for improving coordination and integration. Manage the setting up and operationalising of a national technical support facility for the URP, Provide urban development specialist input into dplg programmes and projects as well as for cities-related initiatives external to the department. Provide regular reports on the progress achieved for the department, for the Ministry as well as for the Political Champions appointed for each node.
- ENQUIRIES** : Adv MJ Kock, Telephone: (012)-334 0956
- POST 18/47** : **EXECUTIVE MANAGER: URBAN RENEWAL PROGRAMME (MONITORING & EVALUATION) (CHIEF DIRECTOR LEVEL)**
- SALARY** : An all-inclusive remuneration package of R635 874 per annum. The package includes a basic salary (60% of package), State's contribution to the

- Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
- : Applicants must be in possession of the following: An appropriate tertiary qualification; Proven track record in urban and rural development issues; Exceptional understanding of developmental issues, local government transformation and the challenges related thereto, co-operative governance, intergovernmental relations systems, performance management and monitoring; In-depth experience in inter-governmental planning, budgeting, monitoring and reporting systems; Excellent communication, policy formulation and project management skills; Preparedness to travel frequently, work long hours and function under pressure.
- DUTIES** : The successful candidates will report to the Deputy Director-General: URD and be required to perform the following functions: Provide assistance to the responsible Senior Managers in managing and co-ordinating the URP across the three tiers of government; Strategic management of the URP and providing high level technical capacity to the programme. Facilitate the linkages between the nodal and the national monitoring and evaluation reporting system, Identify and design a system for the evaluation and reporting on the uptake of key resources and support allocated by government and non-governmental partners. Assess the institutional arrangements as well as capacity constraint per urban renewal node, Foster closer working relations with national, provincial and nodal municipalities in managing the programme and facilitating the provision of support and capacity building initiatives. Coordinate production and communication of knowledge management products and services, Produce quality impact assessments on the programme towards policy guidance on the practice of the URP.
- ENQUIRIES** : Adv MJ Kock, Telephone: 012-334 0956
- POST 18/48** : **SENIOR MANAGER: LOCAL GOVERNMENT PERFORMANCE MANAGEMENT SYSTEMS**  
Branch: Monitoring and Evaluation
- SALARY** : An all-inclusive remuneration package of R540 429 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
- : A recognised three-year degree in Social Science/Political Science/Development Studies • Extensive planning, research, co-ordination, communication, writing and organisational skills • Appropriate experience in and a sound understanding of intergovernmental relations, policy development, performance management frameworks, monitoring and evaluation techniques and approaches, policy analysis, policy implementation and research management • Computer literacy • A valid driver's license • Ability to take initiative and work independently, as well as demonstrable creativity, is highly recommended.
- DUTIES** : Develop and implement policy and legislative frameworks on organizational performance management for Local Government. Co-ordinate processes surrounding organisational Performance Management System (PMS) in Local Government nationally including the development of annual municipal performance reports in terms of section 46, 47 and 48 of the Municipal Systems Act. Devise instruments and mechanisms to support the implementation of the municipal Performance Management Frameworks in line with the Municipal Planning and Performance Regulations. Ensure that the PMS for Local Government is aligned to the 5-Year Local Government Strategic Agenda, Streamline the Municipal Systems Act with the Municipal Finance Management Act municipal performance reporting Set up structures and systems to support the implementation of organizational performance management system in municipalities. Build partnerships and networks internationally and nationally to support PMS implementation, Advise the Department and Ministry on all matters related to performance management system for Local Government, Communicate and publicise the Department's work in performance management at all levels. Provide leadership in the Directorate in respect of policy, strategy and programmes, Assume overall responsibility for human resources and financial management in the directorate.
- ENQUIRIES** : Ms ME Mabilalala, Tel 012 395 4623

## OTHER POSTS

- POST 18/49** : **MANAGER: MUNICIPAL INFRASTRUCTURE POLICY (DEPUTY DIRECTOR LEVEL)**  
Branch: Free Basic Services and Infrastructure  
Directorate: Municipal Infrastructure Policy
- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R311 358 per annum  
: An appropriate three year Bachelor's Degree in Natural Science an equivalent qualification from a recognized educational institution. Extensive knowledge of and experience in the Built Environment, Local Government, Inter-Governmental arrangements across the three spheres. Knowledge management, problem solving and analysis and communication. Contract and project management. Required competencies: Extensive experience in Strategic Capability and Leadership, Finance Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Set up functional capacity building coordination structures across the three spheres, Maintain database on technical capacity needs of municipalities, Monitor and facilitate appropriately structured organograms for technical departments and PMUs in municipalities set up under the Municipal Infrastructure Grant, Solicit support from partners to strengthen technical capacity support in municipalities, Coordination of support initiatives provided to municipalities and ensuring accountability, Monitor and facilitate the functioning of Provincial Coordinating Structure for Municipal Infrastructure.
- ENQUIRIES** : Ms F Makhubu Tel (012 334 4994)
- POST 18/50** : **MANAGER: MUNICIPAL INFRASTRUCTURE POLICY (DEPUTY DIRECTOR LEVEL)**  
Directorate: Municipal Infrastructure Policy
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R311 358 per annum  
: Pretoria  
: An appropriate three year's degree in the Natural Sciences or an equivalent qualification from a recognized educational institution. Extensive knowledge of and experience in policy and legislative development, monitoring, change management, Knowledge management, problem solving and analysis and communication. Required competencies: Extensive experience in Strategic Capability and Leadership, Financial Management, Service Delivery Innovation, Problem solving and analysis, people management and empowerment, client orientation and customer focus.
- DUTIES** : The successful candidate will be required to: Communicate and provide policy support to sectors such as water, sanitation, roads, storm water and refuse removal to the MIG Unit, provincial MIG Units and the Municipal Project Management Units. Assist with the implementation of the MIG communication strategy, organise MIG workshops to communicate the policy, monitor and evaluate success of communication initiatives. Provided secretarial duties to the MITT, MIT3 and the MIG steering committee, Monitor the implementation and the impact of the municipal infrastructure policy, support management in preparing reports or inputs on municipal infrastructure related topics to MIT3, MITT, J/EXCO, Social and Economic Clusters, Cabinet Makgotla etc. Manage contracts in the Chief Directorate from project design to project handover, prepare tender documentation in line with departmental provisions and regular reports to management on the progress of contracts
- POST 18/51** : **DEPUTY MANAGER: CURRICULUM DEVELOPMENT (ASSISTANT DIRECTOR)**  
Branch: Systems and Capacity Building  
Purpose: To facilitate the development of curricula and related policies/procedures, to enhance local government leadership/ management development
- SALARY CENTRE REQUIREMENTS** : R157 686 per annum  
: Pretoria  
: An appropriate tertiary or equivalent qualification in either Training and Development or Human Resource Development or related fields and a driver's license. An in-depth knowledge of and ability to apply the statutory framework for public service human resource development in terms of curriculum development, quality assurance and accreditation aspects. Experience in adult

- learning, leadership/ management training and local government will be an added advantage. Other competences needed are research, coordination, networking and stakeholder management, secretariat, communication and interpersonal relations
- DUTIES** : The successful candidate will be required to do the following: Develop, implement and review appropriate leadership /management curriculum policies, procedures, processes and curricula. Identify local government leadership/management programme needs. Develop a strategy to effectively address the local government leadership/ management programme needs. Manage the Learner and Quality Management Systems and quality assurance and impact assessments on leadership/ management programmes implemented. Conduct research on leadership/ management. Manage stakeholder relations Communicate on leadership/ management provision and research through various mediums. Initiate the provision of e-learning. Forge links with other providers of national and international leadership/management programmes. Manage allocated financial and human resources
- ENQUIRIES** : Ms D Farmer, Tel: (012)-336 5611
- POST 18/52** : **RESEARCHER**  
Directorate: Research  
Branch: Governance, Policy and Research
- SALARY CENTRE REQUIREMENTS** : R157 686 per annum  
Pretoria
- DUTIES** : A post-graduate qualification in Political Science, Development Studies or Public Administration. Proven experience in and knowledge of research methodology, methods to analyse issues and trends pertinent to the mandate of the dplg and the duties attached to the post. *Skills:* Advanced skills in the co-ordination, performing and initiation of research assignments. Comprehensive research and analytical skills with broad experience in the executing of research assignments. The ability to write research reports/documents clearly and logically is an essential skill for this post. *Advance computer competencies.* *Communication:* Ability to communicate effective at all levels. Exposure to an applicable government environment would be an added advantage.
- DUTIES** : The successful candidate will – conduct research on governance, local government, intergovernmental relations as well as research assignments related to the responsibilities of the dplg. Liaise with internal as well as external researchers, academics, government agencies and state departments.
- ENQUIRIES** : Mr Ando Donkers, Tel: (012) 334 0888
- POST 18/53** : **SPECIALIST**  
Directorate: Local Government Performance Management Systems  
Branch: Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R132 054 per annum  
Pretoria
- DUTIES** : A three year degree or an equivalent qualification in Information Technology/Management from a recognised educational institution. Knowledge of Local Government performance monitoring, reporting and evaluation systems. Good computer skills, especially Excel. Good writing and verbal communication skills. Ability to work independently and under pressure. Display initiative and innovative thinking. Some level of analysis and interpretation skills. Experience in working with multiple stakeholders and data collation and management will be an added advantage
- DUTIES** : Assist Managers in the Chief Directorate with data collation from National, Provincial departments and other relevant stakeholders. Organisation of information from stakeholders and preparation of graphs and tables for analysis and interpretation. Assist with the monitoring and reporting of the Government Program of Action. Assist with triangulation of data from different sources to improve the quality of the required reports. Develop a database of all data received from the stakeholders. Respond to requests for information by stakeholders
- ENQUIRIES** : Ms M.E. Mabidilala: Tel: (012) 395 4623
- POST 18/54** : **SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL SUPPORT AND CAPACITY BUILDING**  
Branch: Systems and Capacity Building

Purpose: Implement the institution capacity building and strategies to support Local Government

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

: R132 054 per annum  
: Pretoria  
: An appropriate recognized three year qualification or equivalent. Specialisation in capacity building/ Project Management will be an advantage. Local Government experience. Excellent level of planning, implementation, monitoring and evaluation skills. Good communication skills. Excellent computer and time management skills. Ability to be self-driven and solution orientated. Good interpersonal skills as well as valid driver's licence.

**DUTIES**

: Implement the NCBF and CAT. Develop systems and approaches to co-ordinate and monitor capacity building initiatives in LG. Develop, implement, monitor and evaluate the effectiveness of capacity building support programmes. Implement the KSP programme.

**ENQUIRIES**

: Ms B Mculu, Tel: (012) 334 4903

**POST 18/55**

: **ADMINISTRATIVE ASSISTANT**  
Branch: Free Basic Services and Infrastructure  
Chief Directorate: Municipal Infrastructure

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

: R85 362 per annum  
: Pretoria  
: A Senior Certificate coupled with typing competency. A certificate or three-year Secretarial Diploma in Office Administration will be an advantage, Functional PC skills in MS Office including Word, Excel, PowerPoint, as well as GroupWise, Effective administrative, organizational, and communication skills at all levels. Assertive, trustworthy, professional with integrity. Good interpersonal relations. Creative, motivated, self-driven, results oriented and have initiative. Ability to work both independently and as part of a team. Commitment to transformation.

**DUTIES**

: Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports, Administering office correspondence/documents/reports and ensuring the efficient flow of information. Administering office expenditure including submission of claims for subsistence and travel, Tracking system for leave forms for the unit, Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system for the Executive Manager, Organising meetings/workshops and taking minutes during the meetings, Render secretarial support to the Executive Manager: i.e. typing, co-ordination of daily activities, management of electronic diary, proper preparation and recording of all meetings and appointments. Organising office logistical matters including travel arrangements for the Executive Manager, Liaising with internal and external stakeholders.

**ENQUIRIES**

: Ms F Makhubu (012 334 4896)

## 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 vetting, qualification verification and criminal records.

## OTHER POSTS

- POST 18/56** : **DEPUTY-DIRECTOR: BRANCH CO-ORDINATOR GOVERNANCE BRANCH (REF. DPSA/0003)**
- SALARY** : An all-inclusive remuneration package of R311358 per annum (level 11). Annual progression up to a maximum salary of R360 909 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate 3-year degree or equivalent qualification (NQF level 6). Proven experience in managerial support. Good interpersonal skills. Experience in financial management. Communication, organising and programme co-ordination skills. Computer literacy/typing skills. Good office administration and report writing. Good decision making skills/ a self-starter. Willingness to work after hours when needed. Knowledge of strategic planning framework of Government. Research skills.
- DUTIES** : Deal with the day-to-day management of the office. Co-ordinate the workflow within the Branch between various divisions. Manage communication and correspondence with internal and external clients. Draft correspondence (letters, reports, memoranda and submissions). Manage and control budget of the Branch effectively and efficiently. Liaise with SMS members in the Branch and the office of the DDG. Monitor policy and project implementation in general. Prepare and submit reports for the Branch in consultation with Component Heads. Work within a matrix with other Branch Co-ordinators. Co-ordinate the Branch's strategic plans and conduct research. Monitor and report against Branch Operational Plans. Respond to matters on behalf of the DDG. Co-ordinate and maintain a minute register of all senior management meetings of the Branch. Represent the Branch or DDG in internal and external meetings. Manage and maintain a database, filing system, record keeping and institutional memory of the branch.
- ENQUIRIES** : Dr. Ellen Kornegay (012) 336 1032
- POST 18/57** : **ASSISTANT DIRECTOR: AFRICAN AFFAIRS (REF. DPSA/0004)**
- SALARY** : R196 815 per annum. Annual progression up to a maximum salary of R228 492 per annum is possible subject to satisfactory performance
- CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification at NQF Level 6 or its equivalent in international relations, political science or public management. Exposure to knowledge management, stakeholder management. Proven research experience and management. Computer literacy. A functional understanding of national political relations, intergovernmental relations, Regional and International relations. Understanding of Donor and partner institutions. Ability to communicate fluently in English. Able to work in a team environment. Ability to write and communicate effectively. Knowledge of French would be an added advantage.
<b><u>DUTIES</u></b>	:	Conduct basic research, analyses and compile regular reports on the continental and SADC governance and public administration programme. Manage bilateral and multilateral programmes. Monitor, update and prepare regular reports on MOUs. Carry out research on areas of bilateral collaboration. Manage communication with bilateral partners. Establish and maintain a user friendly documentation system. Co-ordinate and facilitate technical visits to and from the department. Create and manage a database on governance and public administration trend in the region, continent and globally. Liaise with AU/NEPAD and SADC to facilitate the Governance and Public Administration programme. Attend and report on relevant cluster meetings. Purpose: To conduct basic research, analysis and scanning of the environment, and manage data on key stakeholders on the continental and SADC governance and public administration Programme, compile regular reports resource mobilization efforts on the continental and SADC governance and public administration programme.
<b><u>ENQUIRIES</u></b>	:	Dr. M Busieka (012) 336 1306
<b><u>POST 18/58</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER (REF. DPSA/0005)</u></b> (Personnel Utilisation)
<b><u>SALARY</u></b>	:	R106 335 per annum. Annual progression up to maximum salary of R123 456 per annum is possible subject to performance
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification Proven practical administrative experience in and knowledge of Personnel Utilisation functions (listed in the KPA's below). Computer literate (PERSAL and Ms Word); Knowledge of relevant legislation i.e. Public Service Act; Public Service Regulations; Employment Equity Act, 1998, Basic Conditions of Employment Act; Sound interpersonal skills; Team player; Good communication skills (written and verbal); Self-driven and results oriented; Able to deliver under pressure.
<b><u>DUTIES</u></b>	:	Administration and advice on: Transfers, appointments, pre-employment screening, resettlement expenditure, SMS and MMS salary structuring, Advertising of posts and overtime. Solve problems by applying standing instructions and procedures, Advise management and employees on Personnel Utilisation practices. Participate in unit wide projects (e.g. Job evaluation, Recruitment and Selection process, Policy development, collaboration with other Departments).
<b><u>ENQUIRIES</u></b>	:	Mr T Ntsiko Tel: (012) 336-1163

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 16 May 2008
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POSTS

- POST 18/59** : **SENIOR LEGAL ADMINISTRATION OFFICER**  
Directorate: Litigation and Contract Management
- SALARY** : R369 000 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Law Degree PLUS appropriate experience. Knowledge of litigation processes and contractual drafting, law of evidence, civil procedure, criminal law and interpretation of statutes. Admission as an attorney or advocate will be an added advantage. Knowledge of Public Service Legislative Framework. Competencies needed: Client orientation and customer focus skills., Negotiation skills. Public relations skills. Project management skills. Communication (written, verbal and presentation) skills. Monitoring and evaluation skills. Presentation and facilitation skills. Coordination skills. Research skills. Computer literacy. Analytical skills  
Attributes:  Ability to work under pressure. Ability to work independently and as part of a team. Adaptability. Confident. Compliant. Self-starter. Accurate. Diplomatic
- DUTIES** : Key Responsibilities: Provide legal advice and prepare legal documents for the Minister and the Department. Provide legal advice to the provinces. Liaise with the State Attorney regarding court cases and litigation in general and draft documents in that regard. Draft, vet and review contracts and agreements.
- ENQUIRIES** : Mr F Faroo Tel (012) 312-7565
- POST 18/60** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT**  
Directorate: Security Management
- SALARY** : R196 815 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (Grade 12) and/or an appropriate recognised Bachelors Degree or equivalent qualification PLUS sufficient experience (depending on the qualification obtained) in facilities management. Knowledge and understanding of maintenance. Knowledge of public service legislative framework. Knowledge and understanding of Supply Chain Management policies. Competencies needed: People management skills. Analytical skills. Negotiation skills. Policy development and analysis skills. Project management skills. Client orientation skills. Presentation and facilitation skills. Communication (written and verbal) skills. Problem solving skills.. Planning and organising skills. Monitoring and evaluation skills. Financial management skills. Attributes: Patience. Ability to work under pressure.

Ability to work in a team and independently. Creative and innovative  
Compliant. Integrity. Assertiveness. Trustworthiness.

**DUTIES** : Key Responsibilities: Provision of office accommodation. Arrange and coordinate office movements. Ensure proper facility maintenance. Manage cleaning contractors and Food Services Aids. Provide support in acquisition of new facility for the Department. Manage facility lease administration.

**ENQUIRIES** : Mr T van der Merwe Tel (012) 312-7732

**POST 18/61** : **ASSISTANT DIRECTOR: RESEARCH**  
 Directorate: Impact Assessment

**SALARY CENTRE REQUIREMENTS** : R157 686 per annum  
 : Pretoria  
 : An Honours Degree in Social Science (or equivalent qualification) PLUS credible experience in research related to social policy. A valid code 08 drivers licence. Willingness to travel. Experience in the monitoring and evaluation field will be an added advantage. Competencies needed:  
Qualitative and quantitative research skills. Monitoring and evaluation skills.  
Project and contract management skills. Problem-solving skills. Policy analysis skills. Planning and organising skills. Analytical skills.  
Communication (written, verbal and liaison) skills. Computer literacy.  
 Attributes needed: Ability to work in a team and independently. Strategic thinking. An eye for detail.

