



DATE OF ISSUE: 16 MAY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 20 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 **16 JUNE 2008**.

AMENDMENTS : **National Department of Water Affairs and Forestry:** Kindly note that the post of Project Manager (post 18/76) the salary should be R159 259 per annum not as stated in PSVC 18 of 2008. The post of Secretary to Regional Programme Leader (Post 18/78) should read as Senior Administration Clerk Grade II.
Provincial Administration: Western Cape Department of Health: Kindly note that the correct contact details for post 19/112, Senior Administrative Officer (HRM) George Hospital, George (Chief Directorate: Regional Hospitals, Mental Health Service and Emergency Medical Services) is Ms MS Botha Tel no: (044) 802 4409.

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DEPARTMENT OF AGRICULTURE

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

- APPLICATIONS** : ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113
- FOR ATTENTION** : ITP Response Handling
- CLOSING DATE** : 26 May 2008
- NOTE** : Applications must be accompanied by Z83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. Please take note that no applications, received after the closing date of the said advertisement, will be considered. Only non- RSA citizens who have already been employed and who hold permanent residence permits will be considered. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the Departments intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Failure to submit the requested documents will result in the application not being considered. Successful candidates will be appointed on a probation period of 12 months. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a Personnel Suitability Check (Criminal record check, Citizenship Status, Credit Worthiness, Previous Employment and Qualification Verification). Non-S.A. Citizens must attach a certified copy of proof of permanent residence in South Africa. The Department reserves the right not to make any appointment in the above post. Where applicable candidates will be subjected to a skills/ knowledge test.

OTHER POSTS

- POST 20/01** : **SPECIALIST: SERVICE DELIVERY (REF 228/2008)**
Directorate: Monitoring and Evaluation
This is a re-advertisement post of (Ref 83/2008)
- SALARY** : All inclusive package of R369 000 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a B. Degree in Administration or B. Commerce Degree in Economics and Management, Agricultural Economics, Economics, Rural Development. Majored in at least two of the following courses Policy Development, Research Methodology, Strategic Planning, Rural Finance and Agricultural Finance. (Please include a complete academic record with your application) Extensive understanding and sufficient years of working experience in monitoring and evaluation of service delivery programmes, and projects. Proven experience and/ or publications or a qualification in monitoring and evaluation. Good communication skills (written and verbal). Sufficient experience in policy, Strategy and programmes development field. Sufficient relevant experience in policy development and formulation in the areas of Agricultural finance or rural finance and rural development. Additional training courses: Computer literacy and Project Management. A valid driver's licence.
- DUTIES** : The incumbent will be required to formulate, analyse and review Agriculture Co-operatives and Development Finance policies. Conduct policy dialogue in regional, national, provincial and local Co-operative development forums. Co-ordinate Agriculture, Rural Finance and Co-operative development policy. Develop strategies for Agriculture, Rural Finance and Agric Co-operatives. Conduct on-going research as a way of feedback to policy relevance to targeted market.
- ENQUIRIES** : Ms V Phadime, Tel. No. 012-319-6965

POST 20/02 : **STATE VETERINARIAN (TWO POSTS) (REF 221/2008)**
Directorate: Veterinary Services

SALARY : All inclusive package of R311 358 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a BVSc. Degree or BVMCh. Degree and be registered as Veterinarian with the South African Veterinary Council. Sufficient and appropriate experience. Sound knowledge of animal health and meat safety legislation. Policy formulation abilities and good verbal and written communication skills. Management capabilities. A valid driver's licence and computer literacy.

DUTIES : The incumbent will be required to contribute to policy formulation. Conduct risk assessments with regard to the importation of animals and animal products by gathering scientific information from specialists in the field, international standards and various publications. Evaluate veterinary services of other countries by analysing completed questionnaires and other information. Draft import protocols, taking into consideration completed risk assessments and the information received from foreign veterinary services. Negotiate health certificates for import purposes with the exporting countries. Negotiate export health certificates with importing countries after consultation with provincial veterinary services. Evaluate requests for dispensations and negotiate with other veterinary services for import or export purposes. Solve problems related to detained and illegal consignments, as well as assist port control staff members in this regard. Disseminate information on import and export matters to the public. Respond to requests and queries from clients in a professional manner. Check and sign veterinary import permits for certain commodities. Conduct inspections on facilities for approval to be registered as export facilities in cooperation with provincial veterinary services. Participate in managerial activities. Be involved in the residue monitoring programme.

ENQUIRIES : Dr. L. Schoeman, Tel. No. 012-319-7522

POST 20/03 : **STATE VETERINARIAN (REF 222/2008)**
Directorate: Veterinary Services

SALARY : All inclusive package of R311 358 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a BVSc. or BVMCh. Degree and be registered as Veterinarian with the South African Veterinary Council. Appropriate experience and knowledge of animal health and meat safety legislation. Policy formulation abilities, good verbal and written communication skills. Management capabilities and a valid code B driver's licence.

DUTIES : The incumbent will be required to manage the National Residue Monitoring and Control programme for the Directorate. Devising a programme of sample collection and analysis based on internationally recognised maximum residue limits. Sending the programme in advance to international trading partners and notifying trading partners of South Africa's compliance with the controlled use of certain substances in food-producing animals or products. Management of the collection of samples from provincial sources. Collation of results. Compilation of reports (including those to trade partners). Contribute to policy formulation. Dissemination of information. Will be expected to keep abreast of changing international food standards for residues, as determined by for example EU legislation and Codex. This may involve attendance at national workshops and meetings, as well as attending international meetings, such as Codex (CCRVD), which are held annually.

ENQUIRIES : Dr. J.J.H. Van Wyk, Tel. No. 012-319-7417

POST 20/04 : **STATE VETERINARIAN (REF 223/2008)**
Directorate: Veterinary Services

SALARY : All inclusive package of R311 358 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor of Veterinary Science Degree (BVSc) or BVMCh. Degree. Registration with South African

		Veterinary Council. Knowledge of state veterinary services and regulatory services. Appropriate legislation and regulations. Valid drivers licence.
<u>DUTIES</u>	:	The incumbent will be required to do; animal diseases surveillance, detection and monitoring, animal disease containment and control, including animal and animal products movement, import and export control (permits, quarantine and health certification), disease risk analysis (assessment, management and communication),. Applied wildlife disease investigation and research, general assistance with regard to the management of the office, personnel, budget etc, including the compilation of reports.
<u>ENQUIRIES</u>	:	Dr. T.V. Modungwa, Tel. No. 012-319-7428
<u>POST 20/05</u>	:	<u>MONITORING AND EVALUATION ANALYST (REF 229/2008)</u> Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate 3 year tertiary qualification. Extensive understanding and fair experience of Monitoring and Evaluation of service delivery programmes, and projects.
<u>DUTIES</u>	:	The incumbent will be required to contribute to the national policy framework for performance and impact assessment in the agricultural sector. Plan the design and application of a monitoring and evaluation system. Collate, verify and populate performance information. Conduct programme evaluations. Analyse performance against strategic objectives. Provide a reporting framework.
<u>ENQUIRIES</u>	:	Mr. M. Seleke, Tel. No. 012-319-8469
<u>POST 20/06</u>	:	<u>APPLICATIONS AND DATA MANAGEMENT SPECIALIST (12 MONTHS CONTRACT (REF 200/2008))</u> Research and Technology Development
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant three year qualification, National Diploma / B.Sc. Degree in Information Technology or Computer Science, with majors in Project Management and computer applications software/ Strategic management and Information Systems or related qualification. (Please include a complete academic record with your application) Experience in research environment
<u>DUTIES</u>	:	The incumbent will be required to provide database support to the Directorate for managing research projects, specifically with the overall functioning of PSNext Systems. Assist with overall administering, installation, troubleshooting maintenance and customization of reports for the PSNext system and ensure regular back-ups of project information. Liaise with relevant clients and stakeholders to ensure the effective functioning of the project management system. Support the research project manager with managing the project, uploading, updating and verifying information on the system and generation of accurate reports. Provide technical support for the PSNext system to Director for effective management of projects. Maintain accurate records, and render any other related services as determined by employer.
<u>ENQUIRIES</u>	:	Dr. M. Jugmohan, Tel. No. 012-319-6056
<u>POST 20/07</u>	:	<u>RURAL INFORMATION CENTRE COORDINATOR (REF 226 /2008)</u> Directorate: Food Security
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate 3 year tertiary qualification in Agricultural Sciences/Rural Development/related field. Extensive experience in information systems development as well as food security and community development. Good analytical skills. Experience in drafting and editing concise reports. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The incumbent will be required to collect data and analyse at local level. Help to integrates, exchange and disseminate Food Security information.

Promoting better use of information to improve action. Training of information officers on the use and application of Food Security Information Systems. Supervising the functioning of the local information systems. Compiling periodic Food Security status reports. Continuous updating of rural information centres following latest trends.