**DUTIES** : Key Responsibilities: Develop and implement an evaluation and research programme for the Department of Social Development. Conduct and implement evaluation and research projects related to social development programmes, which include: i)Development of appropriate indicators, ii) Draft research and evaluation proposals and specifications, iii) Implement and commission research contracts, iv)Design, implement, manage and monitor research contracts, v)Evaluate research reports, vi)Advise on policy and programme implications of research. Participate in the monitoring and evaluation of projects.

**ENQUIRIES** : Mr T Stevens Tel (012) 312-7658

**POST 18/62** : **ADMINISTRATIVE OFFICER**  
 Chief Directorate: Legal Services

**SALARY CENTRE REQUIREMENTS** : R106 335 per annum  
 : Pretoria  
 : An appropriated Degree/Diploma or equivalent qualification PLUS sufficient experience in the administrative field. Knowledge and understanding of filing systems. Knowledge of financial, provisioning, procurement and human resource management prescripts and procedures. Competencies needed  
Computer literacy. Planning and organising skills. Communication (written and verbal) skills. Customer care skills. Problem solving skills. Ability to analyse and interpret policies. Attributes: Accurate. Positive. Confident.  
Participative. Patient. Systematic and logical. Adaptable. Disciplined.  
Friendly and trustworthy. Diplomacy. Independent and self starter.  
Assertive. Persuasive.

**DUTIES** : Key Responsibilities: Manage the administrative processes of the Unit to achieve its objectives for the attainment of the Units' goals. Act as liaison and coordinator of correspondence flowing between the relevant unit and other components within the Department. Draft administrative related submissions as required. Follow-up on due dates of activities as well as outstanding documents and handle enquiries. Maintain a filing system for the Unit. Act as relief Secretary as and when required. Assist with the control and monitoring of expenditure of the Unit. Ensure compliance with procurement, provisioning and financial prescripts and procedures.

**ENQUIRIES** : Ms M Foka Tel (012) 312-7105

**POST 18/63** : **ASSET MANAGEMENT OFFICER (12 MONTHS CONTRACT)**  
 Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R106 335 per annum PLUS 37% of salary in lieu of benefits  
 : Pretoria  
 : An appropriate Bachelors Degree/Diploma at NQF level 6 in financial management PLUS experience in asset management. Knowledge of provisioning administration will be an added advantage. Competencies needed: Communication (written and verbal) skills. Client relations.  
Problem-solving skills. Computer literacy. Attributes: Friendly. Ability

- to cope with a high workload.  Ability to work independently and as part of a team.
- DUTIES** : Key Responsibilities:  Administer and control the movement of assets between sub-inventories on a regular basis.  Conduct a physical stock-take and disposals of redundant, obsolete and unserviceable assets in the Department in accordance with the directives and procedures of National Treasury.  Update the inventories and Assets Register in the Department.  Identify, investigate and report discrepancies found during the monthly assets verification.  Reconciliation of asset payment vouchers to the asset management system.  Bar coding of newly acquired assets and updating of the Fast Track System.
- ENQUIRIES** : Mr F Msiza Tel: (012) 312-7709
- POST 18/64** : **SENIOR REGISTRY CLERK GRADE III**  
Directorate: NPO Compliance and Capacity Building
- SALARY CENTRE REQUIREMENTS** : R85 362 per annum  
: Pretoria  
: A Senior Certificate (Grade 12) or equivalent qualification PLUS credible registry experience.  Successful completion of records management courses.  Knowledge of registry activities, Archives Act, Regulations and guidelines of registry work. Competencies needed:  Communication (written and verbal) skills.  Interpersonal relations.  People management skills.  Planning and organising skills.  Problem-solving skills.  Computer literacy (MS Word, Excel, GroupWise etc). Attributes:  Ability to identify, classify and record a large variety of official documents.  Ability to prioritise urgent matters.  Ability to function independently and as part of a team.  Ability to work under pressure.
- DUTIES** : Key Responsibilities:  Register and sort incoming and outgoing correspondence.  Capture new applications on database.  Sort all daily incoming post and faxes into correct categories.  Liaise with public regarding status of applications.  Manage the NPO-Registry.  Allocate work to co-workers daily.  Keep statistics of all incoming and outgoing correspondence.
- ENQUIRIES** : Ms V Meyer Tel (012) 312-7687

**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.*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue
<b><u>FOR ATTENTION</u></b>	:	Ms M Magae
<b><u>CLOSING DATE</u></b>	:	17 May 2008
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

**OTHER POSTS**

<b><u>POST 18/65</u></b>	:	<b><u>OFFICE ADMINISTRATOR</u></b> Household and Accommodation
<b><u>SALARY</u></b>	:	R58 290 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate, Experience within a Facilities Management environment and computer literacy.
<b><u>DUTIES</u></b>	:	Liaise with clients for all request within Pretoria Office Accommodation. Operate and manage incoming request through the electronic maintenance reporting system. Co-ordinate the management of boardrooms bookings. Liaise with service providers for all maintenance request. General office administration duties within the office.
<b><u>ENQUIRIES</u></b>	:	Ms X Boqwana 012 300 5670
<b><u>POST 18/66</u></b>	:	<b><u>CLEANER II</u></b> Household and Accommodation
<b><u>SALARY</u></b>	:	R43 245 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A reliable person with relevant experience. Be able to work in a team and capable of performing the duties listed below.
<b><u>DUTIES</u></b>	:	Provide daily cleaning services of offices, toilets, lifts, storerooms, conference rooms, court yards, entrances, exits, stair cases, passages and stoops. Dusting and polishing of all furniture .Brass of door handles and numbers, window handles, grids, flag poles, press poles, carpet rods and ornaments. Vacuum of carpets and upholstery. Sweeping, washing and polishing of passages. Sweeping of court yards, entrances, exits, stair cases and stoops. Cleaning and washing of dust bins. Assist with moving of furniture. Refuse removal. Cleaning of ashtrays. Washing of windows. Cleaning of bathrooms and toilets. Reporting of all defects in the building. Washing and ironing of curtains, table cloths, flags and toilet sets .Cleaning and filling of water bottles and glasses. Assisting in washing of dishes. Ensure effective and efficient use of cleaning equipment and materials. Assistance with work related matters in cases of absenteeism, emergencies and crises even outside designated areas. Provide and store of steel trunks and computer boxes. Cleaning and emptying of shredding machine bags. Hanging and removing of curtains. Hanging of pictures / photos / paintings. Loading and off loading of items
<b><u>ENQUIRIES</u></b>	:	Ms M Pheny at 012 300 5660 or Ms H Farland at 012 300 5661

## 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 these posts and persons whose appointment will promote representivity, will receive preference.*

**CLOSING DATE** : 23 May 2008  
**NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your applications, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

## MANAGEMENT ECHELON

**POST 18/67** : **DIRECTOR: WATER SECTOR REGULATION AND USE (5 YEAR CONTRACT)**

**SALARY CENTRE REQUIREMENTS** : R540 429 per annum (All inclusive package)  
 : Kimberley  
 : • A relevant Diploma or Degree in relevant field plus appropriate experience • Knowledge of relevant Acts • Knowledge of Integrated Water Resources Management • Project and programme management skills • Policy and Strategy Development skills • General management, presentation, negotiation, communication and interpersonal skills • Computer literacy • Good understanding of Intergovernmental relations and co-operative governance • Willingness to travel • Valid drivers license.

**DUTIES** : Provide leadership to the Directorate • Regulate water allocation, use and efficiency • Ensure equitable water allocation • Ensure support to emerging farmers • Oversee water registration and licensing • Ensure compliance and enforcement of water programmes with National regulatory framework • Ensure implementation of compulsory licencing programmes • Ensure promotion of intergovernmental relations • Ensure planning for interventions for poor performance • Water quality management • Water for growth and development • Monitor and oversee hydrological and geohydrological services • Communicate effectively with stakeholders in the sector about the functions of the Directorate • Conduct strategic/business planning for the Directorate • Manage financial and human resources in the section.

**ENQUIRIES APPLICATIONS** : Mr. L.J. Snyders Tel. (053) 830 8800  
 : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6010, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/68** : **DIRECTOR: WATER SECTOR SUPPORT (5 YEAR CONTRACT)**

**SALARY CENTRE REQUIREMENTS** : R540 429 per annum (All inclusive package)  
 : Kimberley  
 : An appropriate Bachelors degree or National Diploma in the relevant field plus appropriate experience • Extensive experience in the Water Sector and Northern Cape Dynamics • Good understanding of Local Government and Water Sector support programme • Ability to coordinate at both political and official level • Good understanding of the importance of intergovernmental relations and cooperative governance • Good leadership, project management, financial management and communication skills • Knowledge of relevant Acts • Computer Literacy • Willingness to travel • Valid drivers license

**DUTIES** : Provide leadership to the Directorate • Manage human and financial resources in the section • Promote IGR • Provide effective support to Local Government and Water Sector Stakeholders • Co-ordinate capacity building support, water and sanitation programmes, planning, operations and maintenance • Co-ordinate a five-year Local Government strategic agenda and water-related KPI's • Manage support programmes on Water Services, Water Resources, Service delivery, Bulk Infrastructure, Free Basic Services, Sector Collaboration, Monitoring and Evaluation • Prepare Presidential Imbizo reports, Provincial Legislature report, Portfolio Committee, NCOP report, DWAF

quarterly reports •Update the NC Water Sector Strategy on an annual basis  
 •Monitor and oversee GIS • Monitor and oversee Water Sector data bank.  
**ENQUIRIES** : Mr. L.J. Snyders, Tel. (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag  
 X6101, Kimberley, 8300  
**FOR ATTENTION** : Mrs. D. Pudi  
**NOTE** : It will be expected of the candidate to sign a performance agreement and be  
 subjected to security clearance.

**OTHER POSTS**

**POST 18/69** : **DEPUTY DIRECTOR: CAPACITY BUILDING SUPPORT PROGRAMMES**

**SALARY** : R369 000 per annum (Level 12 salary package)  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : An appropriate recognised three-year Bachelor's degree in Social Sciences or  
 Development Studies or equivalent qualification with 5-10 years relevant  
 experience in the water services field. Leadership competence including skills  
 in co-ordination and facilitation of training and development. Knowledge of  
 Project Management and the relevant legislation: National Water Act, Water  
 Services Act, Strategic Framework for Water Services including Institutional  
 and Social Development aspects and Capacity building. Understanding of  
 government systems, policies, processes and programmes. Practical  
 knowledge of the Municipal and Local Government environment. Leadership  
 and Human Resource Management skills and able to guide junior personnel  
 on water services issues, monitor work plans, facilitate training and  
 development. Computer literate in MS Office package with good written and  
 verbal communication skills. A valid Code 08 driver license and willing to travel  
 extensively.

**DUTIES** : Assist the Director: Water Sector Support in the overall management and co-  
 ordination of the sub-directorate: Capacity Building Support and be responsible  
 for the following among others: Implementation of various Legislation and  
 Policies. Liaise with Local Authorities, Provincial Administrators, Consultants  
 and other sector role players in the Water and Sanitation sector. Provision of  
 support to Water Services Authorities (WSA's) and Water Services Institutions  
 (WSI's) on institutional and social development matters. The supporting of  
 Water Services programmes for institutional development, such as  
 Masibambane, Capacity building and Training. Provide strategic support to  
 Departmental special projects such as Heath and Hygiene, 2020 schools  
 programme, Water Week, National Sanitation Week, Arbor Week etc.  
 Overseeing the monitoring, evaluation and reporting on all water sector  
 support programmes on a monthly and quarterly basis. Promote sector  
 collaboration among all water sector role players. Attend all relevant water  
 sector and IGR meetings. Provide leadership and conducts strategic and  
 business planning for institutional and capacity building in the province.  
 Management of human resources in the component. Financial management in  
 the programmes as well as operations.

**ENQUIRIES** : Mr. L.J Snyders Tel. (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X  
 6101, Kimberley, 8300  
**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/70** : **DEPUTY DIRECTOR: WATER AND SANITATION PROGRAMMES**

**SALARY** : R369 000 per annum (Level 12 salary package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : An appropriate recognised three-year Engineering related degree/diploma (S  
 or T) or equivalent qualification with 5-10 years relevant experience in the  
 water services field. Knowledge of Project Management with extensive  
 experience in project planning and implementation. Knowledge of relevant  
 legislation: National Water Act, Water Services Act, Strategic Framework for  
 Water Services. Understanding of government systems, policies, processes  
 and programmes. Practical knowledge of the Municipal and Local Government  
 environment. Leader Ship and Human Resource Management skills and able  
 to guide junior personnel on water services issues, monitor work plans,  
 facilitate training and development. Computer literate in MS Office package  
 with good written and verbal communication skills. A valid Code 08 driver  
 license and willing to travel extensively.

**DUTIES** : Assist the Director: Water Sector Support in the overall management and co-  
 ordination of the sub-directorate: Water and Sanitation Implementation. Project

and programme management of the water and sanitation projects in the Northern Cape. Assist and provide technical support to Water Services Authorities in the pre-planning and planning of water services projects. Assist municipalities with the compilation of Business Plans and the evaluation of business plans. Keep the MIG MIS system updated. Do monitoring, evaluation and reporting on all projects on a monthly and quarterly basis. Program Manager for the Regional Bulk Water program. Liaise with Local Authorities, Provincial Administrators, Consultants and other sector role players in the Water and Sanitation infrastructure development. Attend water sector, PMITT, MIG and PMU meetings. Provide leadership and conducts strategic and business planning for water and sanitation in the province. Management of human resources in the component. Financial management in the programme as well as operations.

**ENQUIRIES** : Mr. L.J. Snyders: Tel. (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300  
**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/71** : **DEPUTY DIRECTOR: MONITORING, EVALUATION AND REPORTING CO-ORDINATOR**

**SALARY** : R311 358 per annum (all-inclusive salary package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A recognized three years National Diploma or Degree in Engineering / Technology or Social Science with at least 3 years appropriate experience in analytical assessments and report writing •Good knowledge in monitoring, evaluation and research methodologies •Very good communication skills •Project and programme management skills •Knowledge of technical standards and procedures •Computer literacy •Valid drivers license.

**DUTIES** : Ensures the monitoring and compliance of water programmes with national regulatory framework •Ensures planning of interventions for poor performance •Facilitate and co-ordinate Regional quarterly work plan reporting •Liaise with key Provincial Sector players •Ensure site visits for DWAF quality standards, norms and sustainability •Ensure analysis of data for monthly internal and quarterly external reporting •Ensure synchronization of water services and water resources •Assist and liaise for annual spot checks •Facilitate the development of Regional action plans •Provides leadership to the Sub directorate •Conducts strategic and business planning for the section.

**ENQUIRIES** : Mr. L.J. Snyders Tel: (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300  
**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/72** : **ASSISTANT DIRECTOR: HUMAN RESOURCES**  
 (Transaction and Information)

**SALARY** : R196 815 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : An Appropriate three year Degree/Diploma plus 3-5 years or Grade 12 Certificate plus 5-10 years appropriate experience in Human Resources Management. Thorough Knowledge of Persal and Information Management; Data base systems; recruitment and Selection; Conditions of services; Knowledge of Public Service Act; Public Service Regulation; COIDA; Basic Conditions of Employment Act; Employment Equity Act; Pension Law and Rules; Collective Agreements and other relevant prescripts. \* Ability to function independently and to work under pressure; supervisory and problem solving skills; computer literacy. A Valid Code 08 drivers Licence, Excellent report writing skills.

**DUTIES** : Be responsible for the effective management of the Human Resource functions, including personnel provisions, maintenance and utilisation. Ensure and manage the implementation all strategies' policies; practises and system and monitor the effectiveness of such implementation. Advice and guide subordinates and line managers in the interpretation and application of HR Policies and directives. Develop and maintain computerised Human Resources Information Systems to expedite the obtaining and provision of Persal Reports and statistics. To be able analyse data on Human Resource Activities for reporting purposes. Manage Administration Recruitment Selection and appointments/transfers; manage leaves, pensions, administrate Pillar, injury on duty. Responsible for all HR Transaction on and Approval on Persal,

Responsible for audit queries on all HR Issues. Responsible for Performance Management and Training and development of staff in Division

**ENQUIRIES** : Mr. G.J.P Lincks, Tel. (053) 830 8800

**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/73** : **TRAINING COORDINATOR (WORKING FOR WATER) 5 YEAR CONTRACT**

**SALARY** : R190 466 per annum (all inclusive)

**CENTRE** : Kimberley

**REQUIREMENTS** : The relevant tertiary training qualification (degree/diploma) with relevant work experience in training and community development or a grade 12 certificate plus 4-5 years relevant appropriate experience in training. Computer literate. Ability to communicate in two official languages of the area. Exceptional communication, both written and verbal, reports and presentation. A valid drivers license (certified copy attached) and willingness to travel. The following will serve as recommendations: ability to work in an integrated manner is pro active and solution focused. Good time management and planning skills, Ability to work under pressure and within given timeframes.

**DUTIES** : Key performance areas: Plan, coordinate and implement training programmes for contacting teams in the Northern Cape. Develop training APO. Identify region specific training needs. Identify, coordinate and monitor training providers to address training needs. Identify appropriate service providers to address training needs. Provide monthly reports. Liaise with project and area managers and assist in developing training programmes for staff and workers. Liaise with stakeholders on a regular basis. Coordinate environmental education. Monitor and evaluate the impact of training on individuals and households.

**ENQUIRIES** : Mrs. M. Moshothwa, Tel. (053) 831 8359

**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/74** : **DATABASE ADMINISTRATOR: REGIONAL INFORMATION CENTRE**

**SALARY** : R157 686 per annum

**CENTRE** : Kimberley Regional Office

**REQUIREMENTS** : An appropriate recognised three-year degree/diploma in Information Systems or equivalent qualification with 3-5 years relevant experience in database administration. Hardware and software experience in the field of information and communication technology. Database management, Computer programming, Technical computer skills, Web developing skills and Problem solving skills. Proficient in the use of project management software, hardware configuration and IT store procedures. Basic understanding of planning and development issues in the water sector. Leadership, communication, organisational and problem solving skills. A valid Code 08 driver license and willing to travel.

**DUTIES** : Technical Maintenance of Information Systems specific to the Regional Information Centre (RIC), including maintaining RIC database, Quality assurance of GIS data on RIC server, Backup of RIC data and general maintenance of RIC server. Corrective maintenance and correction of programming errors in the RIC Information System. Development and programming of new database sets and investigation on new software. Continuous development and evolution of RIC Information System and programming and develop of reports out of database info. Project management, supervision and control over appointed PSP's for any outsourced developments of Information Systems for the RIC. Development of training material and training of DWAF staff on use the available Information Systems.

**ENQUIRIES** : Mr. K. Streuders, Tel. (053) 830 8800

**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/75** : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF DIRECTOR)**

**SALARY** : R157 686 per annum

**CENTRE** : Kimberley Regional Office

<b><u>REQUIREMENTS</u></b>	:	Appropriate three-year degree or diploma, supported by relevant skills and experience • A valid driver's license •Well-organized, dynamic, professional, hardworking personal assistant who wants to play a more meaningful role in ensuring the success of the Chief Directorate •Capability to work independently or with limited supervision • Computer literacy and good communication and people skills are further requirements, Note: A practical test may form part of the selection process.
<b><u>DUTIES</u></b>	:	Assist the Chief Director with tracking and monitoring tasks, including the development and management of a personal organization and tracking system. Keep track of performance of unit to ensure that service standards are met •Ensure continuous flow of work on days when manager may be out of office •Act as Secretary to most meetings and organize follow-up actions stemming from such meetings •Check and control submissions to ensure compliance with format, task directives and instructions •Maintain proper records and manage administrative support •Ensure that a register of all incoming and outgoing mail is kept •Keep abreast of all requirements on regular and ad hoc reports and initiate and co-ordinate the compilation of such reports •Co-ordinate the Chief Director's programme and render logistical support •Co-ordinate appropriate submissions, supporting documents and presentations for meetings and other events •Manage enquiries directed to the Chief Director • Represent the Chief Director: Northern Cape in selected meetings of the Department • Responsible for information management and communication on behalf of the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Mr. L.J. Snyders, Tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi
<b><u>POST 18/76</u></b>	:	<b><u>PROJECT MANAGER (WORKING FOR WATER) (5 YEARS CONTRACT)</u></b>
<b><u>SALARY</u></b>	:	R153 260 per annum (all-inclusive)
<b><u>CENTRE</u></b>	:	Prieska
<b><u>REQUIREMENTS</u></b>	:	A Forestry and/or Nature Conservation qualification or Grade 12 certificate with 3-5 years' relevant experience in alien clearing project management. A valid driver's licence and willingness to travel. Ability to communicate in at least two official languages., Project management experience. Good communication (verbal and written) and interpersonal skills. Computer literacy. Practical knowledge of GPS and infield mapping. Knowledge of herbicide, chainsaw, health and safety standards. Working experience of clearing methods and standards of invading plant clearing methods.
<b><u>DUTIES</u></b>	:	Support WMA Manager with project monitoring and compliance with work methods and Health and Safety standards. Ensure quality control with regular site inspections. Increase awareness of land users regarding alien clearing and herbicide assistance. Monitor specialized invasive alien clearing operations where appropriate.
<b><u>ENQUIRIES</u></b>	:	Mrs. D. Sharp, Tel. (053) 831 8359
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi
<b><u>POST 18/77</u></b>	:	<b><u>CHIEF REGISTRY CLERK</u></b>
<b><u>SALARY</u></b>	:	R106 335 per annum
<b><u>CENTRE</u></b>	:	Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus 3-5 years relevant experience. Records management and information management experience. Knowledge of reporting procedures, document tracking, storage and retrieval, must be a dedicated team player and patient for details. Supervisory experience. Knowledge of the National Archives Act and the MISS Document.
<b><u>DUTIES</u></b>	:	Render effective and efficient records management. Implement and maintains the approved Department filing system. Ensure proper allocation of reference numbers, ensures proper classification of records, control the receipt and opening of incoming mail, responsible for noting the correct reference numbers, in all incoming mail. Keep register of all mail. Responsible for performance, training and development of staff in section. Give guidance and training to customers on the management of files.
<b><u>ENQUIRIES</u></b>	:	Mr. G.J.P Lincks, Tel. (053) 830 8800
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300
<b><u>FOR ATTENTION</u></b>	:	Mrs. D. Pudi

**POST 18/78** : **SECRETARY TO THE REGIONAL PROGRAMME LEADER**  
(Working for Water) (5 years contract)

**SALARY** : R100 965 per annum  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Grade 12 with Typing as a subject or any other training course/Qualification that will enable the person to perform the work Satisfactorily. Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette. Computer literacy. Sound Organizational skills. Good people skills. High level of reliability, Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. At least have proficiency in two official languages spoken in the Northern Cape.

**DUTIES** : Receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the Diary of the RPL. Types documents for the RPL. Be able to operate office equipment like fax machines and photocopiers. Arranges meetings and for the RPL. Identifies venues, invites, organizes refreshments and sets up schedules for meetings, Records basic minutes of the meeting for the RPL were required. Filing of documents for the RPL's office. Draft routine correspondence and reports. Administers the leave file. Receives, records and distribute all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains abreast with the procedures and processes that apply in the office of the RPL.

**ENQUIRIES** : Mr. Janine Aysen, Tel. (053) 832 5250  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**POST 18/79** : **SENIOR ADMINISTRATION CLERK GRADE II**

**SALARY** : R68 955 per annum  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Grade 12 (or equivalent certificate), proven experience in the national water use registration process as defined by the National Water Act 1998 (Act No 36 of 1998), experience in working with spatial data and extensive experience in the management of general administration work and title deed searches. Candidates must be computer literate and have a sound knowledge of Microsoft Office. Database Management Knowledge of the following will serve as recommendations: Arc View or Arc Explorer, the Water Services Act and all other relevant legislation.

**DUTIES** : Reporting to the Senior Administrative Officer, the incumbent will be responsible for general office administration. Provisioning of Registration and Licensing forms to new applicants. Assist applicants with the completion of application forms in terms of the National Water Act. Serve as the main interface between the client and other functions in the national water use registration process including the handling of inquiries from clients. Handle all exceptions relating to the capture, amendments and maintenance of water use registration data, General office administration and supervision of subordinates.

**ENQUIRIES** : Mr. G. Stenekamp, Tel. (053) 830 8800  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6101, Kimberley, 8300

**FOR ATTENTION** : Mrs. D. Pudi

**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
- FOR ATTENTION** : Ms Arti Singh
- 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 18/80** : **CHIEF DIRECTOR: E-LEARNING, INCLUSION, MULTIMEDIA LTSM AND SPECIAL PROGRAMMES REF NO: 70050738**  
Branch: Curriculum Management & Development  
(5 year performance based contract - renewable)

- SALARY** : An all-inclusive remuneration package of R540 429 per annum (The package can, within applicable rules, be structured according to the individual's needs)

- CENTRE** : Johannesburg, Head Office
- REQUIREMENTS** : An appropriate, recognised degree/ diploma or equivalent 3-year qualification, plus a minimum of at least 10 years proven and relevant management experience. A thorough understanding of Government regulatory framework and processes. An in depth knowledge of policy formulation, implementation and monitoring Understanding of digital material development and methodologies for curriculum implementation. An in-depth knowledge of the curriculum, learning theory and innovative methodologies using ICTs. Be able to think strategically and be innovative. Have strong organizational and leadership abilities. Extensive experience in the transformation of the educational landscape. Ability to manage huge budget within the framework of PFMA. Ability to bench mark levels of achievement as per the tangible plans developed within the context of MTEF Cycle. A proven track record displaying the ability to multi task and manage a highly pressurized environment. Have a strong service orientated capacity to manage across all levels. Valid driver's licence.

- DUTIES** : Develop and maintain e-Learning, Inclusion, Multi Media and Special Programmes frameworks and policies. Manage the development of digital design systems. Manage the coordination and integration of e-Learning, Inclusion, Multi Media LTMS and Special Programmes. Manage rollout of White Paper 6 and other relevant legislation Support and maintenance of Inclusion and Special Schools strategy. Manage and control LTSM process Manage HIV& AIDS, Schools Sports, Youth, Arts and Culture, Health promotion and Special Programmes. Ensure alignment of activities to promote and maintain programmes within Provincial, National and global norms. To ensure quality appropriate materials in imparting curriculum dictates. Research contemporary methodologies, curriculum trends, digital content and special needs initiatives

- ENQUIRIES** : Mr Len Davids, Tel No: (011)355-0581

- POST 18/81** : **DIRECTOR: QUALITY ASSURANCE REF NO: 70050737**  
Chief Directorate: Education Planning, Policy Development & Evaluation  
(5 year performance based contract - renewable)

- SALARY** : An all-inclusive remuneration package of R540 429 per annum (The package can, within applicable rules, be structured according to the individual's needs)

- CENTRE** : Johannesburg, Head Office
- REQUIREMENTS** : The incumbent must have at least a three year degree and an educational qualification is highly recommended and will be an added advantage. A post graduate education qualification will also be an advantage. The incumbent must have a very good knowledge of the education curriculum and institutions and education governance and management generally as well as the education policy and legislative environment. The incumbent must have knowledge of standards in education and how to set and evaluate them. The

incumbent must have good research and report writing skills as well as skills for the transfer of knowledge, IT, IS and KM skills are also necessary.

**DUTIES** : The main responsibility is to set and measure the standards of performance of learners, institutions and the offices. The incumbent will have to implement the Whole School Evaluation Policy, design and manage learner attainment studies and measure the compliance with the public sector service delivery policy framework. The incumbent is required to produce analytical reports on the learner, institutional and organisational performance and make recommendations on quality interventions to improve the quality of education and learning in the province. The incumbent should also be able to design and implement ad hoc quality evaluations on a thematic basis if and when necessary. The manager will manage the Evaluations directorate and its sub-directorates which includes standards setting, systemic evaluation, whole school evaluation, evaluation development. The manager will participate in all relevant departmental, provincial and national structures and processes.

**ENQUIRIES** : Mr D. Chanee, Tel No: (011) 355-0729

**POST 18/82** : **DIRECTOR: E-LEARNING REF NO: 70050739**  
 Chief Directorate: Education Support Services & Multi-Media Materials  
 (5 year performance based contract - renewable)

**SALARY** : An all-inclusive remuneration package of R540 429 per annum (The package can, within applicable rules, be structured according to the individual's needs)

**CENTRE** : Johannesburg, Head Office

**REQUIREMENTS** : An appropriate, recognised degree/ diploma or equivalent 3-year qualification, plus relevant management experience. This position calls for a high-level e-Learning specialist. A postgraduate qualification in e-Learning or related studies will be an added advantage. Extensive experience in ICTE (Information and Communication Technology in Education) or an e-Learning field, as well as adequate experience in the education management position, A thorough understanding of Government regulatory framework and processes. An in depth knowledge of policy formulation, implementation and monitoring, Understanding of digital material development and methodologies for curriculum implementation, An in-depth knowledge of the curriculum, learning theory and innovative methodologies using ICTs. Knowledge of E-education White Paper at a national level, as well as NEPAD's E-school concept and plans. Be able to think strategically and be innovative. Have strong organizational and leadership abilities. Extensive experience in the transformation of the educational landscape. Ability to manage huge budget within the framework of PFMA. Ability to bench mark levels of achievement as per the tangible plans developed within the context of MTEF Cycle Valid driver's licence.

**DUTIES** : Research and provide strategic leadership in the development of digital materials and methodologies for e-Learning, as well as the selection of appropriate high quality e-Learning materials, including software, for the schools. Manage the development and design of web-based educational content. Accelerate and promote the use ICTs to develop and design e-Learning and digital content The candidate will be required to promote, develop, co-ordinate, manage, implement, monitor and evaluate e-Learning programmes, digital and e-Learning curriculum and teaching and learning practices. Ensure the effective and efficient management of e-Learning strategies that emanate from an e-Learning management framework. Develop and manage e-Learning education and training programmes

**ENQUIRIES** : Mr Len Davids, Tel No: (011)355-0215

**OTHER POSTS**

**POST 18/83** : **DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050744**  
 Directorate: Human Resource Management  
 Sub-Directorate: Human Resource Planning & Systems

**SALARY** : R198 072 - R268 281 per annum

**CENTRE** : District: Johannesburg 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 .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

<b><u>DUTIES</u></b>	:	all levels, work with a team, and good interpersonal relations .Excellent verbal and written communication skills, computer skills and a valid driver's license.
	:	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>	:	Mr.D.Mametse, Tel No: (011) 666-9031
<b><u>POST 18/84</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: IDSO REF NO: 70050745</u></b> Directorate: Curriculum Delivery
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R198 072 - R268 281 per annum
	:	District – Johannesburg East
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr D Mametse, Tel No: (011) 666-9031
<b><u>POST 18/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: DATA WAREHOUSE REF NO: 70050681</u></b> Directorate: Early Childhood Development Institute
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum
	:	Johannesburg, Norwood
	:	An appropriate, recognized Tertiary qualification (or equivalent) plus relevant experience or Grade 12 plus more than 10 years with relevant experience. Knowledge of Acts relating to children. Global objectives relating to ECD. Knowledge of electronic and hard copy filing. Ability to work independently and under pressure. Analytical skills, Report writing and advanced computer skills. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Coordinate all activities relating to Communications within the Gauteng Work as a part of ECDI team. Coordinate the Data Warehousing. Plan, maintain and develop an ECDI Data Warehouse in collaboration with GSSC, participating departments and municipalities, Functions of the MER Sub-Directorate. Promote the Strategic Objectives of the ECDI. Perform, undertake and coordinate any other functions as designated by the Director: ECDI and Deputy Director: MER. Maintain an accurate list of ECD – related indicators for analysis and monitoring functions. Promote cohesion among ECD activities. Facilitate workshops on capacity development within the participating departments and municipalities with regard to data integrity, data submissions

and access to the data warehouse. Define end user interfaces and functional specifications.

**ENQUIRIES** : Roger Looyen, Tel No: (011) 355-0545

**POST 18/86** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS REF NO: 70050682**  
Directorate: Early Childhood Development Institute

**SALARY** : R157 686 – R184 698 per annum  
**CENTRE** : Johannesburg, Norwood  
**REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) plus relevant experience or Grade 12 plus more than 10 years with relevant experience. Knowledge of Acts relating to children. Global objectives relating to ECD. Knowledge of electronic and hard copy filing. Ability to work independently and under pressure. Analytical skills, Report writing and advanced computer skills. Valid South African driver's license is essential.

**DUTIES** : Represent the ECDI with National, provincial and local government units in the media, or with private organizations. Develop or modify rules, policies, or standards related to ECD. Serve on various boards, councils, committees, or task forces to coordinate ECDI activities and facilitate ECDI goals and initiatives. Monitor ECDI program budget including revenues, expenditures and budget projection. Act as a resource to provide information and determine the most effective way of meeting the needs of management, staff, clients or customers. Promote cohesion among ECD activities.

**ENQUIRIES** : Roger Looyen, Tel No: (011)355-0545

**POST 18/87** : **ASSISTANT DIRECTOR REF NO; 70050683**  
Directorate: Examinations & Assessment  
Section: Exam Procurement

**SALARY** : R157 686 – R184 698 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) in procurement plus relevant experience or Grade 12 plus more than 10 years with relevant experience in procurement. Direct experience of large scale examinations administration will be an advantage. Knowledge of and experience in examination procedures and processes will be an advantage. Planning and organising diverse functions in a matrix management environment, using analytical and lateral thinking skills. Be adaptable in a changing environment. Ability to manage and lead a team in order to meet the Unit objectives. Be fully computer literate with a sound knowledge of and competency in MS Word, Excel. Knowledge of database applications and network functionality will be an advantage. Be service orientated and able to maintain good customer relations and interpersonal relations. Able to deliver high volumes of accurate work while under pressure in a multi-task environment. Solve problems by applying standing instructions and procedures Interpretation of directives. Be able to plan and manage own workload and work pace. Valid South African driver's license.

**DUTIES** : Working as part of the Examinations and Assessment Team at head Office. Managing examinations procurement. Draft procurement plans. Compile submissions. Liaise with other examinations units.

**ENQUIRIES** : Rene Vermaak, Tel No: (011) 355-0866

**POST 18/88** : **ASSISTANT DIRECTOR: WORKPLACE HIV & AIDS CO-ORDINATOR REF NO: 70050684**  
Directorate: Human Resource Development  
Section: Employee Support

**SALARY** : R157 686 – R184 698 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) plus 5 yrs relevant experience with at least management experience or Grade 12 plus more than 10 years relevant experience. Strong communication skills. Knowledge of at least one African language spoken in the province will be an advantage. Must have experience in working with community based organisations and have basic computer literacy skills. Must have well-grounded exposure to HIV/AIDS issues.