ENQUIRIES : Mr. S. Mohlabi, Tel. No. 012-319-6736

POST 20/08 : **PROJECT CO-ORDINATOR (REF 215/2008)**
Directorate: Land Settlement

SALARY : R132 054 per annum

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor's degree or National Diploma in Agricultural Sciences or related discipline plus appropriate experience. A valid driver's licence and must be prepared to travel. Must have a sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations.

DUTIES : The incumbent will be required to assist and guide provinces in the planning and implementation of CASP and Agrarian reform programmes in the provinces through participation at relevant forums. Collection of data and updating of a database for CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Coordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.

ENQUIRIES : Ms. P.N.Z. Mpangane, Tel. No. 012-319-8230

POST 20/09 : **PERSONAL ASSISTANT (REF 227/2008)**
Directorate: Food Security

SALARY : R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a relevant tertiary qualification coupled with relevant experience or Grade 12 Certificate with extensive experience (minimum of 2 years in a secretarial field). A valid code B driver's licence. Computer literacy (MS Office package). Good typing skills. Excellent verbal and written communication skills. Sound administration knowledge (e.g. mail-and filing management). Ability to work independently and under pressure. Understanding of the Public Finance Management Act, Budget Management, Public Procurement Procedures.

DUTIES : The incumbent will be required to handle enquiry management by professionally and timorously answering/making telephone calls, taking messages efficiently and immediately responding to to/channelling enquiries. Diary/time management of the Director in electronic and manual format. Receiving of all visitors in a professional manner. Handling the Director's travelling arrangements. Documentation management by faultless and Timeous typing of all correspondence. Mail management. Filing Management. Co-ordinate and follow-up on the flow of correspondence/ files/documentation between offices. Acting as Inventory Controller of the Director's office. Organise meetings/workshops/ conferences/functions Screening of incoming documents to gain background for follow-up purposes and handling of enquiries, to summarise key issues, identify requests/ attention needed as well as due dates. Obtain information needed by the Director, consolidate inputs and draft correspondence, presentations, reports, submissions, etc. on behalf of the Director.

ENQUIRIES : Mr. S. Mohlabi, Tel. No. 012-319-6736

POST 20/10 : **PERSONAL ASSISTANT (REF 218/2008)**
Directorate: Food Security

SALARY : R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicant must be in possession of a relevant tertiary qualification coupled with relevant experience or Grade 12 Certificate with extensive experience. A

- valid code B driver's licence. Computer literacy (MS Office package). Good typing skills. Excellent verbal and written communication skills. Sound administration knowledge (e.g. mail- and filing management). Ability to work independently and under pressure. Relevant experience in secretarial service / meeting procedures and document tracking system.
- DUTIES** : The incumbent will be required to handle enquiry management by professionally and timorously answering /making telephone calls, taking messages efficiently and immediately responding to channelling enquiries. Diary/time management of the Director in electronic and manual format. Receiving of all visitors in a professional manner. Handling the Director's travelling arrangements. Documentation management by faultless and Timeous typing of all correspondence. Mail management. Filing Management. Co-ordinate and follow-up on the flow of correspondence/ files/documentation between offices. Acting as Inventory Controller of the Director's office. Organise meetings/workshops/ conferences/functions Screening of incoming documents to gain background for follow-up purposes and handling of enquiries, to summarise key issues, identify requests/ attention needed as well as due dates. Obtain information needed by the Director, consolidate inputs and draft correspondence, presentations, reports, submissions, etc. on behalf of the Director.
- ENQUIRES** : Ms M. Molotsi, Tel. No. 012-319-7049
- POST 20/11** : **GENERAL TECHNICAL ASSISTANT (REF 219/2008)**
Directorate: Plant Production
This is a re-advertisement of Ref. No. 583/2007 and candidates who previously applied for this post are requested to re-apply.
- SALARY** : R85 362 per annum
CENTRE : Roodeplaar
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Biology at the higher grade as a passed subject. Prior knowledge of the handling of laboratory apparatus. Knowledge of seed testing or in possession of seed testing qualifications, i.e. passed the examinations in the agricultural and horticultural crops, as well as grasses or extensive knowledge and work experience in seed testing.
- DUTIES** : The incumbent will be required to conduct seed analysis methods and techniques for quality determination. These include: Physical purity analysis, Germination test and Moisture content. As well as various other tests such as tetrazolium, other seed determination, etc. conduct the above tests for purposes such as re-testing, national and international referees, training, etc. Ensure that laboratory orderliness is maintained and assist with maintenance of apparatus and equipment. Participant in projects for the upgrade of current techniques and the development of new techniques in seed testing. Participate in the Quality Assurance System. Render assistance and support to the technicians and officers.
- ENQUIRIES** : Ms. P.J. Strauss, Tel. No. 012-808-5395
- POST 20/12** : **REGISTRY CLERK (REF 217/2008)**
Directorate: Genetic Resources Management
- SALARY** : R85 362 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with appropriate formal work experience. Knowledge of Registry procedures, policies /prescripts /resolutions. Computer literacy. Excellent communication skills (verbal and written). Ability to work under pressure and as part of a team.
- DUTIES** : The incumbent will be required to service the registry needs of both Genetic Resources and Bio safety. Open and sort incoming mail, keep and update relevant registers (Remittance, Filing system, Disposal, etc), Maintain files, Opening of reference files and advising staff with relevant file references, Safe custody and protection of records, responding to queries regarding status of the documentation system, Distribution of files and circulars. Attend to administrative tasks on an ad hoc basis.
- ENQUIRIES** : Ms. G.M. Motsepe, Tel. No. 012-319-6298

DEPARTMENT OF DEFENCE

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

CLOSING DATE : 17 June 2008
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 20/13 : **PRINCIPAL LIBRARIAN**
 The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : Defence Legal Services Division, Pretoria.
REQUIREMENTS : Degree/Diploma in Library and Information Science (NQF Level 5/6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational- and good inter personal relations skills. Must be able to obtain secret security clearance within a year.

DUTIES : Administrate library activities. Provide inputs wrt the library budget. Control and administrate photocopying facilities. Handle routine correspondence. Compile periodical statistics and reports. Supervisory skills. Select, order, receive, prepare, classification, cataloguing and promotion of information sources. Monitor updating Acts. Attend relevant meetings, conferences, seminars, etc. Liaise with other libraries and information services. Marketing of the Central Library.

ENQUIRIES : Col G.S. Soldaat, Tel: (012) 355 5383
APPLICATIONS : Department of Defence, Defence Legal Services Division, Private Bag X159, Pretoria, 0001.

POST 20/14 : **SENIOR SECRETARY GR III**
 This post is advertised in the DOD and the Public Service.

SALARY : R85 362 per annum
CENTRE : Military Police Division, Pretoria
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/skills needed: Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good

planning-, organisational-, administrative- and good inter personal relations skills. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationery. Keep the Senior Manager's directory. Organise social functions. Deal with classified files documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitor's authorization and parking.

ENQUIRIES

: Col M.C. Sifuba, Tel: (012) 355 5187

APPLICATIONS

: Department of Defence, Military Police Division, Private Bag X161, Pretoria, 0001

DEPARTMENT OF EDUCATION

APPLICATIONS : The Deputy Director-General, Department of Education, Private Bag X95, Pretoria, 0001 or Hand delivered to Sol Plaatjie House 123 Schoeman Street, Pretoria

FOR ATTENTION : Hilda Nyalungu

MANAGEMENT ECHELON

POST 20/15 : **CHIEF DIRECTOR**
Branch: Higher Education
Directorate: Higher Education Planning and Management

SALARY : All inclusive remuneration package of R635 874 per annum
CENTRE : Pretoria

REQUIREMENTS : The minimum requirement for the position is a Master's degree in a relevant field, as well as at least three years experience in a senior management position. The successful candidate will be expected to sign a performance agreement. The Higher Education branch of the Department of Education is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system. The incumbent will be responsible for co-ordinating the implementation of the planning, monitoring, resourcing and legislative framework of the higher education system. The position requires familiarity with the workings of the higher education system and an understanding of the policy framework and transformation agenda in higher education. The successful candidate will be innovative and flexible and have the ability to lead and co-ordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretative and negotiating skills, as well as interacting with the leadership of the higher education system.

DUTIES : The scope of the Chief Directorate's work will include, but not limited to: Policy development and planning, in particular, co-ordinating the development of national plans and policies. Evaluating and negotiating the approval of institutional three-year "rolling" plans, including programme and qualification profiles. Monitoring and analysing macro-planning trends and assessing the implications of these for national policy goals and objectives. Monitoring macro-budgetary and cost trends, including the financial sustainability of higher education institutions, and assessing the implications of these for the overall funding of the higher education system. Overseeing the maintenance and adjustment of the funding framework for higher education. Financial planning, in particular, managing the annual budgetary allocation to higher education institutions in the context of the medium-term expenditure framework. Overseeing the collection, analysis and dissemination of system-wide and institutional data, including the ongoing development, enhancement and maintenance of the higher education management information system and financial reporting requirements. Legislative advice and compliance, including overseeing the drafting of bills and the preparation of institutional Statutes.