**DUTIES** : Co-ordinate and provide employee support and HIV/AIDS services. Consult and liaise with relevant stakeholder and work in close collaboration with Provincial co-ordination committees. Monitor and evaluate programme

		implementation in accordance to the NSP. Marketing of HIV/AIDS workplace programmes.
<b><u>ENQUIRIES</u></b>	:	Takalani Nwedamutswu, Tel No: (011) 355-0401
<b><u>POST 18/89</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: 70050685</u></b> Directorate: School Financial Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) qualification in B Comm/Accounting/ Financial Administration plus relevant experience or Grade 12 plus more than 10 years relevant experience. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge and application of SASA will be an added advantage. Computer Literacy (Excel, Access, Word and PowerPoint). Knowledge of BAS (Basic Accounting System), PERSAL, SAP. Excellent Communication skills
<b><u>DUTIES</u></b>	:	Analysis of institutions financial statements. Monthly expenditure tracking for all schools. Funding and subsidy payments. Maintenance of Schools budget, Prepare reconciliations of subsidy payments to schools. Co-ordinate school financial management
<b><u>ENQUIRIES</u></b>	:	Mrs Gail Coetzee, Tel No: (011) 355-0251
<b><u>POST 18/90</u></b>	:	<b><u>ASSISTANT DIRECTOR (5 POSTS) REF NO: 70050686</u></b> Directorate: Financial Planning & Budgeting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) qualification in B Comm/Accounting/ Financial Administration plus relevant experience or Grade 12 plus more than 10 years relevant experience. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and supply Chain Management. Computer Literacy especially Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL, SAP. Communication skills (verbal & written).
<b><u>DUTIES</u></b>	:	Assist in compilation of budget for department. Assist various business units in costing their operational plans and ensure that all operational plans are aligned to the departmental programme objectives. Provide financial management support to all GDE business units. Manage the departmental monthly expenditure review process. Analyse the monthly spending patterns of all GDE business units (expenditure, cash flow and budget) and submit monthly department cash flow inputs. Analyse departmental revenue account. Prepare and submit to the Accounting Officer a comprehensive internal monthly & yearly monitoring report. (Management Report)
<b><u>ENQUIRIES</u></b>	:	Sibongile Dhlamini, Tel No: (011) 355-0242
<b><u>POST 18/91</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONNECTIVITY &amp; TECHNICAL SUPPORT SERVICES (6 POSTS) DIRECTORATE: IT SUPPORT MANAGEMENT REF NO: 70050687</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) qualification in Information Technology plus relevant experience in customer services or Grade 12 plus more than 10 years relevant experience. Knowledge of how Government systems work will be an added advantage. Good verbal and written communication skills. Ability to take initiative. An independent logical thinker who is able to work with minimum supervision and as part of the team. Valid South African driver's license. Successful candidates must willing to be placed at any offices of Institutions of GDE within the Gauteng Province
<b><u>DUTIES</u></b>	:	Provide technical advice and support for the user base of the Department and manage LAN and Wan connectivity. Support and maintain day to day operational issues on LAN, and WAN and desktop environment for GDE Head Office, District Offices and Institutions to ensure a stable and efficient environment. Manage all ICT Incidents and Problems. Assist the help desk. Supervise the technical support team to ensure minimum disruption to environment (including institutions). Liaise between management and users. Attend effectively and timeously all the user complaints. Analyze problems and identify trends and take appropriate preventive action. Provide technical

		support to the technical team. Report on state of IT usage from all institutions. Administer and support GDE user base. Produce regular management reports on incidents and problem management.
<b><u>ENQUIRIES</u></b>	:	Vuyolethu Dyantyi, Tel No: (011) 355-0668
<b><u>POST 18/92</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY &amp; PROCEDURE REF NO: 70050688</u></b> Directorate: Human Resource Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) in Human Resource plus 5 yrs relevant experience with at least management experience or Grade 12 plus more than 10 years relevant experience. Knowledge and interpretation of Human Resource Prescripts and Performance Management System (PMDS). Understanding the repositioning of HR in the Public Sector. Knowledge of PERSAL. Understanding of Recruitment and Selection. Facilitation skills, analytical skills, communication skills (verbal & written), good interpersonal skills, analytical Skills, innovative and creative thinker.
<b><u>DUTIES</u></b>	:	Manage personnel related activities. Supervise staff. Train and discipline staff. Liaise with SMS and colleagues with regard to policy issues. Provide advice and guidance regarding the application of prescripts and service benefits. Maintain and manage a database on amongst others, appointments; HRA circulars. Observe departmental Human Resource trends and develop the policy practices or enhance the existing policies to address the trends.
<b><u>ENQUIRIES</u></b>	:	Ms. T.A. Mthembu, Tel No: (011) 355- 0431
<b><u>POST 18/93</u></b>	:	<b><u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: 70050689</u></b> Directorate: Communications
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg A bachelor's degree or equivalent qualification in Events Management, Marketing or Communications .a project management background. Relevant exposure and work experience with International Protocol standards. Well-developed verbal and writing skills in English. Computer literacy (MS Outlook, Word, Excel, PowerPoint and Publisher) Good interpersonal, negotiating, networking and financial management skills. Extensive experience in organizing and managing corporate events and conferences. Ability to work long hours. A valid code 08 driver's licence.
<b><u>DUTIES</u></b>	:	Arrange, co-ordinate and ensure effective internal and external events for the Department. Arrange and co-ordinate logistical arrangements, source venues and co-ordinate all events. Liaise with Events Management companies and service providers. Secure quotations from service providers, finalize contracting of the preferred service provider, ensure delivery of service and finalise payments with the Procurement Officer. Manage all protocol arrangements for the Department. Organise and execute scheduled and ad hoc events in line with the Department's policy. Compile weekly, monthly and quarterly reports. Compile forecasts and budget estimates for expenditure incurred. Create and maintain an electronic database of all service providers and stakeholders and update on a monthly basis.
<b><u>ENQUIRIES</u></b>	:	Ms. Nanagolo Leopeng, Tel No: (011) 355-0552.
<b><u>POST 18/94</u></b>	:	<b><u>ASSISTANT DIRECTOR (CLEANING AND BULK PRINTING SERVICE) REF NO: 70050690</u></b> Directorate: Support Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) qualification plus relevant experience Or Grade 12 plus more than 10 years relevant experience. Experience in the administration of cleaning of office accommodation. Excellent conflict resolution skills and Communication skills. Ability to write reports, submissions and memoranda. Knowledge and experience in Supply Chain and Asset management; Experience in people performance management. Credible experience in budget control and general expenditure processing. Sound knowledge and understanding of the Public Finance Management Act,1999(PFMA) and Treasury Regulations. Knowledge of all relevant policies, procedure and regulations with regard to HR and Finance. Project planning and strategic management experience. Excellent

		problem solving and numerical skills. Computer literacy (Ms word, Ms Excel , Internet). Valid driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	Render a general Auxiliary/Support service to GDE. Cleaning services (Head Office) Bulk printing service to GDE. Ordering of cleaning and bulk printing materials. Manage budget of unit. Identify budgetary needs and make proposals .Exercise control over subordinates and deal with their evaluation etc.
<b><u>ENQUIRIES</u></b>	:	Esther Brits, Tel No: (011) 355-0179
<b><u>POST 18/95</u></b>	:	<b><u>ASSISTANT DIRECTOR: REGISTRY, ARCHIVING, WAREHOUSE (2POSTS) REF NO: 70050691</u></b> Directorate: Support Services Unit: Auxiliary Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification in Public Administration (or equivalent) qualification Plus extensive experience in records management and supply chain management OR Grade 12 plus more than 10 years relevant experience. Knowledge of current archival policies and legislation. Extensive experience in Archiving. Knowledge and experience in supply Chain management; Experience in people performance management. Credible experience in budget control and general expenditure processing. Sound knowledge and understanding of the Public Finance Management Act,1999(PFMA) and Treasury Regulations. Knowledge of all relevant policies, procedure and regulations with regard to HR and Finance. Project planning and strategies experience. Expertise in the field of financial management and budget control. Excellent problem solving and numerical skills. Computer literacy (Ms word, Ms Excel ,Internet). Good communication and writing skills. Valid Code 8 driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	Managing the section records management. Training and Advise of records management staff in districts on the compilation of records keeping practices. Managing the disposal of records (records manager). Providing advice, guidance with regard to the disposal of regards to disposal of public records. Monitoring records. Personnel management and empowerment.
<b><u>ENQUIRIES</u></b>	:	Esther Brits, Tel No: (011) 355-0179
<b><u>POST 18/96</u></b>	:	<b><u>ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT (X2) REF NO: 70050692</u></b> Directorate: Knowledge Management & Research
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R157 686 – R184 698 per annum Head Office, Johannesburg An appropriate, recognized Tertiary qualification (or equivalent) qualification in Computer Science or Business Information Systems or Knowledge Management plus relevant years of experience OR Grade 12 or equivalent PLUS more than 10 years appropriate experience. Knowledge on the concepts related to and use of IT in Knowledge Management. The ability to manage knowledge and information via online databases, collaborative technologies and web-based services. Understanding of knowledge processes such as organizational learning and development. Understanding of the principles of Knowledge Management as a management technique to enable organizational development in the knowledge economy. Excellent computer skills preferably with experience with database and website management. Experience in systems development and implementation would be an advantage.
<b><u>DUTIES</u></b>	:	Contribute significantly to planning, strategy and achieving the operational goals of the Directorate. Provide leadership in the area of knowledge management as a technique for the management of the intellectual assets of the Department. Assists with the development of knowledge and information as a core business function for the department. Provide hands on expertise when required to manage organizational knowledge and information resources/products. Contributes to the development and implementation of the departmental knowledge management plan. Provides advice to Senior Management on education knowledge management issues. Ensures compliance with relevant legislation e.g. copyright and intellectual property. Monitors and reports on relevant activity levels in operational and business plans. Establishes and maintains links with relevant internal and external stakeholders. Works with and on all the computer and web-based tools for knowledge management.
<b><u>ENQUIRIES</u></b>	:	Mmapula Kekana, Tel No: (011) 355-0000

**POST 18/97** : **ASSISTANT DIRECTOR: LEGAL ADMINISTRATION OFFICER REF NO: 70050693**  
 Directorate: Legal Services

**SALARY CENTRE REQUIREMENTS** : R157 686 – R184 698 per annum  
 : Head Office, Johannesburg  
 : An appropriate Bachelor of Law degree with a minimum 3 years extensive practical legal experience or an admitted Attorney with practical legal experience. Broad legal framework knowledge. Interpretation and application of Legislation and Policies. In depth knowledge of Administrative Law and Constitutional Law. Knowledge of Civil procedures. Public Service Regulation knowledge. Legal Drafting skills. Ability to research, highly analytical skills with excellent report writing skills. Services delivery skills: Excellent presentation skills. Computer knowledge. Ability to woe kinder pressure and in a team. Negotiation and communication skills. Candidates committed to Public Service Transformation and excellent services delivery are envisaged. Knowledge of Education Legislation will be an added advantage. Motor vehicle driver's licence is a necessity.

**DUTIES** : Monitor and provide guidelines on Compliance with Constitution and Legislation applicable to particular cases and to the Education Department. Attend to Litigation and provide legal advice, draft legislation and legal documents. Advise the Department on Contracts and Service Level Agreement. Render legal services to the Department and ensure compliance legislation.

**ENQUIRIES** : Ntini Mtshisana, Tel No: (011) 355-0147

**POST 18/98** : **ASSISTANT DIRECTOR (2 POSTS) REF NO: 70050727**  
 Section: Finance and Administration

**SALARY CENTRE REQUIREMENTS** : R157 686 – R184 698 per annum  
 : Districts: Gauteng West Johannesburg West  
 : An appropriate tertiary qualification in B Comm, Accounting, Financial Administration, Degree/Diploma Plus relevant experience OR Grade 12 Plus more than 10 years relevant experience. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint.

**DUTIES** : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cashflow inputs (funds requisitioning). Prepare monthly and quarterly reports for the districtCoordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Coordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

**ENQUIRIES** : Mr.O Koapeng,Tel No:(011) 660- 4581 Ms.L Motsamai,Tel No: (011) 831-5333

**POST 18/99** : **ASSISTANT DIRECTOR (3 POSTS) REF NO: 70050728**  
 Section: Finance and Procurement

**SALARY CENTRE REQUIREMENTS** : R157 686 – R184 698 per annum  
 : Districts: Gauteng East, Johannesburg North  
 Johannesburg West  
 : An appropriate Tertiary qualification in B Comm, Accounting, Financial Administration, Degree/Diploma Plus relevant experience OR Grade 12 Plus more than 10 years relevant experience. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint.

- DUTIES** : Accounting and procurement for all goods and services. The provisioning of administrative support. Placement of orders and effect payment. Link between the District and GSSC.
- ENQUIRIES** : Ms.M Mthimunye, Tel No: (011) 746 -8243  
Ms. R Vaughan, Tel No: (011) 694- 9378  
Ms.L Motsamai, Tel No: (011) 831- 5333
- POST 18/100** : **ASSISTANT DIRECTOR (2 POSTS) REF NO: 70050729**  
Sub-Directorate: HR Administration
- SALARY CENTRE** : R157 686 – R184 698 per annum  
: Districts: Ekurhuleni South  
: Gauteng West
- REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) in Human Resource plus 5 yrs relevant experience with at least management experience or Grade 12 plus more than 10 years relevant experience. Organizing and Planning Skills. Budgeting Skills. Strategic thinking. Sound communication Skills (verbal and written). Thorough knowledge of PERSAL System. Management of HRA projects. Knowledge of the HRA policies and procedures in conjunction with the PSCBC and ELRC Resolutions. Sound communication Skills (verbal and written). Recruitment processes and the Performance Management Development Systems, Knowledge of PFMA. Knowledge of Establishment Control. Computer literacy in MS Excel Word, Access and Microsoft Office. Good interpersonal Skills. Ability to mediate/negotiate. Public Service experience will be an advantage. Valid drivers license will be an added advantage.
- DUTIES** : Effective Management of the HRA Component (Conditions of Service) and identification of training needs of the sub-directorate. Management of the HRA processes in relation to the appointments of both Public Servants and CS Educators, payment of salaries, maintenance of condition of service benefits and terminations. Compile management reports and able to analyse statistical information. Knowledge and understanding of government audit process and procedures. Provide advice and support to the Head Office staff on new legislations and other relevant HR Policies. Perform the HRA processes as per the Service Level Agreements between GDE and the GSSC. Ensure efficient and effective control on all PERSAL transactions (emphasis on establishment control). Implement the Performance Management Development Systems. Investigate and resolve all HRA issues. Assisting with the HRA budget. Liaise and co-ordinate with the Gauteng Shared Service Centre.
- ENQUIRIES** : Mr.N Shandu, Tel No: (011) 389- 6004  
Mr.O Koapeng, Tel No: (011) 660 4581
- POST 18/101** : **ASSISTANT DIRECTOR (2 POSTS) REF NO: 70050730**  
Section: Provisioning and Administration for Institutions
- SALARY CENTRE** : R157 686 – R184 698 per annum  
: Districts: Johannesburg South Johannesburg West
- REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) in B Comm, Accounting, Financial Administration, Public Administration Degree/Diploma Plus relevant experience OR Grade 12 Plus more than 10 years relevant experience. Knowledge of PFMA, preferential procurement policy framework Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint.
- DUTIES** : Accounting and procurement for all goods and services. The rendering of general conditions of service support. The provisioning of administrative support for self managing schools. Procurement of learning support material. Placement of orders and effect payment. Control of equipment/stock (stocktaking).
- ENQUIRIES** : Mr.L Mtungwa, Tel No: (011) 854- 6421  
Ms.L Motsamai, Tel No: (011) 831- 5333
- POST 18/102** : **ASSISTANT DIRECTOR: REPRESENTATIVE STRUCTURES REF NO: 70050731**  
Sub-Directorate: Policy Planning and District Information Systems Management
- SALARY** : R157 686 – R184 698 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	District: Tshwane West
	:	An appropriate, recognized Tertiary qualification (or equivalent) plus relevant years experience OR Grade 12 or equivalent plus more than 10 years relevant experience. Sound knowledge of education issues, including education legislation in Gauteng Community work experience. Strong verbal and written communication skills coupled with excellent demonstrable computer skills as well as good interpersonal relations. Strong administrative, organizational and general office management skills. Event/function management skills as well as functions will be an added advantage. Excellent administrative and organizational skills. Valid driver's license
<b><u>DUTIES</u></b>	:	Establish and maintain system and data base for the District Education and Training Councils (DETC's) and Local Education and Training Units (LETU's) in the district in order to co-ordinate the flow of correspondence between offices of the Policy and Planning Unit, District managers and Head Office. Track and trace documents. Ensure that all administrative matters in relation to the DETC's and LETU's are expedited in line with legislative requirements. Co-ordination of DETC and LETU activities such as interviews, workshops, school visits, the writing of minutes, dispatching of notices and minutes of meetings, venues, catering and ordering stock. Liaise closely with various stakeholders and offices. The candidate will be expected to work overtime, which will include weekends as many stakeholders can only meet at weekends and evenings. Drafting reports for presentation to the District Director when the need arises. Drafting of monthly and quarterly reports regarding the Local Education and Training Councils and the District Education and Training Councils.
<b><u>ENQUIRIES</u></b>	:	Ms Selekane, Tel No: (012) 725-1312
<b><u>POST 18/103</u></b>	:	<b><u>ADMINISTRATION OFFICER, SENIOR REF NO: 70050734</u></b> Directorate: School Nutrition, Scholar Transport & Poverty Alleviation Sub-Directorate: School Nutrition
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 – R153 313 per annum
	:	Head Office, Johannesburg
	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply, Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Knowledge of PFMA, procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Database management.
<b><u>DUTIES</u></b>	:	Compile monthly expenditure reports, as well as quarterly reports as required by National Department. Detect deviations and report on them. Supervision of subordinates, and do assessments. Prepare business plan in collaboration with all stakeholders. Ensure compliance to business plan. Be able to serve on tender committees and adjudicate tenders. Draft memo and submissions as required. Must be in possession of a valid drivers license.
<b><u>ENQUIRIES</u></b>	:	J. Jordan, Tel No: (011) 355-0556
<b><u>POST 18/104</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 70050735</u></b> Directorate: Management Accounting Sub-Directorate: Office Service Pool
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R132 054 – R153 313 per annum
	:	Head Office, Johannesburg
	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Leadership, management and conflict resolutions skills, Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Knowledge of PFMA, procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Database management.
<b><u>DUTIES</u></b>	:	Perform administrative tasks in accordance with equality framework and guidelines relating to general office function. Communicate with various stakeholders relations to the office functions. Assist in compilation reports. Assist in coordination of Audit during Audit process by Auditor General. Assist in secretarial functions when necessary. Assist in Policy development. Update and implement measures to improvement pf service delivery. Effective planning and development of the administration and support system.
<b><u>ENQUIRIES</u></b>	:	Chris Tshisudi, Tel No: (011) 355- 0101

<b><u>POST 18/105</u></b>	:	<b><u>REGISTRY CLERK, CHIEF REF NO: 70050736</u></b> Directorate: Management Accounting Sub-Directorate: Office Service Pool
<b><u>SALARY</u></b>	:	R132 054 – R153 313 per annum
<b><u>CENTRE</u></b>	:	Johannesburg, Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and skills in archives and mailing procedures (National Archiving Systems), Recording information and maintaining an Document Control System. Communication skills (verbal & written). Computer literacy (MS Word, Excel, Outlook) and typing skills. Ability to work under pressure and work in a team. Good interpersonal relations. Maintain a high level of confidentiality when dealing with all files, procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Database management.
<b><u>DUTIES</u></b>	:	Maintain the filing system. Ensures smooth running of the registry office. Monitor all movement of files. Safekeeping and disposal of documentation in terms of the Archives Act. Quarterly Audit of all files. Storage and retrieval of documents and files. Effective electronic document Management System. Prepare documents on post daily and ensure collection by courier/messenger. Data Capturing. Liaising with other Departments to transfer and dispose records. Compiling of monthly statistics and reports. Supervise Staff.
<b><u>ENQUIRIES</u></b>	:	Chris Tshisudi, Tel No: (011) 355- 0101
<b><u>POST 18/106</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (10 POSTS) REF NO: 70050740</u></b> Directorate: Financial Planning & Budgeting
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year Degree/Diploma with Financial Accountant as major plus 5 year experience in the financial budgetary environment. Extensive knowledge and basic application of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, budget procedures in the public sector and other legislation applicable to government. Extensive knowledge of the Medium Term Expenditure Framework, budget process and procedures, Adjustments Estimate process and procedures. Extensive knowledge on the In-Year-Monitoring (IYIM) system and knowledge of appropriation statements. Computer literacy (MS-Word, MS-Excel, MS PowerPoint and MS Access). Understanding and use of BAS/PERSAL would be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and meet prescribed deadlines and acceptance of responsibility, multi tasked, self driven, result orientated, motivated. Excellent report writing skills.
<b><u>DUTIES</u></b>	:	Budget maintenance and costing of operation plans in accordance with departmental program objectives. Capturing of departmental budget. Compilation of expenditure report. Expenditure control and reporting. Preparation of monthly reports, prepare budget adjustment. Analyse and report expenditure variances. Consolidation of Head Office and Districts monthly report.
<b><u>ENQUIRIES</u></b>	:	Sibongile Dhlamini, Tel No: (011) 355 - 0242
<b><u>POST 18/107</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (6 POSTS) REF NO: 70050741</u></b> Directorate: School Financial Management
<b><u>SALARY</u></b>	:	R132 054 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year Degree/Diploma with Financial Accountant as major plus 5 year experience in the financial budgetary environment. Extensive knowledge and basic application of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, budget procedures in the public sector and other legislation applicable to government. Extensive knowledge of the Medium Term Expenditure Framework, budget process and procedures, Adjustments Estimate process and procedures. Extensive knowledge on the In-Year-Monitoring (IYIM) system and knowledge of appropriation statements. Computer literacy (MS-Word, MS-Excel, MS PowerPoint and MS Access). Understanding and use of BAS/PERSAL would be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and meet prescribed deadlines and acceptance of responsibility, multi tasked, self driven, result orientated, motivated. Excellent report writing skills.

- DUTIES** : Analysis of institutions financial statements, Monthly expenditure tracking for all school. Funding and subsidy payments, Maintenance of school budget, Prepare reconciliations of subsidy payments to schools, Co-ordinate school financial management.
- ENQUIRIES** : Gail Coetzee, Tel No: (011) 355 - 0242
- POST 18/108** : **SENIOR STATE ACCOUNTANT (X2) REF NO: 70050742**  
Directorate: Financial Reporting
- SALARY** : R132 054 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year Degree/Diploma with Financial Accountant as major plus 5 year experience in the financial budgetary environment. Extensive knowledge and basic application of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, budget procedures in the public sector and other legislation applicable to government. Extensive knowledge of the Medium Term Expenditure Framework, budget process and procedures, Adjustments Estimate process and procedures. Extensive knowledge on the In-Year-Monitoring (IYM) system and knowledge of appropriation statements. Computer literacy (MS-Words, MS-Excel, MS PowerPoint and MS Access). Understanding and use of BAS/PERSAL would be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and meet prescribed deadlines and acceptance of responsibility, multi tasked, self driven, result orientated, motivated. Excellent report writing skills.
- DUTIES** : Budget maintenance and costing of operation plans in accordance with departmental program objectives. Compilation of the Revenue report. Daily monitoring of accounts and funds equisitioning. Expenditure control and reporting. Financial code structure maintenance. Preparation of Annual Financial Statements and other Reports. Preparation of IYM (in year monitoring) monthly reports. Consolidation of Head Office and Districts monthly reports
- ENQUIRIES** : Sibongile Dhlamini, Tel No: (011) 355 - 0242
- POST 18/109** : **SENIOR STATE ACCOUNTANT REF NO: 70050743**  
Directorate: IT Services Management
- SALARY** : R132 054 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year Degree/Diploma with Financial Accounting as major plus 5 year experience in the financial budgetary environment. Extensive knowledge and basic application of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, budget procedures in the public sector and other legislation applicable to government. Extensive knowledge of the Medium Term Expenditure Framework, budget process and procedures, Adjustments Estimate process and procedures. Extensive knowledge on the In-Year-Monitoring (IYM) system and knowledge of appropriation statements. Computer literacy (MS-Words, MS-Excel, MS PowerPoint and MS Access). Understanding and use of BAS/PERSAL would be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and meet prescribed deadlines and acceptance of responsibility, multi tasked, self driven, result orientated, motivated. Excellent report writing skills.
- DUTIES** : Budget maintenance and costing of operation plans in accordance with departmental program objectives. Compilation of the Revenue report. Daily monitoring of accounts and funds equisitioning. Expenditure control and reporting. Financial code structure maintenance. Preparation of Annual Financial Statements and other Reports. Preparation of IYM (in year monitoring) monthly reports. Consolidation of Head Office and Districts monthly reports.
- ENQUIRIES** : Ms lips Songxaka Tel No: (011) 355- 0123
- POST 18/110** : **ADMINISTRATION CLERK, CHIEF (2 POST) REF NO: 70050733**  
Directorate: School Nutrition, Scholar Transport & Poverty Alleviation  
Sub-Directorate: School Nutrition
- SALARY** : R106 335 – R123 456 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Communication skills (verbal & written).Excellent computer (MS Word, Excel, Power point) and typing skills,

**DUTIES** : Office management skills, ability to think fast and creative and planning skills, Ability to work under pressure. Good interpersonal relations.  
: Monitor expenditure and reconcile monthly claims against projections, investigate deviations if necessary. Do regular monitoring at District and schools, write reports. Investigate and handle complaints, queries from Districts, schools and service providers. Monitor compliance of contract between Department and service providers. Inter-action with all officials and be able to conduct meetings with all relevant stakeholders. Must be in possession of a valid drivers license.

**ENQUIRIES** : J. Jordaan Tel No: (011) 355-0556

**POST 18/111** : **ADMINISTRATION CLERK, SENIOR (2 POSTS) REF NO: 70050732**  
Directorate: School Nutrition, Scholar Transport & Poverty Alleviation  
Sub-Directorate: School Nutrition

**SALARY** : R68 954 – R80 057 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of SAP,BAS,PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.

**DUTIES** : Ensure that service providers are paid regularly and timeously. Receiving and processing of service providers claims. Keep record of payments. Verification of delivery notes and claims. Ensure procurement are done (RLS1 & GRV'S). Receiving and capturing of school application forms. Assist district coordinators with monthly monitoring and reporting.. Must be computer literate (Microsoft Word and Microsoft Excel). Must be in position of a valid drivers license.

**ENQUIRIES** : J. Jordaan, Tel No: (011) 355-0556

#### **GAUTENG SHARED SERVICES CENTRE**

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

**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.

#### **OTHER POSTS**

**POST 18/112** : **SPECIALIST: CORPORATE PERFORMANCE REF NO 70050639**  
(This is a 5 year performance based fixed term contract)  
Directorate: Office of the COO

**SALARY** : R369 000 – R 427 836 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Bachelor's degree in Business Management or related field. Minimum of 3-5 years in a role relating to performance management and administration. Strategic ability, leadership, client orientation and customer focus, problem solving, interpersonal and effective communication, analytical and conceptual reasoning, diversity management, decision making, negotiation, quality management, innovation/continuous improvement.

**DUTIES** : Assist and support the Senior Manager in the analysis, design, development, management and review of reporting systems for corporate performance. Compilation of the reports. Collect quarterly performance progress reports on the implementation of the Departmental strategic and business plan.

**ENQUIRIES** : Jabulani Malobane, Tel No: (011) 689 8784

**POST 18/113** : **CHANGE MANAGEMENT CONTROLLER REF NO 70050705**  
Directorate: Technical Support Services

**SALARY** : R196 815 – R 228 492 per annum (plus benefits)

**CENTRE REQUIREMENTS** : Johannesburg  
: IT related degree or diploma, A+, N+, Networking (Microsoft) Credential. Minimum ITIL Foundation, Change/Release/Config. ITIL Practitioners Course. Minimum 2 years Microsoft Exposure. Working knowledge of WAN and Client/Server Topology environment. Sound switching/Routing knowledge (Preferred Cisco). At least 3 years supervisory experience. Initiative, control, communication, customer service, accuracy, neatness.

**DUTIES** : Receiving RFC's and ensuring that they are properly recorded in the change log. Selecting CAB members and facilitating CAB meetings. Preparing CAB meeting agendas and minutes and providing all necessary review information to the CAB members prior to the meetings. If necessary, assigning teams to conduct RFC impact analyses and risk assessments. Analyzing and prioritizing RFC's. Categorizing, analyzing change owners, and scheduling FRC's subject to approval by the CAB. Ensure relevant Pre and Post Change documentation is compiled. Approving requests for minor changes. Providing change notification to change initiator and other affected parties. Monitoring the successful completion of all RFC's, including the change development project phases and ensuring that these processes follow the change schedule. Reviewing and evaluating the change process. Change categorization. Prepare management reports.

**ENQUIRIES** : Charles Goodes, Tel No: (011) 689-8410

**POST 18/114** : **TEAM LEADER: MANAGEMENT SERVICES REF NO 70050632**  
Directorate: Human Resources Administration

**SALARY** : R157 686 - R 183 066 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant Diploma/Degree in HR Management or equivalent, 2-3 years in HR environment, PERSAL experience, Basic SMS and MMS service benefits experience. People management skills, Advanced knowledge of SMS and MMS service benefits. Fraud identification and prevention. PC skills a must, Basic accounting skills, BAS knowledge, PERSAL knowledge. Conflict management skills, communication Skills.

**DUTIES** : Service Level Agreement Administration. Provide back up to Service Work allocation in the team. Compliance with SLA's by the team. Management of own team performance. Enforce quality improvements in the team performance, processes and service. Manage and mentor HR Specialists. Generate management reports. Problem-solve all difficult and sensitive MS cases. Manage resolution of CCC queries. Customer relations management. Any other additional responsibilities as allocated by the Deputy Manger. Produce monthly reports for internal and external management. Provide roving service on demand to managers.

**ENQUIRIES** : Bulelwa Gcwensa, Tel No: (011) 689 - 8538

**POST 18/115** : **SLA ADMINISTRATOR REF NO 70050633**  
Directorate: Technology Support Services

**SALARY** : R106 335 – 123 456 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric and relevant Information Technology qualification. At least 2 years experience in an IT related position ideally in a Service Management business unit. Experience in drafting and documenting Service Level Management documents. Some experience in a communicating at a higher level of the organization. Business acumen, analytical, quality & results management and continuous innovation. Decision making and problem solving and customer management.

**DUTIES** : Service Level Agreement Administration. Provide back up to Service Level Managers. Draft, document and maintain SLAs, OLAs and UCs on a continuous basis for the Service Management Services Unit. Creates and maintains a catalogue of existing services offered. Draft and collate Reports from various TSS Business Units. Communicate with various TSS Business Units regarding changes to services provided by TSS. Continuously update existing Service level Management documents.

**ENQUIRIES** : Vincent Mngqibisa, Tel No: (011) 689- 6979

#### **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 18/116** : **CHIEF SPECIALIST/ PROFESSOR / HEAD OF UNIT REF NO: 70050383**  
Directorate: Orthodontics

**SALARY** : R639 759 per annum (all inclusive package)  
**CENTRE** : Pretoria Oral & Dental Hospital  
**REQUIREMENTS** : Registration with the HPCSA as a Specialist in Orthodontics, Minimum of 6 years clinical experience as a Specialist Orthodontics. Experience in dental education and a research record. Proven managerial skills.

**DUTIES** : The incumbent will be responsible, inter alia, for the management of the Department of Orthodontics, for monitoring the services rendered to hospital patients in this discipline, for the undergraduate and postgraduate teaching programmes, for supervision of postgraduates and for the development and maintenance of research projects. The incumbent should be a catalyst for transformation priorities. The salary comprises a flexible remuneration package with the value of R 639 759 per annum at the level of Chief Director. Additional benefits could include basic service benefits, optional service allowance and if the incumbent so elects, commuted overtime. The incumbent will have the right to apply for permission to undertake Renumerative Work Outside Public Service.

**ENQUIRIES** : Prof A.J. Ligthelm, Tel No: (012) 319 2327  
**CLOSING DATE** : 16 May 2008

#### **OTHER POSTS**

**POST 18/117** : **PRINCIPAL SPECIALIST SURGEON: TRAUMA UNIT REF NO: 70050723**  
Directorate: Gauteng Health

**SALARY** : R502 725 – R541 284 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division  
**REQUIREMENTS** : Recognised as a Specialist Surgeon by the SAHPC. Has worked as a Specialist for at least 5 years with significant experience in Trauma or has worked as a Specialist in a Trauma Unit for 3 years and is recognised as a Trauma Surgeon by the College of Medicine. Research experience and involvement in the teaching. ATLS or DSTC will be an advantage.

**DUTIES** : The Chris Hani Baragwanath Hospital Trauma Unit, the busiest of its kind in South Africa, is currently restructured and modernised to the best of international standards. The successful applicant will be the Deputy Head of the Unit. His/ her duties will include management, day to day running of the unit, involvement in continuous upgrading of protocols, supervision, research, teaching and taking part in the administration of the Division of Surgery.

**ENQUIRIES** : Ms. E. McCullough, Tel No: (011) 933 - 8473  
**CLOSING DATE** : 19 May 2008

**POST 18/118** : **DENTAL SPECIALIST REF NO: 70050746**  
Directorate: Central Wits (Region A)

**SALARY** : R353 871 per annum (all inclusive package)  
**CENTRE** : Wits Dental Hospital  
**REQUIREMENTS** : A post graduate degree at the level of Masters; or and equivalent. Applicants should be registered with the Health Professions Council of South Africa as a Dental Specialist. Experience in the field of Oral Medicine and Periodontology. Recommendations: Experience in teaching and training of under-and post-graduate students. A record of research in the field. Experience in management/ administration.

**DUTIES** : Teaching of under-and postgraduate students. Render service to patients. Perform administrative and management duties. Undertake research.

**ENQUIRIES** : Prof J.C Petit, Tel No: (011) 488-4887  
**CLOSING DATE** : 21May 2008

- POST 18/119** : **SENIOR SPECIALIST / SENIOR LECTURER COMMUNITY DENTISTRY)**  
**REF NO: 70050384**  
 Directorate: Community Dentistry
- SALARY** : R369 000 per annum (all inclusive package)  
**CENTRE** : Pretoria Oral & Dental Hospital  
**REQUIREMENTS** : Registered as a Specialist in Community Dentistry with the Health Professions Council of South Africa. Education and research experience will be a recommendation.
- DUTIES** : The successful candidate will be responsible for under -graduate and post -graduate training and research. The incumbent will participate in all activities of community service and patient care in Community Dentistry.
- ENQUIRIES** : Prof P. J.Van Wyk, Tel No: (012) 319 2418  
**CLOSING DATE** : 16 May 2008
- POST 18/120** : **SPECIALIST SURGEON: TRAUMA UNIT (WITH OPPORTUNITY OF TRAUMA FELLOWSHIP) REF NO: 70050725**  
 Directorate: Gauteng Health
- SALARY** : R313 769 – R362 520 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division  
**REQUIREMENTS** : Recognised as a Specialist Surgeon by the SAHPC.  
**DUTIES** : The Chris Hani Baragwanath Hospital Trauma Unit, the busiest of its kind in South Africa, is currently restructured and modernised to the best of international standards. The successful applicant will get involved with the day to day running of the unit, research and teaching and he/ she will have the opportunity to expand his/ her experience in Trauma Surgery and Critical Care. The Unit is at present in the process of accreditation in Trauma Surgery. The successful candidates will have the opportunity of a 2 years fellowship at the end, of which the fellow will be eligible to sit in the College of Medicine examination for the sub – specially of the Trauma Surgery.
- ENQUIRIES** : Ms. E. McCullough, Tel No: (011) 933 - 8473  
**CLOSING DATE** : 19 May 2008
- POST 18/121** : **CLINICAL DIRECTOR REF NO: 70050418**  
 Directorate: Clinical
- SALARY** : R311 358 per annum (all inclusive package)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : Relevant Medical/ Nursing/ Allied Health Professional tertiary Qualification. Registered with HPCSA, nursing Council or other Statutory body as a health Professional. At least 5 years experience in the field of rehabilitation. At least 5 years in a management and leadership role. Knowledge of and application of all relevant Acts and policies pertaining to rehabilitation and disability. An additional qualification in rehabilitation / or related field will be a recommendation, Financial and budget management skills will be added advantage. Valid driver's license. Computer literacy.
- DUTIES** : Manage and ensure smooth implementation of rehabilitation programmes for in and out patients. Implement National and Provincial policies relating to rehabilitation and disability. Develop and implement protocols to ensure quality clinical services. Ensure Provincial and Institutional Quality Assurance standards are being attained and maintained. Liaise with stakeholders and team members. Manage and coordinate training as required. Responsible for risk management and monitoring and evaluation of clinical departments. Budgeting for and monitoring expenditure of all clinical departments. Initiate, support and monitor research initiatives in the unit. Foster relationships with relevant stakeholders including Disabled Peoples' Organizations and NGO's. Stay abreast of developments in the field of rehabilitation.
- ENQUIRIES** : Ms Francoise Law, Tel No : (012) 354-6131  
**CLOSING DATE** : 23 May 2008
- POST 18/122** : **PRINCIPAL MEDICAL OFFICER: ART REF NO: 70050615**  
 Directorate: ART
- SALARY** : R311 358 per annum (plus benefits)  
**CENTRE** : Dr Yusuf Dadoo Hospital (Krugersdorp)  
**REQUIREMENTS** : Registration with the HPSA as a Medical Practitioner, Public Health experience especially Primary Health Care will be an advantage.  
**DUTIES** : Manage patients diagnosed with HIV/AIDS,STI /TB according to national and provincial guidelines. Work as part of a team, facility manager, professional

nurse, pharmacists, social worker etc. Provide in-service training to other staff. Provide reports on a monthly basis. Work with the Pharmacist to ensure an uninterrupted supply of drugs for the management of these conditions. Monitor expenditure and provide reports when necessary. Partake in commuted overtime.

**ENQUIRIES** : Dr.H.C Ajaero, Tel No: (011) 951-6000  
**CLOSING DATE** : 16 May 2008

**POST 18/123** : **ASSISTANT MANAGER NURSING (SPECIALITY UNIT) THEATRE) REF NO: 70050664**  
Directorate: Nursing Services

**SALARY** : R257 511 per annum (all inclusive package)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Degree with Nursing Admin as Major subject and Nursing Education. Registration with the South African Nursing Council as General Nurse and Midwife. Post Basic qualification in Operating Theatre Nursing Science and / or Diploma in Intensive Nursing Science. Minimum of 5 years experience as a Manager in charge of an area or institution, A good track record as a Manager, Skills required: Human Resource Management, Financial Management, Computer Literacy for Health Management. Be well vested with the Strategic Thrusts of the GDOH and assist the organisation to the realisation of these Thrusts.

**DUTIES** : Manage the Theatre Complex and all outlying Theatres. Develop and implement Policies to maximise Theatre Outputs. Manage all resources ( Human & Material) in order to ensure value for money services. Manage the budget within his / her cost centre.

**ENQUIRIES** : Mrs F.L. Kuypers, Tel No: (012) 529 3575  
**CLOSING DATE** : 19 May 2008

**POST 18/124** : **DENTAL PRACTITIONER REF NO: 70050747**  
Directorate: Central Wits (Region A)

**SALARY** : R196 815 per annum (plus benefits)  
**CENTRE** : Wits Dental Hospital  
**REQUIREMENTS** : Applicants should be registered with the HPCSA as a Dental Practitioner and have completed their Community Service obligations. Two years experience. Recommendations: Experience in teaching and training of under-and post-graduate students in the particular field.