ENQUIRIES : Ms H Nyalungu Tel: (012) 312 5108
CLOSING DATE : 27 May 2008

POST 20/16 : **CHIEF DIRECTOR**
Branch: Higher Education
Chief Directorate: Higher Education Policy

SALARY : All inclusive remuneration package of R635 874 per annum
CENTRE : Pretoria

REQUIREMENTS : The minimum requirement for the position is a Master's degree in a relevant field, as well as at least three years experience in a senior management position. The successful candidate will be expected to sign a performance agreement. The Higher Education branch of the Department of Education is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system. The successful candidate will be responsible for the strategic leadership and

operational management, within a team environment, of the functions of the Chief Directorate for Higher Education Policy and Development Support. The position requires familiarity with the workings of the higher education and an understanding of the policy framework and transformation agenda in higher education. The successful candidate will be innovative and flexible and have the ability to lead and co-ordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretative and negotiating skills, as well as interacting with the leadership of the higher education system.

DUTIES

: The scope of the Directorate's work will include but not be limited to: Providing policy development and implementation in areas such as the regulation of private higher education institutions, articulation between the higher education and further education and training systems, qualification systems in higher education, curriculum development, research support, support for the Higher Education response to HIV and AIDS, quality assurance, open and distance learning; and including the dissemination of best practice. The management of relations between the Department and higher education constituencies, the facilitation governance and leadership programmes for constituencies in higher education, including the dissemination of best practice and their participation in policy development. Provide policy development and coordination for the internationalisation of the South African higher education system, facilitating international opportunities, such as scholarships and fellowships, promotion of linkages between South African and international higher education institutions and support for inter-governmental initiatives in higher education.

ENQUIRIES

: Ms H Nyalungu Tel: (012) 312 5108

CLOSING DATE

: 27 May 2008

OTHER POSTS

POST 20/17

: **DEPUTY DIRECTOR (EXPENDITURE AND FINANCE)**

Branch: System Planning And Monitoring

Directorate: Physical Planning

SALARY

: All inclusive remuneration package of R369 000 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Applicants must be in a possession of bachelor's degree or equivalent with appropriate knowledge and experience in the field of physical infrastructure planning, financing, monitoring or provisioning. Extensive and relevant experience in budget and expenditure matters as well as an understanding of the building environment legislation including the Division of Revenue Act, PFMA, IDIP, CIDB) and government financial system like BAS, LOGIS and PERSAL will be a strong advantage. The post requires good communication skills as well as experience in data management and analysis, preferably using large databases. The Directorate: Physical Resource Planning is responsible for inter alia, overseeing the development, implementation, coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the education system. The directorate is seeking a proactive ,efficient ,effective, self confident team player with highly developed interpretive and conceptualization/formulation abilities, strong analytical and system thinking skills, high level proficiency in verbal and written communication and report writing and with an ability to collate and analyze data. He / She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

DUTIES

: Lead the process and system improvement in education infrastructure planning and funding ,Develop a plan for provincial education department to align planning and budgeting cycles for infrastructure provision, Monitor the use of baseline adjustment and further budget bids in line with policy implementation requirement; Monitor budget and expenditure trends in provinces; Develop strategies for accelerating infrastructure delivery including securing appropriate funding levels and finding innovative mechanisms for delivery (greater community involvement, special purpose vehicles, public-private partnerships,etc). Compile reports to the management of the Department, the Ministry of Education, the Heads of Education Departments committee and the Council for Education Ministers.

ENQUIRIES

: Ms H Nyalungu Tel: (012) 312-5108

CLOSING DATE : 27 May 2008

POST 20/18 : **DEPUTY DIRECTOR**
Branch: General Education
Directorate: Systemic Evaluation

SALARY : All inclusive remuneration package of R369 000 per annum
CENTRE : Pretoria
REQUIREMENTS : Interested persons must be in possession of an appropriate three-year Bachelor's degree (or equivalent qualification) and appropriate training as a teacher for languages (Literacy) supplemented by at least eight years' relevant experience. Provable multilingual competencies (written and spoken) will be an added advantage. Applicants must have extensive knowledge of and insight into the techniques and processes of designing, controlling, implementing and evaluating large-scale assessments, basic methods of data analysis and provable competence in writing and reporting to different audiences. Knowledge of South African education policies, legislation and the curriculum in the school sector is important. Basic research and general communication skills, ability to use computers for research-related purposes and project management skills are essential requirements. A broad knowledge of the assessment policies within the South African National Curriculum Statement is also important. The ability to work effectively and with necessary sensitivity in a diverse team under extraordinary pressure will be advantageous.

DUTIES : The appointees will be responsible for: • Providing strategic leadership in Systemic Evaluation and national assessments projects • Developing learner assessment and data collection instruments • Monitoring intervention strategies to maintain high standards of learner achievement in the system • Liaising with Provincial Departments of Education, other government departments and stakeholders • Writing and analysing reports, speeches and policy documents • Attending to correspondence relating to Systemic Evaluation and national assessments Selected candidates must be willing to undertake a competency assessment.

ENQUIRIES : Ms H Nyalungu Tel (012) 312-5108
CLOSING DATE : 27 May 2008

POST 20/19 : **ASSISTANT DIRECTOR**
Chief Directorate: Teacher Education

SALARY : R196 815 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should have a minimum of seven years teaching experience. Some experience in teacher education and development would be an additional advantage. The Sub-Directorate has a vacancy for a person with an interest in and a clear understanding and knowledge of teacher education qualifications, qualification frameworks, requirements of registration of qualifications on the NQF, quality assurance processes and accreditation of institutions and programmes in higher education and policies regarding the evaluation of qualifications for employment in education. The Sub-Directorate: Educator Qualifications and Programmes in the Chief Directorate: Teacher Education and Development is responsible for the evaluation and recognition of teacher education qualifications (both local and foreign) as well as the approval of new teacher education programmes for employment in education.

DUTIES : The successful applicant should have the ability to communicate effectively with teachers, provincial colleagues, faculties and schools of education in universities, the Council on Higher Education and the South African Qualifications Authority on technical information regarding qualifications and learning programmes. The person should be computer literate and be able to conduct basic research on different local and foreign qualifications and should possess administrative skills required for the process of evaluation of qualifications. It will also be required of the person to assist provincial evaluators and to train them on the evaluation of teaching qualifications.

ENQUIRIES : Ms H Nyalungu Tel (012) 312-5108
CLOSING DATE : 28 May 2008

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.
- CLOSING DATE** : 02 June 2008
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 20/20** : **DEPUTY DIRECTOR: ATMOSPHERIC NORMS AND STANDARDS (AP70/2008)**
- SALARY** : All inclusive flexible remuneration package of R369 000 per annum / conditions apply. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate B Degree or equivalent in Science, or Law, or Engineering or Environmental Management (Post Graduate Degree would be an added advantage). The incumbent must have specialist knowledge of atmospheric science and air quality standards. Experience or knowledge of air quality management planning and implementation, as well as the development of standards related to atmospheric issues will be an advantage. Applicants must have knowledge of: (i) Government's environmental quality and protection related policies, priorities and strategies; (ii) General air quality management governance; and (iii) Industrial atmospheric emission management. In addition, candidates must have general knowledge of: (a) Environmental issues, especially those relating to the air and the atmosphere; (b) Government's standard administrative procedures; (c) business planning and budgeting methodologies; (d) business plan monitoring and reporting methodologies; (e) HR practices and procedures; and (f) general management practices.
- DUTIES** : The successful applicant will be responsible for ensuring that the department's atmospheric policy, norms and standards functions are carried out efficiently and effectively. To this end, the successful applicant will be responsible for the following key performance areas: (i) the identification, development, promulgation and periodic review of national ambient air quality standards; (ii) the identification, development, promulgation and periodic review of national listed activities and related emission standards; (iii) the identification, development and promulgation and periodic review of national controlled emitters and related emission standards; (iv) the identification, development, promulgation and periodic review of national policies, norms and standards related to atmospheric multilateral agreements and provision of technical support to the negotiations; and (v) Support to other tiers of government.
- ENQUIRIES FOR ATTENTION** : Ms Shirley Moroka, Tel (012) 310 3436
- NOTE** : Ms K Selemela
- Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment
- POST 20/21** : **ASSISTANT DIRECTOR: SUSTAINABLE LAND MANAGEMENT (AP68/2008)**
- SALARY** : R196 815 per annum (Total inclusive package of R269 042 p.a. - conditions apply*)