**DUTIES** : Provide a service in this division by assisting in theatre. the division of Maxillo Facial and Oral Surgery, Assisting in Theatre, Doing outpatient clinics. Undertaking ward rounds, Doing emergency call and teaching of undergraduate students.

**ENQUIRIES** : Prof MA Lownie, Tel No: (011) 717-2130  
**CLOSING DATE** : 21 May 2008

**POST 18/125** : **DENTAL SPECIALIST (REGISTRAR) REF NO: 70050748**  
Directorate: Central Wits (Region A)

**SALARY** : R196 815 per annum (plus benefits)  
**CENTRE** : Wits Dental Hospital  
**REQUIREMENTS** : Applicants should be registered with the Health Council as a Dental Practitioner. At least two years general experience. Additional qualifications will be an advantage.

**DUTIES** : Incumbents will follow a course of study, which will entitle the graduate to register with the Health Professional Council as a Specialist in Community Dentistry Dental Practitioner. Responsible for service delivery and research. Support the designated outreach programme. Participate in audit activities of the department of Health.

**ENQUIRIES** : Prof M.J Rudolph or Dr V. Yengopal, Tel No: (011) 717-2593/ 717-2240  
**CLOSING DATE** : 21 May 2008

**POST 18/126** : **REGISTRAR: ORTHODONTICS REF NO: 70050385**  
Directorate: Orthodontics

**SALARY** : R196 815 per annum (plus benefits)  
**CENTRE** : Pretoria Oral & Dental Hospital  
**REQUIREMENTS** : BCHD or equivalent. Registered as a Dentist in the category independent practice with the HPCSA. Post graduate qualification in Orthodontics. Proven experience Orthodontics. Primary subjects will be a recommendation.

**DUTIES** : The successful candidate will in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Orthodontics, also participate in the under graduate teaching and training activities of the Department of Orthodontics. He / She will also be responsible for rendering of clinical services and orthodontic treatment of patients as well as service rendering at the emergency unit of the Hospital.

**ENQUIRIES** : Dr Antoinette du Toit, Tel No: (012) 319 2223  
**CLOSING DATE** : 16 May 2008

**POST 18/127** : **REGISTRAR: COMMUNITY DENTISTRY REF NO: 70050387**  
 Directorate: Community Dentistry

**SALARY** : R196 815 per annum (plus benefits)  
**CENTRE** : Pretoria Oral & Dental Hospital  
**REQUIREMENTS** : Applicants must be in possession of a BChD Degree or equivalent qualification and be registered as a Dentist in the category independent practice, with the Health Professions Council of South Africa.

**DUTIES** : The successful candidate will in addition to the responsibilities and requirements necessary for the completion of the MChD in Community Dentistry also participate in the teaching activities of the Department of Community Dentistry. He/ she also be responsible for rendering of clinical services, assessment and treatment of patients and related administrative duties.

**ENQUIRIES** : Prof P.J. Van Wyk, Tel No: (012) 319 2418  
**CLOSING DATE** : 16 May 2008

**POST 18/128** : **REGISTRAR MAXILLO - FACIAL AND ORAL SURGERY REF NO: 70050388**  
 Directorate: Maxillo – Facial and Oral Surgery

**SALARY** : R196 815 per annum (plus benefits)  
**CENTRE** : Pretoria Oral & Dental Hospital  
**REQUIREMENTS** : Registration with the HPCSA as a Dentist and Medical Doctor, or as a Dentist or Medical Doctor. ATLS certified. Primary subjects passed. Treatment experience, treatment skills, research in maxillo – facial and oral surgery and a Diploma in Odontology ( Oral Surgery) is recommended. Has to comply with the admission requirements for registraship and university's Master's degree for maxillo – facial and oral surgery. At least two years experience after obtaining the tertiary qualification.

**DUTIES** : Training in maxillo –facial and oral surgery. Service delivery and patient care. Partial under – graduate and post graduate clinical teaching. Exercise control over all functions and personnel under his / her supervision, in conjunction with the supervisor.

**ENQUIRIES** : Prof K.W. Butow, Tel No: (012) 319 2232 / 2678  
**CLOSING DATE** : 16 May 2008

**POST 18/129** : **LECTURERS GRADE 1 & 2 (4 POSTS) REF NO: 70050751**  
 Directorate: Health

**SALARY** : R160 470-R186 030 PN-D1; R197 358-R257 511 PN-D2 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : A Degree/Diploma in Nursing Education. Registration with the South African Nursing Council as a General Nurse and Midwife, Nursing Education. The relevant nursing qualifications for the posts applied for. A minimum of four year's appropriate recognized nursing experience after registration as Professional Nurse with SANC, with a track record of transferability of knowledge and skills to the posts applied for. A valid drivers license. Applicants will be required to teach in the department according to the operational needs of the College. Preference in appointments will be given to applicants who display evidence of multi skilled experience in the various disciplines both in teaching and clinical accompaniment. The main campus is situated in Johannesburg and the clinical facility accompaniment areas are mainly on the East Rand, Johannesburg and West Rand areas. Recommendation: A Degree/ Diploma in Nursing Administration or equivalent qualification. Computer literacy.

**DUTIES** : Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes., Accompaniment of learners in the clinical areas where appropriate. Implement assessment strategies to determine learner competencies. Management of a

learner database, Initiate and/or participate in Nursing research, Continuing Education in Nursing Education.

**ENQUIRIES** : Mrs. E.E. Harms, Tel No: (011) 644-8934  
**CLOSING DATE** : 26 May 2008

**POST 18/130** : **MEDICAL OFFICER (CARDIOLOGY) REF NO: 70050665**  
 Directorate: Clinical Services

**SALARY** : R157 686 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a Medical Practitioner. Completed Internship and Community Service.

**DUTIES** : Daily ward rounds on allocated cardiology patients and take responsibility for their hospital stay. Cardiac clinic duties 3 times per week. Assist the cardiac catheterisation laboratory. Take part in monthly call roster including case presentation and specialised work –up patients. Other duties within the scope of a medical officer as may be required from time to time.

**ENQUIRIES** : Mr JP.Mtshweni, Tel No: (012) 529 3693  
**CLOSING DATE** : 19 May 2008

**POST 18/131** : **MIDDLE MANAGER: HUMAN RESOURCE REF NO: 70050717**  
 Directorate: Gauteng Health

**SALARY** : R157 686 – R183 066 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division  
**REQUIREMENTS** : STD 10 (Grade 12) certificate. 8 years experience in Human Resource of which three years must be managerial. Three years Degree/ Diploma in Human Resource Management will be an advantage. Must be conversant with transformation process. Computer skills (MS Word and MS Excel). PowerPoint presentation can form part of the interview process. Must be knowledgeable regarding all legislation with HR framework. Provide leadership and guidance. Project management. Must be customer driven. Have good problem solving skills. Be an innovative thinker.

**DUTIES** : Must be able to manage and control all aspects of the following sections: Salary and leave administration. (Basic conditions of employment, appointment and termination of services, BAS/ PERSAL reconciliation, audits). Training and Development: Performance management, Non – medical internship/ leadership programmes, ABET Work place skills plan, Job description, Job evaluation and change management equity, establishment and budgeting.

**ENQUIRIES** : Ms. E. McCullough, Tel No: (011) 933 - 8473  
**CLOSING DATE** : 19 May 2008

**POST 18/132** : **ASSISTANT DIRECTOR: ADMIN REF NO: 70050417**  
 Directorate: Administration

**SALARY** : R157 686 per annum (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : A three year diploma/degree or equivalent qualification in Administration Or 5-10 years experience in Health sector as Senior Admin Officer. Excellent communications and interpersonal skills. Ability to work under pressure. Ability to supervise sub-ordinates. Flexibility and ability to work as part of the team. Previous experience supervising administration and or support staff. Computer literacy.

**DUTIES** : Responsible for the smooth running of the following administration and support services : secretarial services, medical records, linen services, gardening, cleaning, security, patients admin, portering, food services, messenger services as well as logistics. Ensure overall smooth running of ward and outpatient, patient administration services. Responsible for overall functioning and management of administration and support staff. Supervise and assist sub-ordinates and submit compiled budget, reports, action plans for all support services falling under admin and support. Risk management. Monitoring and Evaluation of operational plans for the centre.

**ENQUIRIES** : Mr M.L.J Maja, Tel No : (012) 354-6219  
**CLOSING DATE** : 23 May 2008

**POST 18/133** : **NETWORK CONTROLLER & HEALTH INFORMATION OFFICER REF NO: 70050643**  
 Directorate: Helpdesk

**SALARY** : R157 686 per annum (plus benefits)

**CENTRE REQUIREMENTS** : Tshwane Rehabilitation Centre  
: National Diploma in Information Technology with a combination of relevant such as A, N and MCSE. A minimum of two years working experience in MEDICOM, PAAB, BAS, PERSAL, CITRIX, SAP, Microsoft packages and the helpdesk environment will be an advantage, Ability to install, configure and Network troubleshooting.

**DUTIES** : The successful candidate will be expected: To provide user support for computer hardware and software installation, maintenance and upgrading. Network troubleshooting, repairs, back-up and storage solutions. Provide desktop support for Health information system, BAUD.MEDICOM, PERSAL, SAP, and BAS, PAAB. Configure electronic mails. Virus and spy ware identification and removal thereof. Ensure weekly anti-virus runs and update software regularly. Responsible for statistics, monitoring and evaluation the performance of the institution. Submit monthly statistics for the institution. Overall planning of IT system for the centre.

**ENQUIRIES CLOSING DATE** : Ms F.B Law, Tel No : (012) 354-6131  
: 23 May 2008

**POST 18/134** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 70050416**  
: Directorate: Region C

**SALARY CENTRE REQUIREMENTS** : R157 686 per annum (plus benefits)  
: Tshwane Rehabilitation Centre  
: An appropriate 3 year degree/diploma in HR Management or equivalent, Grade12 with 6 years experience in HR and 3 years experience as a Personnel Manager. A valid code 8 driver's license. Computer literacy (Ms Office). Knowledge and experience in PERSAL and other HR Systems. Ability to compile Management report. Strong leadership Abilities and problem solving skills.

**DUTIES** : The incumbent will be responsible for establishment control, conditions of service, recruitment and HR policy development. Interpret and apply all relevant provisions in order to manage and execute all HR functions. Supervise sub-ordinates. Support Chief Executive Officer on all HR issues. Provide sound strategic planning for HR department. Advise and consult with line managers on Labour relations issue. Implement and monitor Performance Management System and training and development of staff. Ensure that employee wellness strategy for the institution training needs. Ensure effective allocation management of Human Resource budget.

**ENQUIRIES CLOSING DATE** : Mr Maja, Tel No : (012) 354-6219  
: 23 May 2008

**POST 18/135** : **SENIOR ADMIN OFFICER (LOGISTICS AND FMU) REF NO: 70050642**

**SALARY CENTRE REQUIREMENTS** : R132 054 per annum (plus benefits)  
: Tshwane Rehabilitation Centre  
: A relevant three year diploma. A minimum of three years working experience in the relevant field, FMU processes and technical knowledge will be an added advantage. Valid driver's license, Excellent communication and teamwork skills.

**DUTIES** : The successful candidate will be expected to : Conduct building Audits and identify areas that need attention. Control of FMU Budget and monitoring of expenditure. Responsible for security of the institution. Conduct monthly meetings, implement and monitor security measures. Management of general facility, transport, security and other logistic duties. Develop, monitor and implement effective policies and procedures for the delivering and monitoring of all auxiliary services. Prepare and submit monthly progress and status reports to management.

**ENQUIRIES CLOSING DATE** : Mr M.L.J Maja, Tel No : (012) 354-6219  
: 23 May 2008

**POST 18/136** : **CHIEF PHYSIOTHERAPIST REF NO: 70050666**  
: Directorate: Clinical Services

**SALARY CENTRE REQUIREMENTS** : R132 054 per annum (plus benefits)  
: Dr George Mukhari Hopsital  
: B Sc. Physiotherapy or equivalent with special interest in Orthopaedics, Registration with the Health Professions Council of South Africa. Minimum of 5 years experience, Knowledge of all Health related policies and applicable labour policies.

**DUTIES** : Plan and implement physiotherapy services. Co –ordinate activities of the Orthopaedics Unit. Provide meaningful leadership and management of the unit. Promote Professional Development and Research in the unit. Facilitate communication with other medical team members. Co – ordinate supervision of students.

**ENQUIRIES** : Mrs N.F. Serobatse, Tel No : (012) 521 3430  
**CLOSING DATE** : 19 May 2008

**POST 18/137** : **PRINCIPAL LIBRARIAN REF NO: 70050749**  
 Directorate: Health

**SALARY** : R132 054-153 312 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : Appropriate recognised degree. At least five years appropriate post degree experience in an academic; medical or nursing Library. Financial skills, Computer skills, Good interpersonal relationships and Management skill. A valid driver's license. Recommendation: Professional membership of LIASA (Library and information Association of South Africa)

**DUTIES** : Maintain and develop current information service to learners and staff. Maintain and develop the current library collection. This includes the selection, acquisition, cataloguing, indexing and preservation of all formats of library material in accordance with professional principles. Develop and implement a strategic plan to a). Promote access to electronic information sources in the Health Sciences for learners and staff. b). Integrate information literacy training (i.e. empowerment programmes for library staff and users) and the use of electronic information sources into the academic programme of the Nursing College. Negotiate and liaise with clients, government organisations and the library and information services professional community. Market the library resources and services. Conduct research concerning matters related to library and information services. Manage all Human Resource, financial, asset management and procurement matters related to the effective functioning of the library.

**ENQUIRIES** : Mr. J.D. Cloete, Tel No: (011) 644-8912  
**CLOSING DATE** : 26 May 2008

**POST 18/138** : **SENIOR TRAINING PRACTITIONER REF NO: 70050668**  
 Directorate: Human Resources

**SALARY** : R132 054 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : A 3 year Human Resource Development or related degree/diploma. Knowledge of the Public Service Act and Regulations Skills Development Act, Skills Levy Act, SAQA, NQF. Presentation and facilitation skills. Computer literacy : Word, Excel, PowerPoint, E –Mail. Communication skills. Language proficiency in English and 2 African languages. Note: Appropriate experience in a training unit is a compulsory requirement over and above the educational qualification.

**DUTIES** : Conduct training needs analysis. Co –ordinate and facilitate training. Organise induction programme. Present need – directed courses / seminars/ workshops. Liaise with external training providers. Keep detailed record of training. Evaluate training. Serve as a secretary for the training committee. Advise employees with regard to career development . Assist with skills development audits.

**ENQUIRIES** : Mr JP.Mtshweni, Tel No: (012) 529 3693  
**CLOSING DATE** : 19 May 2008

**POST 18/139** : **SENIOR ADMINISTRATIVE OFFICER (HUMAN RESOURCES) REF NO: 70050750**  
 Directorate: Health

**SALARY** : R132 054-153 312 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification. Candidates with a Grade 12 certificate with extensive experience in the relevant field, will also be considered. The successful candidate must be skilled in: people management, customer relations; problem solving; project management; occupational health and safety management; human resource functions; labour relations; written and verbal communications; Working knowledge as required of Wellness programmes, Microsoft Excel, Microsoft Power Point, Microsoft Word, E-mail and internet. A valid drivers license.

**DUTIES** : Supervise and execute the following functions as teamleader: Personnel and salary administration. Performance management. Leave management. Recruitment and selection of staff; staff induction. Staff development. Labour relations. Human resource information management system. Employee wellness programme HIV Aids and Occupational health issues. Relief in other departments in absence of supervisor.

**ENQUIRIES** : Mr. J.D. Cloete, Tel No: (011) 644-8912

**CLOSING DATE** : 26 May 2008

**POST 18/140** : **SENIOR PHSIOTHERAPIST REF NO: 70050630**  
Directorate: Health Department

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

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : BSC Physiotherapy/equivalent with 1/2 years job experience, Current registration with HSCSA, Communication skills, Supervisory skill, Training/presentation skill.

**DUTIES** : Planning, organizing and implementing clinical Physiotherapist service allocated. Manage, control and ordering equipment, consumables, stationary etc. Supervise Junior Physiotherapist, Community Service and Physiotherapy assistants. Provide In-service training to other disciplines, patients, colleagues and community, Must be able to work weekends and public holidays. Be willing to work under pressure. Attend meetings when required, Assist in planning of departmental budget. Be able to execute duties of Chief Physiotherapist.

**ENQUIRIES** : Ms.Patricia Selepe, Tel No: (011) 411-3570

**CLOSING DATE** : 12 May 2008

**POST 18/141** : **MATERIAL RECORDING CLERK REF NO: 70050669**  
Directorate: Supply Chain Management

**SALARY** : R106 335 per annum (all inclusive package)

**CENTRE** : Dr George Mukhari Hospital

**REQUIREMENTS** : Diploma / Degree or equivalent qualification. Senior Certificate with 3 years experience in asset management. Knowledge of BAS, SAP and BAUD system, computer literacy and Supply Chain Management.

**DUTIES** : Supervise / lead team at purchasing and accounting sections, Evaluate team members/ staff. Ensure that all transactions are promptly updated and recorded in the relevant voucher files ( VA 10,VA8,VA4,VA5,VA6). Compile all registers( commitment, leave, attendance, donations, lease & suspense registers). Data capturing on BAUD system( Transfers, disposals VA27) and updating of spreadsheet. Monthly reconciliation of BAUD, SAP and BAS systems. Provide quality reports for decision making. Be involved in stocktaking. Communicating with stakeholders i.r.t purchase orders. Implement the departmental asset management policy. Maintenance of proper filing system of all transactions at purchasing and accounting section.

**ENQUIRIES** : Mrs S. Senamela, Tel No: (012) 529 3150

**CLOSING DATE** : 19 May 2008

**POST 18/142** : **ADMINISTRATIVE OFFICER ( PATIENT ADMINISTRATION) REF NO: 70050670**  
Directorate: Logistics

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

**CENTRE** : Dr George Mukhari Hospital

**REQUIREMENTS** : Degree / Diploma or Grade 12 with 10 years extensive experience of patient affairs. Good communication skills. Supervisory experience. Good interpersonal relations. Must be able to work in a team under pressure. Knowledge of MEDICOM and computer literacy.

**DUTIES** : Supervise subordinates. Maintain discipline and resolve complaints and grievances. Evaluate job performance of team members and review job descriptions. Compile monthly reports and hold monthly sectional meetings. Provide in – service training to team members.

**ENQUIRIES** : Mr S.E. Makhubela, Tel No: (012) 529 3670

**CLOSING DATE** : 19 May 2008

**POST 18/143** : **PROFESIONAL NURSES (20 POSTS) REF NO: 70050721**  
Directorate: Gauteng Health

**SALARY** : R106 086 – R151 257 per annum (plus benefits)

**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division

- REQUIREMENTS** : Registered with SANC as a professional nurse. Diploma or Degree in Nursing Science. Proof of professional indemnity. Post basic course will be an advantage. The incumbents should have good interpersonal relationship. Surgical division comprising of general and sub specialities of surgery. It is currently involved in a transformation process, aiming to provide improved quality patient care. The incumbent should be highly motivated and willing to be part of this process and to make a difference. Vacancies exist in the following nursing fields: Neurosurgery, Trauma Unit, Burns Unit, Orthopaedic department and General Surgery. Experience will be considered according to OSD, to determine final salary package.
- DUTIES** : Responsible for provision and supervision of high quality patient care in the units. To be involved in teaching of personnel in the ward. To manage resources effectively and to do administrative duties. To participate in research programmes in the unit. Please send your application to GSSC as well as to the enquiry person.
- ENQUIRIES** : Mrs. L. M. Mzwakali or Mrs R. Kgesa, Tel No: (011) 933 – 8011 or (011) 933 – 8769
- CLOSING DATE** : 19 May 2008
- POST 18/144** : **SENIOR PHYSIOTHERAPIST REF NO: 70050667**  
Directorate: Clinical Services
- SALARY** : R106 335 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : B Sc. Physiotherapy or equivalent qualification. Registration with the Health Professions Council of South Africa. Minimum of 3 years experience. Knowledge of Health related policies and applicable labour policies.
- DUTIES** : Provide adequate and appropriate physiotherapy to patients. Liaise with other members of the medical team. Supervise and co – ordinate the work of junior physiotherapists and support staff, Participate in professional development activities of the department, Keep records and accurate statistics. Provide supervision of students.
- ENQUIRIES** : Mrs N.F. Serobatse, Tel No: (012) 521 3430  
**CLOSING DATE** : 19 May 2008
- POST 18/145** : **ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: 70050754**  
Directorate: Health
- SALARY** : R106 355-123 456 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : The successful candidate: must be in possession of Grade 12 Certificate or, a relevant qualification and or relevant experience; be computer literate in MS Word and MS Excel; knowledgeable and skilled in PFMA, treasury regulations, Department policies, supply chain management, BAS, BAUD and SAP systems, PAS I and II; have a valid drivers license.
- DUTIES** : The successful candidate will be responsible for internal control and risk management of general stores; the recording management of stock, assets and equipment; to manage equipment usage (setting up of electronic equipment and educational models); execute Facility Management Unit functions and assist buying officer when necessary.
- ENQUIRIES** : Mr. J.D. Cloete, Tel No: (011) 644-8912  
**CLOSING DATE** : 26 May 2008
- POST 18/146** : **ADMINISTRATIVE OFFICER (FINANCE) REF NO: 70050753**  
Directorate: Health
- SALARY** : R106 355-123 456 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : The successful candidate: must be in possession of Grade 12 Certificate. A relevant qualification and or relevant finance experience; be computer literate in MS Word and MS Excel, PERSAL, BAS; knowledgeable and skilled in PFMA and DORA, treasury regulations, Department policies, procedure manual for Department of Health, good communication skills, have a valid drivers license.
- DUTIES** : The successful candidate will be responsible for financial functions: Student fees, reconciliation of student fees on pastel, journals, intra reconciling, cleaning of accounts, reconcile BAS/ PERSAL payrolls, reconcile early warning reports, oversee official petty cash, accommodation of students.
- ENQUIRIES** : Mr. J.D. Cloete, Tel No: (011) 644-8912  
**CLOSING DATE** : 26 May 2008

**POST 18/147** : **ADMINISTRATION CLERK REF NO: 70050629**  
 Directorate: Transport Officer

**SALARY** : R85 362 per annum (plus benefits)  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : Grade 10/12 certificate or Abet 4 (numeracy and literacy) plus a minimum of 5 years administrative experience. Experience in a hospital transport section will be an advantage.

**DUTIES** : Managing the hospital Transport as well as Garden Services sections. Control and allocation of vehicles. Co-ordination of trips and drivers. Compiling accident reports, Attend transport meetings and liaise with Government Garage. Check and approve Reconciliations and accounts and compile reports, Control and management of property caretakers and related activities at Sebokeng Hospital as well as Kopanong Doctors quarters. Control leave and overtime, Responsible for evaluation of sub-ordinates in the sections.

**ENQUIRIES** : Mr. J.J. Muller, Tel No: (016) 930-3154  
**CLOSING DATE** : 14 May 2008

**POST 18/148** : **STAFF NURSE REF NO: 70050415**  
 Directorate: Nursing

**SALARY** : R70 140-122 982 per annum (Plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : Certificate for enrolment as a Nurse. Enrolled with South African Nursing Council as staff Nurse. Basic knowledge of laws that govern the profession. Experience in rehabilitation will be a recommendation. Basic communication skills. Ability to function as part of multidisciplinary team. Less than 2years - 3 or 4years experience as enrolled nurse.

**DUTIES** : Basic nursing skills. Implement nursing care within the scope of practice. Rotate through service points as required. Willing to work 24 hour shifts. Be able to work according to job description.

**ENQUIRIES** : Ms M.M Rakwena, Tel No : (012) 354-6135  
**CLOSING DATE** : 23 May 2008

**POST 18/149** : **ENROLLED NURSES (20 POSTS) REF NO: 70050718**  
 Directorate: Gauteng Health

**SALARY** : R70 140 – R122 982 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division  
**REQUIREMENTS** : STD 10 certificate, Registered with SANC as an enrolled nurse and proof of professional indemnity. The surgical Division compromising of general and sub specialities of surgery. It is currently involved in a transformation process, aiming to provide improved quality patient care. The incumbent should be highly motivated and willing to be part of this process and to make a difference. Vacancies exist in the following nursing fields: Neurosurgery, Trauma Unit, Burns Unit, Orthopaedic department and General Surgery. Experience will be considered according to OSD, to determine final salary package.

**DUTIES** : Provision of high quality nursing care under the supervision of the registered nurse. Execute tasks allocated according to her scope of practice in ward. Teach and supervise the subordinates. Implement nursing care plans according to set standards and norms Ensure that the Batho Pele Principles and Patients rights charter are observed and implemented. To assist with research programmes in the ward.

**ENQUIRIES** : Mrs. L. M. Mzwakali or Mrs R. Kgesa, Tel No: (011) 933 – 8011 or (011) 933 – 8769  
**CLOSING DATE** : 19 May 2008

**POST 18/150** : **PROPERTY CARETAKER REF NO: 70050671**  
 Directorate: Logistics

**SALARY** : R58 290 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Grade 10 / 12 with 3 years experience in Property Caretaking. Good communications and interpersonal relation skills. Sound knowledge in office administration. Strong leadership skills. Good planning skills. Able to work under pressure. Tractor & drivers licence.

**DUTIES** : Daily work planning & inspection of grounds & surroundings. Order, monitor & control stock, equipment and repairs. Report writing, Evaluation of tram

members performance. Record keeping. Pest control. Manage Medical Waste. Update and implement measures to improve service delivery.

**ENQUIRIES** : Mr E.H. Mothabela , Tel No: (012) 529 3363  
**CLOSING DATE** : 19 May 2008

**POST 18/151** : **FOREMAN (3 POSTS) REF NO: 70050672**  
 Directorate: Logistics

**SALARY** : R58 290 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Grade 8/ 10 with 3 years cleaning experience. Good interpersonal and organising skills. Understand rendering cleaning services in clinics and wards. Problem solving and planning skills. Will be expected to work shifts.

**DUTIES** : Train and supervise cleaners. Order cleaning materials and control stock. Liaise with stakeholders regarding cleaning. Record keeping, Report writing. Monitor equipment. Perform progressive disciplinary procedures.

**ENQUIRIES** : Mr E.H.L.Mothabela, Tel No: (012) 529 3363  
**CLOSING DATE** : 19 May 2008

**POST 18/152** : **NURSING AUXILIARY REF NO: 70050414**  
 Directorate: Nursing

**SALARY** : R53 757-94 254 per annum (Plus benefits)  
**CENTRE** : Tshwane Rehabilitation Centre  
**REQUIREMENTS** : Enrolled with South African Nursing Council as a Nursing auxiliary, Basic knowledge of laws that govern the profession. Experience in rehabilitation will be a recommendation. Less than 2years-3 or 4years experience as nursing auxiliary Nurse.

**DUTIES** : Monitors and records patient's vital signs, and reports deviations from the normal. Provides fundamental nursing care and treatments to individual patients on instruction of an enrolled or registered nurse/physician. Assists patients with activities of daily living. Observes patients for changes in condition or behavior and reports changes. Provides education to patients with regard to health promotion, prevention of disease and self care. Willing to work day and night shifts.

**ENQUIRIES** : Ms M. Rakwena, Tel No : (012) 354-6135  
**CLOSING DATE** : 23 May 2008

**POST 18/153** : **ENROLLED NURSING AUXILLIARIES (30 POSTS) REF NO: 70050719**  
 Directorate: Gauteng Health

**SALARY** : R53 757 – R94 254 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Hospital/ Surgical Division  
**REQUIREMENTS** : Grade 10 or Senior Certificate, registered with SANC as an Enrolled Nursing Auxilliary and proof of indemnity. Surgical division comprising of general and sub specialities of surgery. It is currently involved in a transformation process, aiming to provide improved quality patient care. The incumbent should be highly motivated and willing to be part of this process and to make a difference. Vacancies exist in the following nursing fields: Neurosurgery, Trauma Unit, Burns Unit, Orthopaedic department and General Surgery. Experience will be considered according to OSD, to determine final salary package.

**DUTIES** : Provision basic nursing care under the supervision of the registered nurse. Execute tasks allocated according to her/ his scope of practice. To participate in health education of the patients and support staff. To assist with escorting of patients both internal and external.

**ENQUIRIES** : Mrs. L. M. Mzwakali or Mrs R. Kgesa, Tel No: (011) 933 – 8011 or (011) 933 – 8769  
**CLOSING DATE** : 19 May 2008

**POST 18/154** : **NURSING ASSISTANT GRADE 1(20 POSTS) REF NO: 70050673**  
 Directorate: Nursing Services

**SALARY** : R53 757 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Registration with the South African Nursing Council. Necessary competencies as required by the Scope of Practice for Nursing Assistants. Experience will be highly recommended but it is not an inherent requirement for this post.

**DUTIES** : Perform all duties and responsibilities in accordance with the SANC Rules and Regulations and the Scope of Practice for a Nursing Assistant.

**ENQUIRIES** : Mrs S.R Dimati, Tel No: (012) 529 3635

**CLOSING DATE** : 19 May 2008

**POST 18/155** : **LAUNDRY SUPERVISORS (2 POSTS) REF NO: 70050674**  
Directorate: Logistics

**SALARY** : R49 665 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Grade 8/10 qualification plus 5 years laundry experience. Problem solving skills. Good interpersonal and communication skills. Ability to work under pressure. Supervisory and planning skills. Knowledge of Batho – Pele Principles.

**DUTIES** : Train and supervise laundry team members. Maintain equipment, Order and control stock, Record keeping. Report writing. Practice progressive disciplinary procedures. Monitor and evaluate team members. Perform the routine tasks relating to the laundering of linen, clothing and textiles. Note: Successful candidates must be prepared to work shifts.

**ENQUIRIES** : Mr R.M. Seerane, Tel No: (012) 529 3406  
**CLOSING DATE** : 19 May 2008

**POST 18/156** : **HOUSEKEEPER REF NO: 70050675**  
Directorate: Logistics

**SALARY** : R49 665 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Abet Training. Must be able to read and write. Good interpersonal and organising skills. Experience in rendering cleaning services in clinics and wards. Report writing skills. Supervisory skills required.

**DUTIES** : Train cleaners. Order cleaning materials and control stock, Supervise, monitor and evaluate sub –ordinates. Liaise with stake holders regarding cleaning, Record keeping.

**ENQUIRIES** : Mr P. Lamola, Tel No: (012) 529 3670  
**CLOSING DATE** : 19 May 2008

**POST 18/157** : **ADMINISTRATIVE CLERK GRADE I (PROCUREMENT) REF NO: 70050752**  
Directorate: Health

**SALARY** : R49 665-57 663 per annum (plus benefits)  
**CENTRE** : Ann Latsky Nursing College  
**REQUIREMENTS** : A grade 12 certificate. Computer literate in MS Word and Excel. Knowledge of inventory and a valid drivers license.

**DUTIES** : The successful candidate will be responsible for receiving, packing, recording, issuing and safeguarding of stock; the updating of bin cards; be involved with asset verification; deliver an effective customer service; set up of electronic equipment and educational models; deliver and collect equipment to clinical areas when required.

**ENQUIRIES** : Mr. J.D. Cloete, Tel No: (011) 644-8912  
**CLOSING DATE** : 26 May 2008

**POST 18/158** : **ADMINISTRATION CLERK (8 POSTS) REF NO: 70050626**  
Directorate: Health Department

**SALARY** : R49 665 per annum (plus benefits)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Grade 12 or Grade 10 with relevant experience, Ability to work under pressure; Sound interpersonal relations. Sound communication skills; be prepared to work shifts. Good organisational skills.

**DUTIES** : Registration of out and in patients. Receive money and Issue out receipts to patients. Render services in accordance with the Batho Pele Principles and Patient’s Rights Charter. Kit and guard patients valuables and monies by filling the TPH 60. Re-classify all files that are more than a year in the system. Carry out any lawful instruction/delegation issued by the supervisor.

**ENQUIRIES** : Mr.Mpho Molefe, Tel No: (011) 411-3542  
**CLOSING DATE** : 12 May 2008

**POST 18/159** : **MATERIAL RECORDING CLERK (BUYING DEPARTMENT) (2 POSTS) REF NO: 70050627**  
Directorate: Procurement

**SALARY** : R49 665 per annum (plus benefits)  
**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Grade 12 or Grade 10 with relevant experience, Computer literate, Sound interpersonal Relations, Knowledge of Procurement Procedures and SAP (advantage), Good communication skills.

**DUTIES** : Check and verify the correctness of Requisitions RLS 01. Route requisitions for approval according to Financial Delegations. Capture requisitions electronically using the SAP system. Trace requisitions/purchase orders and payments using the SAP system. Liaise with G.S.S.C electronically and telephonically. File documents. Communicate with suppliers, verifies prices and quotations.

**ENQUIRIES** : Mr.M.E.Khoza, Tel No: (011) 411-3723/3500  
**CLOSING DATE** : 12 May 2008

**POST 18/160** : **MATERIAL RECORDING CLERK (ACCOUNTING SECTION) REF NO: 70050628**  
 Directorate: Procurement

**SALARY** : R49 665 per annum (plus benefits)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Grade 12 or Grade 10 with relevant experience, Computer literate, Sound interpersonal Relations, Knowledge of Procurement Procedures and RDM System, Knowledge of SAP System.

**DUTIES** : Record and control stock using VA 10 cards. Update VA 10 cards. Replenish stock using manual and SAP System. Monitor stock levels using manual VA 10 cards, Liaise with G.S.S.C electronically and telephonically. Liaise with suppliers concerning. Update VA 10 cards, Verifies VA 10 cards against VA 11A cards. Assist with stock taking. Complete and capture RLS 01.

**ENQUIRIES** : Mr.M.E.Khoza, Tel No: (011) 411-3723/3500  
**CLOSING DATE** : 12 May 2008

**POST 18/161** : **ADMINISTRATION CLERK (6 POSTS) REF NO: 70050676**  
 Directorate: Logistics

**SALARY** : R43 245 / 49 665 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Grade 10 / 12 or equivalent qualification, Basic computer literacy, Good reading, writing and communication skills. Ability to work under pressure. Experience in MEDICOM will be an added advantage.

**DUTIES** : Interview and assess patients. Generate patient files. Handle patient enquiries.  
**ENQUIRIES** : Mr G. Chirambo, Tel No: (012) 529 3670  
**CLOSING DATE** : 19 May 2008

**POST 18/162** : **PROPERTY CARETAKER REF NO: 70050677**  
 Directorate: Logistics

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Basic literacy, Ability to read and write. Problem solving skills, Good communication & interpersonal relation skills

**DUTIES** : Prepare and maintain gardens e.g. pruning of trees, put fertilisers on the lawn, trimming and removing of weeds in beddings. Mowing of lawns, Planting of trees and plants. Watering of gardens, Maintain / clean parking areas and pathways. Moving of furniture as and when necessary, Take care of machinery and equipment, Help with storage and distribution of equipment and material, Remove refuse and load on tractor, assisting with off loading, Cleaning of gutters.

**ENQUIRIES** : Mrs C.W. Pieterse, Tel No: (012) 529 63164  
**CLOSING DATE** : 19 May 2008

**POST 18/163** : **SEAMSTRESS (2 POSTS) REF NO: 70050678**  
 Directorate: Logistics

**SALARY** : R43 245per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : ABET training. 2 years experience, good interpersonal planning skills, Problem solving, Batho – Pele Principles

**DUTIES** : Mending of torn linen. Labelling of new and old linen, Packing of new stock. Cleaning work area, Assisting with laundry tasks, Maintain machines, Stock taking. Record keeping

**ENQUIRIES** : Mr R.M. Seerane, Tel No: (012) 529 3406  
**CLOSING DATE** : 19 May 2008

**POST 18/164** : **CLEANERS (8 POSTS) REF NO: 70050679**  
 Directorate: Logistics

**SALARY** : R43 245 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : ABET training. Be able to read and write. Must be prepared to work shifts. Must be of sound physical and mental health. Must have good interpersonal relations.

**DUTIES** : Wash floors. Scrub off old polish from floors and re-polish. Assist with serving patient meals. Clean patient lockers, bedstead, curtain rails etc. Counting of clean and oiled linen.

**ENQUIRIES** : Mr G.Chirambo, Tel No: (012) 529 3670  
**CLOSING DATE** : 19 May 2008

**POST 18/165** : **MESSENGER REF NO: 70050680**  
 Directorate: Logistics

**SALARY** : R43 245per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Junior certificate or equivalent certificate. Good communication and interpersonal relation skills.

**DUTIES** : Messenger tasks of a routine nature. Collect and deliver mail, patient files and other documents throughout the Hospital, Make photocopies when required. Collect and deliver blood specimens to and from the laboratory and blood bank, Perform all messenger tasks as directed by supervisor.

**ENQUIRIES** : Mr G. Chirambo, Tel No: (012) 529 3670  
**CLOSING DATE** : 19 May 2008

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF HEALTH**

*This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels in the department.*

**APPLICATIONS** : All applications to be forwarded to: Human Resource Department, Stanger Hospital, Private Bag X10609, Stanger, 4450.