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bsc Hons Degree in Geography, Soil Science, Landscape Architecture and/or Natural Sciences or equivalent tertiary qualifications plus appropriate experience in the coordination and implementation of the international Conventions, Treaties and Protocols particularly the United Nations Convention to Combat Desertification (UNCCD) and promotion of the sustainable use of natural resources. Knowledge and experience in the implementation of related sustainable natural resource management strategies and policies. Strong interpersonal skills, presentation skills, ability to interact professionally with a wide range of stakeholders, planning and organisational skills, good verbal and written communication skills and an ability to write and interpret technical reports. The applicant must be prepared to travel extensively. Recommendation: A valid code 8 or B driver's licence.
- DUTIES** : The successful candidate will perform the following tasks: a) Assist the Sub-directorate: Sustainable Land Management by providing support to the management of staff, allocated budgets, projects, tasks and processes b) Assisting in the national implementation of the UNCCD and other relevant sections of international conventions, protocols and agreements; c) Providing support to the management and implementation of CBNRM sustainable land management programmes, land based livelihood programmes and biodiversity appreciation programmes; d) Conducting public awareness on issues pertaining to the sustainable use of natural resources with specific reference to terrestrial ecosystems and CBNRM initiatives; e) Providing specialist advice to senior line function managers and stakeholders outside the Public Service on the sustainable use of natural resources relating to terrestrial ecosystems and CBNRM projects; and f) Stakeholder liaison and; data base management.
- ENQUIRIES** : Mr Fhatuwani Tshivhase Tel: (012) 310 3390
- FOR ATTENTION** : Ms P Diphaha
- NOTE** : Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer Disabled applicants are welcome to apply.

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 30 May 2008

NOTES : Estimated package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post).

OTHER POST

POST 20/22 : **SENIOR ADMINISTRATION CLERK GRADE III**
 Communication Service Agency, Sub-directorate Support Services

SALARY : All inclusive salary package: R133 812 per annum, Commencing salary: R85 362 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior certificate or equivalent qualification. Experience in general office administration, financial reports and writing of minutes. Good communication skills (written and verbal). Knowledge of LOGIS and the compiling of financial reports. Good filing, planning and organizational skills. Good interpersonal relationships and the ability to work under pressure. Good computer skills, including knowledge of Excel, Word, and Access (MS Office) will be an added advantage. The successful candidate must also be willing to work overtime, if and when required.

DUTIES : The successful candidates will be responsible for: All processes related to sales of official photographs and other photographic and audiovisual archival material. All processes related to registration and payment of freelance / voice-over artists. Maintaining an electronic register of all sales of photographic and audiovisual archival material. Liaison with clients and suppliers, Provisioning Administration, Finance, Human Resources and other sections. Render administrative support to all the production units within the CSA. General administrative tasks will include: Generate and follow-up on internal requisitions (VAS2s), T&S advances and claims. Travel and accommodation arrangements, and processing of expenditure claims. Filing and records management, making of photocopies and sending of faxes. Administration of accounts, invoicing and office stock control. Electronic updating of commitment registers and financial information for all production units within the CSA. Assist with outsourcing of production work

ENQUIRIES : Ms. E. Koorts, tel. (012) 314 2303

GOVERNMENT PRINTING WORKS

It is intended to promote representivity through filling of these posts. The candidature of persons whose appointment/tranfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : Direct your application quoting the above relevant reference number: to the Unit Human Resource and Transformation , Government Printing Works, C/O Bosman and Proes Street, Pretoria, Room 140 /Private Bag x 85; Pretoria 0001
- FOR ATTENTION** : Ms. O.M.Sekgothe
- CLOSING DATE** : 30 May 2008
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. The successful candidate will be subjected to positive prescribed security clearance and undergoing a competency test. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after closing date, candidates may regard their application as unsuccessful. The Government Printing Works will not be liable where applicants use incorrect / no reference number(s) on their applications. The shortlisted candidates must be available for interviews and competency test at a date and time determined by the Government Printing Works.

OTHER POSTS

- POST 20/23** : **TEAM LEADER (PROOF READING) REF GPW 15/08**
Unit: Operations and Technology: Origination
- SALARY** : R132 054 per annum
- CENTER** : Pretoria
- REQUIREMENTS** : An appropriate 3 year degree/diploma with English and anyone of the other official languages as major subjects, plus extensive experience as Proof Reader or a Grade 12 certificate plus a completed learnership/pupilship as a Proof Reader with extensive experience. Analytic thinking, planning and organizing skills. Good communication skills (written and verbal). Good interpersonal skills. Ability to perform under pressure.
- DUTIES** : Supervise the Proof Reader Section with regard to production and staff matters. Ensure the correct proofreading of documents before publication. Ensure that proof reading procedures are adhered too. Follow-up of work in terms of deadlines and quality control. Development of staff. Report and advice the manager with regard to production and staff matters.
- ENQUIRIES** : Mr. A.Z.A Labuschagne (012) 334 4645
- POST 20/24** : **NETWORK CONTROLLER (2) POSTS) REF: GPW 17/08**
Unit: Information Technology
- SALARY** : R132 054 per annum
- CENTER** : Pretoria
- REQUIREMENTS** : An appropriate technical IT qualification. National Diploma in Information Technology, BSC Computer Science, A+, N+, MSCE or any other technical IT Qualification with a minimum of 2 years experience. Technical knowledge of routers, switchers and network protocols is strongly recommended. Advanced skills in and a thorough knowledge of printing services in the following arrears. *Network, servers desktop operating systems, configuration (LINUX and/ or Microsoft NOS) and related hardware and soft ware*LAN and WAN (routes and switched, primarily on 3 Comm equipment, cabling and other communications technology). Good interpersonal and communication skills.
- DUTIES** : Plan, install and maintain system and computer equipment, as well as render a support service to users at the Head Office and Regional Offices of ICT services. Provide specialist ICT support to users. Carry out complex network and desktop troubleshooting. Monitor network, co-ordinate installations and

upgrades on the network and participate in the evaluation of new products.
Ensure that technical standards are implemented.

ENQUIRIES : Mr K Van den Berg Tel: (012) 334 4700

POST 20/25 : **PROOF READER REF: GPW 16/08**
Unit: Operations and Technology: Origination

SALARY : R85 362 per annum
CENTER : Pretoria
REQUIREMENTS : Grade 12 Certificate (NQF Level 4) a complete learnership/pupilship as a Proof Reader or a B degree with English and any of other official languages as a major subjects. Applicants will be subjected to a reading/ competency test.

DUTIES : Read and correct all types of Proof Reading work, i.e. Government Gazette, reports ,departmental forms, e.t.c

ENQUIRIES : Ms. L. Ndhlovu : Tel : (012) 334 -4646

DEPARTMENT OF HEALTH

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

APPLICATIONS : Direct your application quoting the above relevant reference number: to The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets.

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

MANAGEMENT ECHELON

POST 20/26 : **CLUSTER MANAGER: PARTNERSHIPS AND SANAC SECRETARIAT (REF.NDOH.67/2008)**
Cluster: Partnerships and SANAC Secretariat
(This is a re-advertisement, candidates who previously applied for this post, need not re-apply as their applications will still be considered).

SALARY : Remuneration package of R635 874 per annum (including choice of basic salary of 60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Service.

CENTRE REQUIREMENTS : Pretoria.
An appropriate recognised three-year Degree in Public Health, Management, Social or Natural Sciences is an absolute requirement for this position. A post-graduate qualification will be an added advantage. Experience in the field of HIV and AIDS and understanding of policy development and strategic planning are crucial. Experience in dealing with multi-sectoral stakeholders including government, civil society, business, multilateral, bilateral and development agencies is essential. Excellent communication skills (written and verbal) and computer literacy. The successful candidate must also be prepared to travel nationally and internationally. A valid code 08 (Code B) driver's licence.

DUTIES : *The Cluster Manager will head the National AIDS Council Secretariat and will be responsible for management of the affairs of the council and implementation of its policies *The secretariat is the implementing arm of the National AIDS Council and is responsible for performing duties as directed by the council and supports the council in implementing its mandate of advising government on HIV and AIDS policy and related matters, fostering and strengthening of partnerships, ensuring monitoring and evaluation of the National Strategic plan and ensuring dissemination of information on sectoral interventions on HIV and AIDS *The Cluster Manager will manage the multi sectoral response to HIV and AIDS, support resource mobilization and management for the multi-sectoral national strategic plan, manage funds for the activity reports from various sectors, ensure collection and analysis of periodic and progress reports, provide technical support and capacity building to sectors, ensure sectoral and donor coordination, support social mobilization and advocacy activities of sectors *The Cluster Manager will

also be responsible for the management of the government resources used to support Non-Governmental Organizations.

ENQUIRIES : Mr T Mseleku at tel (012) 312 3196.
CLOSING DATE : 2 June 2008 (Applications received after the closing date will not be considered).

OTHER POSTS

POST 20/27 : **CHIEF FORENSIC ANALYST (TECHNICAL AND QUALITY MANAGER (REF.NDOH.50/2008))**
Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

SALARY : R196 815 per annum (plus competitive benefits).
CENTRE : Pretoria
REQUIREMENTS : A four-year BSc. Honours with Chemistry as a major subject (or equivalent four-year qualification) with PROVEN experience in working in a forensic chemistry laboratory OR A three-year BSc. (or suitable equivalent) with Chemistry as a major subject with proven extensive experience working in a forensic chemistry laboratory will be considered provided the candidate list proven supervisory experience and/or involvement with overseeing projects pertaining to the field of forensic chemistry. Extensive proven experience in, technical operation and maintenance of analytical instruments such as Gas Chromatography (GC), Mass Spectrometry (MS) and High Performance Liquid Chromatography (HPLC) and associated software packages. Laboratory Information Management Systems (LIMS). Accreditation (ISO guide 17025). Applied research and problem solving. Statistical evaluation of results. Giving evidence in courts of law. Extensive knowledge regarding toxicology analysis, including solid phase extraction (SPE). Experience in solving forensic scientific problems. Experience in writing quality and safety manuals. Experience in training subordinates. Good interpersonal skills. Good communication skills (written and verbal) in English. Ability to work under pressure. A valid code 08 (Code B) driver's licence. Candidates will be subjected to a practical test to determine their technical and practical skills as mentioned under experience required.

DUTIES : *Management and maintenance of laboratory instruments *Management of quality standards in the laboratory *Coordination of technical training of laboratory personnel *Management of occupational health and safety as well as security at the laboratory *Management of information systems and ensuring that sharing of knowledge between the laboratories takes place *Conduct research and develop new analytical methods *Assist with the preparation of the laboratory for accreditation *Give evidence in courts of law if required.

ENQUIRIES : Ms A Grove or Ms C Deysel at tel. (012) 322 6600.
CLOSING DATE : 17 June 2008 (Applications received after the closing date will not be considered).

POST 20/28 : **POST A - SENIOR FORENSIC ANALYST (TOXICOLOGY ANALYSES) (REF.NDOH.49/2008)**
POST B - SENIOR FORENSIC ANALYST (FOOD ANALYSES) (REF.NDOH.51/2008)
Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

SALARY : R132 054 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year BSc. (or suitable equivalent) with Chemistry as a major subject. Proven experience in (Post A-Toxicology analyses or Post B-Food analyses) and analytical instruments such as Gas Chromatography (GC), Mass Spectrometry (MS) and High Performance Liquid Chromatography (HPLC) and associated software packages, laboratory accreditation and laboratory safety. Knowledge regarding food analysis, including sample preparation for analyses, for example solid phase extraction (SPE) and microwave digestion, statistical evaluation and interpretation of data created by using analytical techniques such as those mentioned in experience requirements. Experience in solving forensic scientific problems and of basic method

development. Knowledge of the Criminal Procedures Act, Health and Safety Act, Basic knowledge of judicial systems and court procedures. Knowledge of ISO17025 and its use in the laboratory. Good written and verbal communication skills in the English language. Good interpersonal skills. A valid code 08 (Code B) driver's licence. Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills, as well as computer skills.

DUTIES

: *Preparation of samples for analysis. This includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction *Analysis of samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, capillary electrophoresis, visual inspection, mass spectrometry, polarography, liquid chromatography, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, etc. *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula *Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits *Give evidence in courts of law *Attend lectures, seminars and short courses, visit academic libraries *Assist in construction of standard operating procedures *Operation, maintenance and record keeping of all information and data associated with instrumentation *Basic method development skills on instrumentation *Creating working instructions *Validation of methods.

ENQUIRIES

: Ms A Grove or Ms C Deysel at tel. (012) 322 6600.

CLOSING DATE

: 17 June 2008 (Applications received after the closing date will not be considered).

DEPARTMENT OF HOUSING

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

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

MANAGEMENT ECHELON

POST 20/29 : **CHIEF DIRECTOR: LEGAL SERVICES (REF: DOH/ 134/2008)**

SALARY : R635 874 per annum all-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three-year legal qualification. Knowledge of the housing environment and housing legislation would be a recommendation. Knowledge and experience in the drafting of legislation and its regulations. Proven high level verbal and written communication skills. Understanding of parliamentary process. Ability to work under pressure. Good interpersonal skills. Ability to liaise with other critical role players within the housing sector.

DUTIES : The successful candidate will head the Chief Directorate: Legal Services. He/she will be responsible to: ►Manage the provisions of pro-active advisory services and litigation for the Department and the Minister ►Manage and co-ordinate the drafting of legal documents, advice, opinions, contracts, agreements and MOU's ►Manage and co-ordinate litigation matter for the department and research and evaluate court decisions, write opinions and comments to determine impact on policies and legislation ►Manage and enforce compliance with legislation and pro-actively manage the development and drafting of housing related legislation and regulations as they impact on human settlement development. ►Act as a compliance officer for the Department. ►Manage the resources of the Chief Directorate (assets, human and financial).

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

CLOSING DATE : 30 May 2008

POST 20/30 : **DIRECTOR: TRAINING AND SKILLS DEVELOPMENT REF NO: DOH/120/2008**

Chief Directorate: Capacity Development

SALARY : R540 429 per annum all-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification backed by extensive experience in capacity development, training and education. The ideal candidate must have the necessary knowledge and experience of housing legislation and policies, education and skills development policies and strategies, intergovernmental relations, public finance and computer literacy. Good communication (written and verbal) skills. Must have experience and ability to develop public awareness and education campaigns and programmes. Extensive experience in the training as well as the development and coordination of training programmes and material. Must possess and demonstrate strategic and leadership capability. A self starter

and motivated practitioner willing and able to travel extensively in pursuit of the stated objectives

DUTIES : The successful candidate is required to champion the development of the sector capacity through training and skills development with the following specific duties: Manage the planning and administration of the Training and Skills Development Directorate. Manage beneficiary empowerment and education programme, Skills development and training programme as well as the development of accredited training material. Mobilise and leverage resources for housing capacity development programmes. Liaise with other government departments, parastatals, private sector, Seta's, and international agencies, to ensure that Training and Skills Development programmes are properly coordinated. Manage personnel and financial resources.

ENQUIRIES : Mr. M Maclean, Tel: (012) 421-1408

CLOSING DATE : 23 May 2008

OTHER POSTS

POST 20/31 : **DEPUTY DIRECTOR (SPATIAL AND NON-SPATIAL INFORMATION)**
REFERENCE: DOH/132/2008
 Chief Directorate: Management Information Services
 Directorate: Data and Information Management

SALARY : R311 358 per annum
CENTRE : Pretoria
REQUIREMENTS : Degree in Information Management or equivalent related qualification, with a minimum of 3 years relevant experience. Appropriate experience in a GIS environment and in spatial analysis and information product and tools development. Excellent communication (including report writing) and computer literacy skills. Practical experience in information and data analysis, Valid driver's licence. Additional Requirements: Knowledge: • NDOH functions and services • Housing related policies, guidelines and relevant legislation • Relational databases and GIS. Skills: • Leadership • Project management • Data and information analysis, forming conclusions and reporting objectively thereon. • Innovative problem solving • Facilitation and Networking • Planning and organising. Personal attributes: • Team player • Good Interpersonal skills • Own initiative • Creative thinking ability • Ability to work under pressure and to multitask

DUTIES : The successful candidate will: Gather, integrate and maintain a variety of housing indicator sets (data) on national, provincial and local government level. Maintain a GIS support environment for human settlement development Develop information products and tools entailing spatial and non spatial analysis. Initiate and co-ordinate information projects and actively participate in determining their priorities and future direction. Ensure project deliverables as per project terms of reference and assure the quality of outputs. Proactively compile reports and submissions on developments and trends that impact on human settlements development. Liaise with stakeholders in the housing sector, and facilitate and manage the regular compilation and dissemination of housing information to clients. Manage budget, finances including Service Level Agreements and human resources of the Sub-Directorate. Perform administrative functions, including managing strategic and operational plans and performance reporting.

ENQUIRIES : Mr V Rajkumar, Telephone: (012) 421-1744

CLOSING DATE : 30 May 2008

POST 20/32 : **LEGAL ADMINISTRATIVE OFFICER (2 POSTS) REF NO: DOH/133/2008**
 Directorate: Legal Advisory Services

SALARY : R157 686 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a recognised B degree in law, augmented by relevant experience in the legal environment; Applicants must possess sound legal skills including thorough knowledge of constitutional law, administrative law, law of evidence, company law, labour law, drafting skills and advanced research skills. A sound knowledge of the housing environment and housing legislation and policies Knowledge of the

Constitution, Promotion of the Administrative Justice Act 3 2000 and the Promotion of Access to Information Act 2 of 2000. Further requirements are a good command of the English language and computer literacy, and an ability to communicate effectively and liase between sections, departments and the legal profession. The ability to work with the minimum of supervision is a further requirement.