**FOR ATTENTION** : Ms. N.S. Ndaba Tel No.: 032 4376156

**CLOSING DATE** : 22 May 2008

**NOTE** : Directions to Candidates: The following documents must be submitted:-  
\*Application form (Z83) \*Certified copy of matric certificate, not copies of certified copies. \*Certified copies of highest educational qualifications, not copies of certified copies.\*Curriculum Vitae \*Certified copies of Identify document, not copies of certified copies. Candidates that do not follow the above directions will be disqualified. Persons with disabilities should feel free to apply for the post.

**OTHER POSTS**

**POST 18/166** : **ARTISAN SUPERINTENDENT X 1 POST REF NO: ST96/2008**

**SALARY** : R132 054335 per annum

**CENTRE** : KwaZulu Natal – Stanger Hospital

**REQUIREMENTS** : N2 qualification in Electrical – heavy current or Mechanical plus \*Proof of having passed trade test in terms of the Manpower Training Act of 1981, as amended plus \*5 years post qualification experience of which at least 2 years should be supervisory plus \*A valid code 8 driver's licence.

**DUTIES** : Knowledge of Occupational Health and Safety Act.\*Strong leadership, supervisory, communication and interpersonal skills.\*Knowledge of understanding of engineering drawings.\*Knowledge of procurement procedures.\*Manage the functioning of the maintenance department.\*Oversee maintenance activities and ensure that all personnel adhere to the relevant acts / prescripts applicable to the maintenance environment, and that staff welfare is maintained.\*Ensure compliance with the Occupational Health and Safety Act in ensuring safety of staff and patients in the institution.\*Co-ordinate and provide quality maintenance services to the hospital and attached clinics.\*Ensure routine day to day maintenance is carried out on all buildings, plants and machinery.\*Formulate and ensure policies and procedures are adhered to in the section.\*Maintain discipline and deal with grievance and labour relations in terms of laid down policies and procedures.\*Manage allocated budget, ensure cost effective maintenance services through effective and efficient monitoring and control.\*Provide expert advice to management on all issues relating to maintenance.\*Maintain optimal utilization of Human Resources by fostering teamwork.\*Motivate staff to ensure continuous service delivery.\*Undertake training development of staff.\*Develop and implement quality improvement programmes for the department.

**ENQUIRIES** : Ms. N.S. Ndaba (Tel. 032-4376156)

**POST 18/167** : **ARTISAN BRICKLAYER X 1 POST REF NO: ST99/2008**

**SALARY** : R68 995 per annum

**CENTRE** : KwaZulu Natal – Stanger Hospital

**REQUIREMENTS** : Grade 12 (matric) or Grade 10 ( Standard 8) Certificate plus \*Qualification in Bricklaying / Building plus \*Proof of passing a Trade test according to Manpower Act of 1981. \*One year experience in bricklaying.

**DUTIES** : Extensive knowledge of building / bricklaying in a hospital setting of multi storey building.\*Knowledge of Occupational Health and Safety Act.\*Sound knowledge of tools, machinery and equipment used in the trade.\*Interpersonal skills.\*Ability to read building plans.\*Knowledge of aluminum and structural fitting.\*Conflict resolution skills.\*Lay bricks-face and commons-on minor alterations and new work.\*Lay concrete for paths, driveways, floors and aprons.\*Lay new wall and floor tiles also repair and maintenance to old tiling.\*Laying and repairs to storm water channels.\*Knowledge of reading drawings/plans in setting out of foundations and outlay.\*Building around baths.\*To supervise handyman and tradesman when required to do so.\*Be responsible to ensure cleaning of workshop is carried out properly.\*Exercise control over equipment/tools and keep in good working order.\*Keep an up-to-date and current equipment register.\*Always adhere to safe working

practices.\*Daily reporting of faults, job progress and daily completion of job cards / time sheets as per auditors instructions.\*Take responsibility for in-house training and advancement of subordinates.

**ENQUIRIES** : Ms. N.S. Ndaba (Tel. 032-4376156)

#### **DEPARTMENT OF TRANSPORT**

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

**APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

**FOR ATTENTION** : Ms P B Gumede

**CLOSING DATE** : 16 May 2008

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

#### **OTHER POSTS**

**POST 18/168** : **DEPUTY MANAGER: LITIGATION & LEGAL SERVICES (REF. NO P 107/2008)**

**SALARY** : R311 358 per annum (inclusive, flexible package)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate recognized Bachelor of Law Degree, plus \* A minimum of 3 years managerial and law experience. \*Admission as an attorney or advocate will be added advantage. .Knowledge, Skills, Training And Competencies Required: \*Knowledge of budget, expenditure Understanding the Broad Legal Framework/ Legal Framework. \*Interpretation and application of Policies/Legislation. \*Research, Policy Formulation and Managerial skills. \*Problem solving and analytical thinking skills. \*In –depth knowledge of administrative Law. \*Knowledge of Constitutional Law, the Road Traffic Act, National Land Transport Transition Act, the KZN Public Transport Act, civil procedure and public service regulation. \*Knowledge of the Department's policies, goals, mission and vision, as well as referencing legal documentation. \*Computer literacy (MS Word, Jutasit, etc.). \*The ability to research, interpret and apply legislation, policies/practices. \*Analytical, innovative thinking and excellent verbal and written communication skills. \*Project Management. \*Motivation./Leadership skills. \*Negotiation skills. \*Broad knowledge of civil procedure. \*A demonstrated interest in the legal and related fields. \*Honest and integrity, an innovative thinker receptive to ideas and suggestions, must be reliable, creative/innovative, accurate, believe in openness and transparency, be a team leader and a total quality controller. \*Must be timeous, efficient and be well-documented in policy procedures and guidelines.

**DUTIES** : Rendering of professional advice. – the incumbent will be required to render legal services to the entire Department, advise the Minister, Senior Management and staff on all administrative legal matters. \*Represent the department in all legal processes, execute all judicial acts, research, plan and implement procedures and systems designed to manage potential risk area with legal implications for the Department. \*Co-ordinate and conduct training of personnel within the Department dealing with judicature. \*Advise on legal liability in loss control matters and instruct state attorneys in respect of

litigation... In performing these duties the incumbent has to comply with the provisions of the PFMA, Treasury Regulations, Practice Notes and other pieces of legislation and directives. \*Capacitate components by ensuring compliance with legal mandates and assisting with disciplinary and dispute resolution matters – the incumbent has to assist with disciplinary enquiries to ensure speedy and effective finalization. \*Represent the Department in Arbitration/ CCMA – liaise with the Labour Relations Directorate to attend to labour matters. \*Problem solving at the sole discretion of the incumbent and decisions taken without controls or checks and without requiring prior authorization. \*The incumbent will have full discretion over initiating and pursuing information search, using mainline search tools.

**ENQUIRIES**  
**NOTE**

Ms S Ngubo Tel. No: 033 – 3558997  
It is the intension of this department to fill this post with a person from the disabled community or an African female.

**POST 18/169**

**DEPUTY MANAGER: LEGAL DOCUMENTS, CONTRACTS & AGREEMENTS ( REF NO. P108/2008)**

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

R311 358 per annum (inclusive, flexible package)  
Head Office, Pietermaritzburg  
An appropriate recognized Bachelor of Law Degree, plus \* A minimum of 3 years managerial and law experience. \*Admission as an attorney or advocate plus a certificate in a legislative drafting course will be an advantage.  
.Knowledge, Skills, Training And Competencies Required: \*Knowledge of Financial matters. \* Understanding the Broad Legal Framework/ Legal Framework. \*Interpretation and application of Policies/Legislation. \*Research, Policy Formulation and Managerial skills. \*Problem solving and analytical thinking skills. \*Strategic planning and co-ordination skills. \* Excellent communication (verbal ,written and networking) skills. \*Project Management skills. \*Motivation./Leadership skills. \*Negotiation skills. \*Skills in the drafting of legislation. \*.The ideal candidate should have a demonstrated interest in the legal and related fields \* He/ she should also have honesty and integrity, an innovative thinker receptive to ideas and suggestions, must be reliable, creative/innovative, accurate, believe in openness and transparency, be a team leader and a total quality controller.

**DUTIES**

Drafting and editing proposed legislation – the incumbent will have establish or adapt the existing framework within which the Department of Transport is to fulfil its functions under current changed circumstances and ensure that subordinate legislation (regulations) comply with enabling legislation and the Constitution of the Republic of South Africa, 1996. \*Provide drafting service of proposed legislation – the incumbent will have to ensure that the drafted edited contracts comply with legal norms and standards and ensure that the interest of the Department/ State is protected. \*In performing these duties the incumbent has to comply with the provisions of the PFMA, Treasury Regulations, Practice Notes and other pieces of legislation and directives. \*Rendering legal opinions/ advice to the officials of the Department – the incumbent will render service to the MEC, Senior Management and staff in relation to the interpretation and implementation of the laws administered by the Department. \* The legal opinions/advice should be well researched, logical and legally sound. \*Provide written or verbal opinions/ advice that will ensure maximum compliance to constitution and other transverse Legislation... The incumbent will go through drafted documents and make comments. \*The incumbent will plan and implement procedures and systems designed to manage potential risk areas with legal implications for the Department. \*Capacitate components by ensuring compliance with legal mandates – the incumbent has to brief Components on legal mandates and advise on new development in respect of legal mandates. \*Liaise with departmental officials and other stakeholders on legislative needs... Inform officials of the laws that encompass the strategic objectives of the department. Undertake research into legal issues – ensure that research conducted reflects the current position of the case law and legislation.

**ENQUIRIES**  
**NOTE**

Ms S Ngubo Tel. No: 033 – 355 8997  
It is the intension of this department to fill this post with a person from the disabled community or an African female.

**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

**CLOSING DATE** : 16 May 2008

**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 shortlisting, interviews and appointment/s have already been carried out.

**OTHER POSTS**

**POST 18/170** : **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.

**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

**POST 18/171** : **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

**POST 18/172** : **PROFESSIONAL NURSE Grade 1 (PN A2) x4 posts REFERENCE: HEALTH/KHC 211 (Surgical Unit, Obstets & Gynae Unit and Galeshewe Day Hospital)**

**SALARY** : R106 086 – R 122 982 Per Annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).

**CENTRE** : Kimberley Hospital Complex

**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.
- 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
- POST 18/173** : **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.
- DUTIES** : 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.
- ENQUIRIES** : Dr Olivier Tel No: 053 - 802 2579
- POST 18/174** : **STAFF NURSE GRADE 3 (SN 3) REFERENCE: HEALTH/KHC 208**
- SALARY** : R 99 996 – R 122 982 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).
- CENTRE** : Kimberley Hospital Complex  
**REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mrs D.M Mdokwana – tel. No: 053 - 8022132
- POST 18/175** : **SENIOR ADMIN CLERK GR III: RECORDS REFERENCE NO: HEALTH/KHC 205**
- SALARY** : R 85 362 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 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.
- DUTIES** : 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.

**ENQUIRIES** : Dr Olivier Tel No: 053 - 802 2579

**POST 18/176** : **STAFF NURSE GRADE 2 (SN 2) REFERENCE: HEALTH/KHC 210**

**SALARY** : R83 745 – R 94 254 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).

**CENTRE REQUIREMENTS** : Kimberley Hospital Complex  
: 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).

**DUTIES** : 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.

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

**POST 18/177** : **STAFF NURSE GRADE 1 (SN 1) X2 POSTS REFERENCE: HEALTH/KHC 209**

**SALARY** : R70 140 – R 78 939 per annum (Final salary will be determined by recognisable experience in Nursing after registration with SANC as Staff Nurse).

**CENTRE REQUIREMENTS** : Kimberley Hospital Complex  
: 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).

**DUTIES** : 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.

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

**POST 18/178** : **NURSING ASSISTANT GRADE 1 (NA 1) X 4 POSTS REFERENCE: HEALTH/KHC 213**

**SALARY** : 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).

**CENTRE REQUIREMENTS** : Kimberley Hospital Complex  
: 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).

**DUTIES** : 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.

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

**POST 18/179** : **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.

**DUTIES** : The successful candidate will have the following responsibilities/duties:  
**ENQUIRIES** : Ms D.M Mdokwana Tel No: 053 - 802 2132

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

**APPLICATIONS** : Department of Transport, Roads and Public Works, P.O. Box 3132, Kimberley, 8300 / 9- 11 Stokroos Street, Square Hill Park, Kimberley, 8301  
**FOR ATTENTION** : Ms. R. Langeveldt  
**CLOSING DATE** : 16 May 2008  
**NOTE** : Applications must be submitted on form Z.83, and should be accompanied by certified copies of qualifications and a comprehensive CV.

#### **MANAGEMENT ECHELON**

**POST 18/180** : **SENIOR MANAGER: LEGAL SERVICES AND LABOUR RELATIONS**  
**REFERENCE NO: DTRPW 08/08**

**SALARY** : R540 429 per annum (all inclusive). The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests)

**CENTRE** : Kimberley  
**REQUIREMENTS** : The successful candidate should be in possession of a B Juris/LLB and/or a Bachelor's degree/diploma in Labour Relations. Advanced knowledge of the labour law, Public Service Act and Regulations, the functioning of the PSCBC and GPSSBC is essential. Proven skills in research, negotiation and presentation will serve as a strong recommendation. Preference will be given to candidates who have practiced in the field of law. Valid code EB driver's license is a further requirement. Competencies: Excellent interpersonal relations, proven well developed management and leadership skills, Understanding of and ability to grasp and apply the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and Employment Equity Act, Applied strategic thinking, analytical and research skills, problem solving, excellent communication and report writing skills, proficient in Excel, PowerPoint and MSWord, accuracy and a flair for detail, a creative, assertive and confident approach and knowledge of planning and budget control

**DUTIES** : Key Performance Areas: The successful candidate will be responsible for the following: Ensuring that the necessary legislation is in place to enable good governance. The studying of legal literature for example, legislation, law reports, text books and legal opinions, Ensuring that the Department acts within the ambit of the law. The furnishing of verbal and written legal advice in connection with the interpretation and implications of legal directions in connection with specific legal questions and proposed legislation, The ensuring of good governance through compliance with prescribed and approved legislation. The drafting and editing of agreements, contracts and related documentation, The ensuring that contracts that the Department enters into are valid and legally implementable, Ensure compliance with constitutional obligations on development and human rights, e.g., gender, youth, disability and children rights. Manage and ensure sound labour relations within the Department, Train, mentor and supervise staff, Monitor the budget and assume overall managerial responsibility of the unit.

**ENQUIRIES** : Mr. M.E. Selemela Tel. No.: (053) 8392106

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

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

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

**FOR ATTENTION** : Mr RA Merton

**CLOSING DATE** : 30 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 POSTS**

**POST 18/181** : **SENIOR ADMINISTRATION CLERK**  
Directorate: Forensic Pathology Services

**SALARY** : R58 290 per annum.

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Senior (or equivalent) Certificate. Fluency in two of the three official languages of the Western Cape. Above average computer and software literacy. Appropriate administrative experience. Recommendations: Relevant administration experience in Forensic Pathology Services. Practical experience of BAS and LOGIS. Mathematics and/or Accounting as a passed subject.

**DUTIES** : Render an efficient and effective support to the Directorate Forensic Pathology Services: Head Office Component as well as the facilities. Efficient and effective assistance with Financial and Supply Chain Management related matters. Efficient and effective assistance with human resources related matters.

**ENQUIRIES** : Mr Deon Bruiners, tel. no. (021) 483-6118.

**DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS** : Human Resource Management and Administration, Department of Community Safety, PO Box 5346 / 35 Wale Street (2<sup>nd</sup> floor) CAPE TOWN, 8000

**FOR ATTENTION** : Ms E Visagie

**CLOSING DATE** : 9 May 2008

**NOTE** : Applications will not be considered if: • certified copies (i.e. ID doc, highest scholastic, highest educational qualification/s, drivers licence and references (not more than 12 months old) are not attached • applications without a comprehensive completed Z.83 form • or indication of post and reference number • as well as late, e-mailed and faxed applications will NOT be accepted. • A separate application and CV must be completed for each post.

**OTHER POSTS**

**POST 18/182** : **ASSISTANT DIRECTOR: POLICY MONITORING REF NO: REF NO: CS052/2008**  
Contract Post (12 months)

**SALARY** : R157 686 per annum. In addition to the salary mentioned, this post offers competitive benefits, which includes an annual service bonus, conditional housing allowance, pension and medical subsidies.

**CENTRE** : Directorate: Compliance Monitoring and Investigation (Cape Town)

**REQUIREMENTS** : A BA Degree/Diploma in Social Science/Law/ Research field with relevant experience in the Criminal Justice environment • Candidates with Matric who do not meet the minimum advertised tertiary qualification requirements, but who have necessary competencies and experience to successfully perform in this position, may also apply. Skills and competencies: • Relevant experience in the criminal justice environment including but not limited to monitoring, evaluation and research environment • General administrative and monitoring and evaluation skills • Good interpersonal, presentation skills and report writing skills • Good verbal and written communication skills • Knowledge of research tools • Willingness to work irregular hours and travel within the Western Cape

- Province • Computer literacy (MS Word, Excel and PowerPoint) • A valid drivers license.
- DUTIES** : Monitoring of implementation of policing policies in the Western Cape Manage and lead a team responsible for policy implementation monitoring and make recommendations for improvements • Conduct inspections at police stations across the province • Analysis of policing plans, policies and procedures and monitor their implementation • Develop monitoring and evaluation tools • Knowledge and development of policies and databases • Monitor service delivery by policing agencies and make recommendations for improvements • Liaison with policing agencies, other relevant structures and communities • Compilation and evaluation of reports
- ENQUIRIES** : Ms Z Barden, Tel (021) 483-4136
- POST 18/183** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (BIDS) REF NO: REF NO: CS057/2008**
- SALARY** : R132 054 per annum. In addition to the salary mentioned, this post offers competitive benefits, which includes an annual service bonus, conditional housing allowance, pension and medical subsidies.
- CENTRE REQUIREMENTS** : Directorate: Finance: Cape Town  
: A Senior Certificate with appropriate experience in the field of Tender/Bid administration. Skills and Competencies: • Sound knowledge of the PFMA, relevant NTR's and PTI's • Good interpersonal, written and verbal communication skills • Computer literacy (MS Word and Excel) • Excellent report writing skills and attention to detail.
- DUTIES** : Assist with the formulation and compilation of tender specifications • Responsible for the coordination and administration of the Bid-Committee meetings, Evaluation Committee, Disposal Committee • Responsible for the compilation, advertising and facilitation of the correct tender procedures before and after the award of tenders/bids • Create and maintain an efficient and effective Bid recording system
- ENQUIRIES** : Ms E Isaacs, Tel (021) 483-3189