DUTIES

: The successful candidate will be required to render corporate legal support services to the Ministry and the department. The successful candidate will, in the exercise of his/her duties, perform duties such as the drafting of standard legal documents (contracts, guarantees etc); conduct legal research; provide general advise (drafting of opinions, writing reports etc); attending to litigation; drafting briefs to the State Attorney and State Law Advisors; attending to queries and/or correspondence.

ENQUIRIES

: Adv. J. Tladi, Telephone: (012) 421-1330

CLOSING DATE

: 30 May 2008

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- CLOSING DATE** : 02 June 2008
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. The CV to be completed by applicants is available on the DOJ website www.doj.gov.za or any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Important: Every application for a different reference number should be on a separate Z 83 form with all supporting documents attached. Applications that do not comply with the above mentioned requirements will not be considered. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department and at short notice. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

MANAGEMENT ECHELON

- POST 20/33** : **DIRECTOR: INTERNATIONAL RELATIONS, REF: 08/186/DG**
- SALARY** : R540 429 – R581 880 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An LLB degree or four year legal qualification; At least 8 years relevant experience; Sound knowledge of the South African Legal System as well as the application of International Law; A Valid driver's license. Skills and Competencies: Problem solving and analytical skills; Negotiation skills; Good interpersonal and communication skills (written and verbal); Computer literacy; Report writing and research skills; Strategic and tactful; Facilitation and presentation; Project management skills; Creative and innovative; Financial management.
- DUTIES** : Interact with international bodies, such as the United Nations, the African Union, Southern 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 the writing of country reports on these instruments; Handle requests for extradition, mutual legal assistance in criminal and civil matters, service of process and rogatory commissions; Coordinate technical assistance to foreign states and international regional organizations; Prepare Cabinet memoranda, explanatory memoranda of Parliament and President 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 Street, Pretoria.

POST 20/34 : **DIRECTOR: HR KEY ACCOUNTS, REF: 08/115/GP**

SALARY : R540 429 – R 581 880 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office, Johannesburg

DUTIES : A Bachelor's degree or equivalent qualification; Minimum of five years' management experience and understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting and business partnering. Skills and Competencies: Dynamic and committed with a professional approach; Managerial skills; Strong communication skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; Stake holder management; Project management

DUTIES : Responsible for Strategic Management; Attain Branch results through alignment and management of the component in alignment with the HR strategic document, HR Balance Scorecard and Branches' Service Level Agreements; Manage both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Influence and manage employees' performance in the "Key Accounts" component against strategic financial objectives defined at an HR Branch level; Attain HR value proposition through the implementation of improved HR best practice services that drive the strategic objectives of all the Branches within the Department of Justice and Constitutional Development; Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance.

ENQUIRIES APPLICATIONS : Mrs E Dhlamini 📞 (011) 331 0440

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Gauteng Regional Office: Justice and Constitutional Development, Private Bag X 6, Johannesburg, 2000.

OTHER POSTS

POST 20/35 : **ASSISTANT MASTER: SERVICE POINT (4 POSTS), REF: 08/187/MAS**

This is a re – advertisement. The minimum requirements have changed. Person who applied previously and who meet the revised requirements need to re – apply.

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

CENTRE REQUIREMENTS : Master of the High Court: Nelspruit, Middleburg, Madadeni and Empangeni

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** : Mr G Masingi ☎ 012 – 315 1893
- APPLICATIONS** : Separate applications must be made for each centre if applying for more than one and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 20/36** : **OFFICE MANAGER, REF: 08/188/MAS**
- SALARY** : R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Grahamstown
- REQUIREMENTS** : A Bachelor's degree plus five years experience in Administration; Knowledge of the Public Service Regulations, Public Finance Management Act, Employment Equity Act, Skills Development Act and the Labour Relations Act; Knowledge of all legislation and policies that inform the Department's Administrative Support Activities; Knowledge of the Core functions of the Masters Office; Valid code EB drivers' license. Shortlisted candidates will be subjected to a security vetting process. Skills and Competencies: Good Communication skills (written & verbal); Computer literacy (MS Office); Financial management; Performance management; Good leadership and management skills; Inter and intra-personal skills; Public relation skills; Analytical and Presentation skills; Conflict management / resolution; Able to work under pressure; Negotiation and Numerical skills.
- DUTIES** : Ensure that work is allocated in the most effective manner among the support staff in Human Resource support, Budget compilation and reporting, typing support, Security and registry/filing services, Office Building support, procuring of goods/equipment, Library and archive services; Ensure that service level agreements are adhered to; Ensure that the management and development of staff will help them to meet their full potential in order to maintain consistent high level of service; Ensure that all staff are trained in all aspects of their functions in order to render an effective and efficient service to the office of the Master; Prepare all financial reports prescribed and required by management in accordance with generally accepted administration practice; Provide required office administrative expertise to resolve any support problems experienced in the office of the Master; Direct and manage projects to implement amended computer or other systems and processes aimed at improving the administrative efficiency of the Masters Office; Handle day to day management and disciplinary matters in the component.
- ENQUIRIES** : Mr. G Masingi ☎ (012) 315 1893
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 20/37** : **CHIEF ACCOUNTING CLERK: PAYROLL, REF: 08/191/CFO**
- SALARY** : R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Bachelor's Degree or equivalent qualifications in Finance or Grade 12 plus more than 10 years experience in a financial environment; Knowledge of PERSAL, Basic Accounting System (BAS), PFMA and National Treasury Regulations; Three years appropriate experience. Skills and Competencies: Computer literacy; Good communication (written and verbal) skills; Planning and organizing skills; Ability to work under pressure and be self motivated; Accuracy and attention to detail; Problem solving skills.
- DUTIES** : Management and distribution of payroll; Check and approve payment of salaries, allowances and claims; Ensure that pay sheets and pay sheet related reports are distributed timeously; Check and control the reconciliation

of suspense accounts; Act as supervisor of pay sheets, Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover; Evaluate work performance of sub-ordinates and providing on the job training to subordinates; Ensuring office discipline and adherence to all applicable prescripts and regulations. Timely paying of leave gratuities/credits and other benefits for service termination on PERSAL and BAS; monthly reporting of leave gratuities status and problem case thereof; clearing of salary suspense and reporting on the outstanding balances.

**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.

POST 20/38

: **COURT INTERPRETER: (1 POST), REF: 08/106/GP**

SALARY

: R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: Magistrate Vanderbijlpark
: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid driver's license will be an added as advantage: Language Requirements: English, Afrikaans, IsiZulu, Sesotho, Tshivenda, IsiTsonga, Sepedi and IsiSwati. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES

: Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution

**ENQUIRIES
APPLICATIONS**

: Mr MP Moeti ☎ 016 933 4351/2
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

POST 20/39

: **COURT INTERPRETER: (1 POST) REF 08/107/GP**

SALARY

: R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: Magistrate Krugersdorp
: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, IsiZulu, IsiXhosa, South Sotho, and Setswana. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES

: Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution

**ENQUIRIES
APPLICATIONS**

: Mr C Chauke ☎ 011 660 3711
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

<u>POST 20/40</u>	:	<u>COURT INTERPRETER: (2 POSTS), REF 08/108/GP</u>
<u>SALARY</u>	:	R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Benoni
	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, IsiZulu, North Sotho, South Sotho, Tshivenda, IsiSwati and Shangaan. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TE Mashalaba ☎ 011 746 7600
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	02 June 2008
<u>POST 20/41</u>	:	<u>SENIOR REGISTRAR'S CLERK: (2 POSTS) REF 08/109/GP</u>
<u>SALARY</u>	:	R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court Johannesburg
	:	Senior Certificate or equivalent qualification; Two years administrative experience. Skills and Competencies: Computer literacy; Excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Compile batches for payment; issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services. Act as liaison between judges and legal practitioners.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D Mngomezulu ☎ (011) 332 8391
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 20/42</u>	:	<u>SENIOR ADMINISTRATION CLERK: (5 POSTS) REF 08/110/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Benoni
	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TE Mashalaba ☎ 011 746 7600
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 20/43</u>	:	<u>SENIOR ADMINISTRATION CLERK: (2 POSTS) REF 08/111/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Pretoria North

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Ngobeni ☎ 012 521 1000 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 20/44</u>	:	<u>SENIOR ADMINISTRATION CLERK: (1 POST) REF 08/112/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Heidelberg Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Majola ☎ 016 349 1930/2 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 20/45</u>	:	<u>SENIOR ACCOUNTING CLERK (5POSTS) REF: 08/190/CFO</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Payroll Service; Pretoria Grade 12 or equivalent qualification with mathematics and/or Accounting as a subject; 2 years appropriate experience; Knowledge of PERSAL and BAS; Skills and Competencies: Computer literacy; Good interpersonal skills; Communication skills (verbal and written); Ability to work under pressure and be self-motivated.
<u>DUTIES</u>	:	Implement salary related allowances on PERSAL and BAS; Take-on and recovery of departmental depts.; Reconcile salary ledger accounts; Pay over of salary deductions to relevant institutions.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>POST 20/46</u>	:	<u>SENIOR REGISTRY CLERK: PAYROLL (2 POSTS) REF: 08/192/CFO</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria Grade 12 or equivalent qualification; Mathematics and/or Accounting as a subject will be an added advantage; 1-2 years appropriate experience; Knowledge of PERSAL and Bas experience; Skills and Competencies: Good communication (verbal and written); Good Interpersonal relations; Computer literacy; Ability to work under pressure and be self motivated;
<u>DUTIES</u>	:	Receipt and registering of incoming and out going post; Keep and update registers; Receive documents at the counter; Safekeeping of information/documentation; Distribute documents; Respond to desk and telephone enquiries; Capture salaries related transactions on request; Clear suspense accounts on request.
<u>ENQUIRIES</u>	:	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 X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 20/47 : **SENIOR TYPIST, REF: 08/194/SA**

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

CENTRE REQUIREMENTS : State Attorney, Durban

REQUIREMENTS : A Grade 12 or equivalent qualification; Two years' experience as a typist; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short-listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Type documents and manage fax machine; Attend to telephonic enquiries and redirect callers; Control diaries for meetings and appointments; Take minutes and plan meetings and schedules; Dictaphone typing; Support services to Attorneys viz, attend to incoming and outgoing correspondence and assistance with filing.

ENQUIRIES APPLICATIONS : 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 Building, Pretoria, 0001.

POST 20/48 : **SENIOR ADMINISTRATION CLERK, REF: 08/196/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: Durban

REQUIREMENTS : 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

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

POST 20/49 : **MESSENGER, REF: 08/195/MAS**

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

CENTRE REQUIREMENTS : Master of the High Court: Durban

REQUIREMENTS : Adult Basic Education and Training (ABET) Level 5 / Grade 10; One year appropriate experience; The ability to read and write clearly; A valid driver's license, obtained for at least one year. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.

DUTIES : Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.

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

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

- POST 20/50** : **USHER MESSENGER (1 POST), REF 08/113/GP**
- SALARY** : R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court Pretoria
- REQUIREMENTS** : Adult Basic Education and Training Course Level 4/Grade 9; Two years appropriate knowledge and experience; The ability to read and write; A driver's license (Code 08).
- DUTIES** : Escort judges to court; Achieve the necessary silence and call the people in court to attention when the judge enters or leave the court room; Be present in court during the session; Hand exhibits to the judge for examination; Make copies of court rolls and circulate according to distribution; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of judge's vehicles.
- ENQUIRIES** : Ms. M Janse Van Rensburg ☎ 012 315 7711
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 20/51** : **MESSENGER (1 POST), REF 08/114/GP**
- SALARY** : R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Germiston
- REQUIREMENTS** : Grade 12 or equivalent qualification; Valid drivers license Skills and Competencies: Excellent communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Drive and keep vehicle in clean and good condition; Assist with general office duties; Send and receive faxes.
- DUTIES** : Collect and deliver post\parcels at the post office; Collect and deliver stationery\documents; photocopy official documents;
- ENQUIRIES** : Ms A Louw ☎ 011 873 0500
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Mr. E Marakalala / Ms E Lethole

CLOSING DATE : 30 May 2008

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

OTHER POSTS

POST 20/52 : **SENIOR MINERAL LAWS ADMINISTRATION OFFICER**

SALARY : R 132 054 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An appropriate three year Degree or Diploma in Law coupled with appropriate experience in recording of Deeds, Rights, Permits and Permissions PLUS the following key competencies ☐ Knowledge of : • The relevant legislative framework including the Mineral and Petroleum Resources Development Act, 2002 and the Mining Titles registration Act,2003. Mineral and Petroleum Titles Registration Office records and filling system in general • New and old survey system • Deeds registration system ☐ Skill: • Ability to examine permits, permissions rights and other deeds and documents related thereto applying Departmental procedures • Procedures in handling mineral and petroleum permits, permissions and rights to make meaningful recommendations to management • Computer Skills ☐ Communication: • Sound report writing skills ☐ Creativity: • Analytical thinker • Ability to provide general legal advice by means of direct verbal and written contact • Ability to solve problems • Ability to work under pressure

DUTIES : KRA's: Examine rights, permits and permission granted and issued under the Mineral and Petroleum Resources Development Act 200 • Examine transfers, cessions, bonds for registration in terms of the Mining Titles Registration Amendment Act,2003 and Mining Titles Registration Regulations, 200 • Ensure compliance in terms of the Mineral Petroleum Resources Development Act,28 of 2002, Transfer Duty Act,40 of 1949, Companies Act,61 of 1973, Insolvency Act,24 of 1936 and the administration of Estates Act,66 of 1965 • Advice Conveyancers, Notaries and Surveyors where difficulties are experienced with the drafting, examination and registration of rights, permits, permissions, deeds and documents • Conduct research for applications for township establishment and issue clearance certificates where land was encumbered by rights issued in terms of the previous mining legislations and the Mineral and Petroleum Resources Development Act 2002 • Keep and maintain records, including capturing registration information and its spatial data on the National Mining Promotion System • Provide a deeds information service to the public.

ENQUIRIES : Ms R Nkambule ☎ 012 317 8157

POST 20/53 : **TRAINING OFFICER: ORIENTATION AND INDUCTION**
(1 Year Contract)

SALARY : R106 335 per annum

CENTRE : Head Office

REQUIREMENTS : A National Diploma in Human Resource Development /Management or equivalent qualification coupled with relevant experience and candidates must be in possession of a valid driver's licence. Knowledge of PERSAL System will be an advantage. PLUS the following key competencies:

☑ Knowledge of: • Government policies and all skills development related legislations, Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Strategy and understanding of learnership, Computer specifically MS Excel, Access, MS Project, Power Point. ☑ Skills: • Presentation and report writing • Organisational and administration • Numeracy • Interpersonal and communication ☑ Communication: • Verbal and written ☑ Creativity: • Innovative

DUTIES : KRA's: Liaise with all internal and external relevant stakeholders on the Orientation and Induction Programme • Compile submissions, letters and memoranda on Orientation and Induction Programme • Develop and update new employee database • Coordinate and present the Orientation and Induction Programme/Massified Induction Programme • Liaise with service providers on the programme • Perform all administrative functions related to the programme (bookings, meetings and payments) • Monitor and evaluate the programme • Compile reports (weekly, quarterly, monthly and annually) • Supervise staff.

ENQUIRIES : Mr. Sandile Boyi ☎ 012 317 8108

POST 20/54 : **ADMINISTRATION OFFICER – LEARNERSHIP**
(1 Year Contract)

SALARY : R106 335 per annum
CENTRE : Head Office
REQUIREMENTS : A National Diploma in Human Resource Development/ Management or equivalent qualification coupled with relevant experience and candidates must be in possession of a valid driver's licence. Knowledge of PERSAL System will be an advantage PLUS the following key competencies: ☑ Knowledge of: • Government policies and all skills development related legislations, Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Strategy and understanding of learnership, Computer specifically MS Excel, Access, MS Project, Power Point ☑ Skills: • Presentation and Report Writing • Organisational and Administration • Numeracy • Interpersonal and Communication ☑ Communication: • Verbal and Written ☑ Creativity: • Innovative

DUTIES : KRA's: • Liaise with relevant stakeholders • Compilation of relevant documentation pertaining to learnership program • Recruitment, selection and placement of learners and mentors • Update learner database • Payment of learners and service providers • learnership administration • Monitoring and evaluation of the programs

ENQUIRIES : Mr. Sandile Boyi ☎ 012 317 8108

NATIONAL TREASURY

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

MANAGEMENT ECHELON

POST 20/55 : **DIRECTOR: RISK MANAGEMENT REFERENCE NUMBER: S083/2008**
Division: Office of the Accountant-General

SALARY : R540 429 per annum (All-inclusive)
CENTRE : Pretoria

REQUIREMENTS :
• A degree / diploma in Risk Management, Internal Auditing, Auditing, Finance, Economics, Public Management or Business Management, preferably at postgraduate level • At least 3 years experience in ERM (either as a consultant or corporate ERM support specialist), auditing, accounting, public finance or public management • At least 3 years experience in ERM (either as a consultant or corporate ERM support specialist), auditing, of appropriate experience in ERM, candidates with Experience in developing norms, standards and implementation guidelines • Advanced computer literacy • Proven skills in research methodology, report writing and presentations to top management • Strong project management skills

DUTIES :
• Reduce the technical complexities of ERM through the development of simplified and practical frameworks and guidelines • Provide advocacy to various stakeholder groups on ERM, including fraud risk management • Identify deficient ERM practices within public sector institutions and develop support interventions to address such deficiencies, particularly interventions facilitating the development and transfer of skills • Monitor and evaluate the quality of ERM implementation in public sector institutions • Develop and execute specific strategies to enforce the legislative prescripts on risk management, including fraud risk management • Participate in various governance structures within public sector institutions, particularly, Risk Management Committees, Audit Committees and Fraud Prevention Committees • Develop concise reports to various stakeholders on the status quo of ERM in public sector institutions • Provide inputs for policy reforms on ERM, including development of norms and standards, to ensure that public sector ERM remains at the forefront of best practice • Establish and maintain appropriate mechanisms to facilitate knowledge sharing amongst and between the public sector risk management community and other stakeholders

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 30 May 2008 at 12:00

POST 20/56 : **DIRECTOR: MEDIUM TERM PLANNING REFERENCE NUMBER: S077/2008**
Division: Budget Office

SALARY : R540 429 per annum
CENTRE : Pretoria

REQUIREMENTS :
• Postgraduate degree in Economics / Public Finance / Development Economics / Social Sciences • Relevant experience in policy research, public policy development and analysis • Examples of research reports, publications or financial analyses will be an advantage • An innovative and creative thinker with excellent written and verbal communication skills • Good interpersonal skills • Computer literate with knowledge of full MS Office Suite • Familiarity with National Treasury publications, including, the Budget Review, the MTBPS and the Estimates of National Expenditure

DUTIES : It would be expected from the candidate to: • Evaluate expenditure – including for the annual Budget Review and the Medium Term Budget Policy Statement publications • Evaluate programmes and policies to assess the

efficiency and effectiveness of Government initiatives • Conduct in-depth budget analysis and related research • Liaise with key national departments in developing Government's strategic objectives • Give policy advice on the Medium Term Expenditure Framework • Liaise with the other Divisions in preparation of the Vertical Division of Revenue according to Government priorities • Plan and administer Medium Term Expenditure Committee sessions

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 23 May 2008 at 12:00

POST 20/57 : **DIRECTOR: BUDGET REFORM REFERENCE NUMBER: S076/2008**
Division: Budget Office

SALARY : R540 429 per annum

CENTRE : Pretoria

REQUIREMENTS : • Postgraduate degree in Economics / Public Finance / Development Economics / Social Sciences • Relevant experience in policy research and public policy development and analyses. Examples of research reports, publications or financial analyses will be an advantage • Excellent written and communication skills, innovative and creative thinker • Computer literate with knowledge of the full MS Office Suite • Familiarity with National Treasury publications, including the Budget Review, the Medium Term Budget Policy Statement and the Estimates of National Expenditure

DUTIES : It would be expected from the candidate to: • Evaluate expenditure for the annual budget publications • Advise on programme and policy evaluation of government initiatives • Develop and implement policies and strategies for improved government planning, budgeting and reporting • Reform budget processes and improve budget documentation • Liaise with various government stakeholders and provide training to public officials

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 23 May 2008 at 12:00

OTHER POSTS

POST 20/58 : **SENIOR POLICY ANALYST: NATIONAL BUDGETS REFERENCE NUMBER: S074/2008**
Division: Budget Office

SALARY : R311 358 per annum

CENTRE : Pretoria

REQUIREMENTS : • A degree / diploma in Economics / Public Finance / Public Management • Relevant experience • Knowledge of Public Sector budget and planning processes, including the MTEF and applicable public finance legislation • Excellent verbal and written communication skills • Good interpersonal skills • Good planning, organising and analytical skills with a creative and innovative approach to solving problems • Computer literate with knowledge of the full MS Office Suite

DUTIES : It would be expected from the candidate to: • Compile and analyse in-year as well as Medium Term Expenditure Committee (MTEC) reports • Contribute to budget processes • Assist in managing the MTEC process and collating the results thereof • Contribute to the preparation of key budget documents, especially the Adjusted Estimates of National Expenditure and the Estimates of National Expenditure • Compile money bills • Communicate, co-ordinate and liaise with other stakeholders

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 23 May 2008 at 12:00

POST 20/59 : **SENIOR POLICY ANALYST: MEDIUM TERM PLANNING REFERENCE NUMBER: S078/2008**
Division: Budget Office

SALARY : R311 358 per annum
CENTRE : Pretoria

REQUIREMENTS :
• A degree/diploma in Economics/ Public Finance / Public Management • Knowledge of public sector budget and planning processes, including the Medium Term Expenditure Framework and applicable public finance legislation • Relevant experience • Excellent verbal and written communication as well as research skills. • Good interpersonal skills • Good planning, organising and analytical skills with Creative and innovative approaches to solving problems • Computer literacy with knowledge of the full MS Office Suite

DUTIES : It would be expected from the candidate to: • Provide policy analysis on relevant budget reform practices and undertake research to improve efficiency of budget allocations • Compile and analyse expenditure reports • Assist in the planning and administration of the Medium Term Expenditure Committee process and collating the results thereof • Liaise closely with Divisions within the National Treasury to develop medium term spending priorities across the three spheres of Government • Contribute to the preparation of money bills and key budget documents, including the Medium Term Budget Policy Statement, Budget Review, Estimates of National Expenditure

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 23 May 2008 at 12:00

POST 20/60 : **SENIOR POLICY ANALYST: NATIONAL BUDGETS REFERENCE NUMBER: S075/2008**
Division: Budget Office

SALARY : R196 815 per annum
CENTRE : Pretoria

REQUIREMENTS :
• A degree / diploma in Public Finance / Budgeting and/or Accounting • Relevant experience • Good analytical, quantitative analysis, verbal and written communication skills • Computer literacy with knowledge of the full MS Office Suite • Knowledge of public sector budget and planning processes, and applicable public finance legislation and reporting requirements will be an advantage

DUTIES : It would be expected from the candidate to: • Assist with the MTEF, Medium Term Expenditure Committee, Estimates of National Expenditure and Adjustments Budget processes • Assist with compiling money bills • Contribute to the in-year budget processes, e.g. cash flow, rollovers, approval of shifting of funds, structure changes, emergency funding and requests for additional funds • Gather and coordinate expenditure data and compile summary reports of expenditure

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za. Applications can also be faxed to (012) 315 5557

CLOSING DATE : 23 May 2008 at 12:00

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

The vision of the Department of Provincial and Local Government (the DPLG) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The DPLG intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- CLOSING DATE** : 23 May 2008
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: The Personnel Administrator, Human Communications, tel. (011) 807-3260, PO Box 1305, Rivonia 2128 or fax: 086 619 7693 or e-mail: humancv@humancommunications.co.za (MS Word).
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our department.

OTHER POSTS

- POST 20/61** : **ADMINISTRATIVE ASSISTANT**
Chief Directorate: Municipal Leadership Development Programme
Branch: Systems and Capacity Building
- SALARY** : R85 362 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 and/or any other formal/related qualification. Relevant secretarial and administrative experience and knowledge. Knowledge of filing systems and office procedures. Good computer and minute taking skills and good typing proficiency. Excellent time management skills and the ability to be self-driven and solution-orientated, despite work pressures. Willingness to work long hours. Good communication and interpersonal skills.
- DUTIES** : Co-ordinate and prepare documentation for meetings/workshops and compile minutes/reports, conduct research on topics related to the Chief Directorates' mandate, provide efficient administrative / secretariat support to the Chief Directorate, manage the diary of the Executive Manager and arrange logistics and related activities for travel, meetings, workshops, conferences etc, manage the telephone and communication systems in the office, respond to written requests, purchase and order stationery and equipment, manage inventory and equipment within the unit, file and manage the paperwork of the unit, perform other assigned ad hoc duties and support the roll out of government programmes.
- ENQUIRIES** : Ms N Malepe (012 334 0734)
- POST 20/62** : **ADMINISTRATIVE ASSISTANT**
National Disaster Management Centre
Directorate: Disaster Intervention and Support & Information Technology
- SALARY** : R 68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 and/or any other formal/related qualification plus knowledge in disaster management. Relevant secretarial and administrative experience and knowledge of filing systems and procedures Strong computer literacy and typing proficiency Excellent time management, ability to be self-driven and solutions-orientated despite pressure Willingness to work long hours and good communication and interpersonal skills.
- DUTIES** : Perform secretarial and administrative tasks/support for the Senior Manager and his/her component in an efficient and highly professional manner, Request, receive and package documents for meetings, Manage the diary of

the Senior Manager, handle appointments, order stationery and submit claims for travel and accommodation expenditure, Act as communication channel between components and internal/ external clients, ensuring that all information is submitted timeously for response, Provide efficient administrative support to the component, Manage documents/ correspondence as well as Ministerial and other submissions and due dates register as well as follow up actions on the register. Responsible for the office equipment allocated to the Office, Provide secretariat services in management meetings.

ENQUIRIES

: Ms N Malepe 012 334 0734

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.

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 20/63 : **CHIEF DIRECTOR: HUMAN RESOURCES**
(5 year contract)
This position calls for a dynamic and seasoned Senior Human Resources Professional who appreciates working in a demanding and highly pressured environment. The successful candidate will be expected to champion a culture of "Business Unusual" and high performance within the department.

SALARY : R635 874 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant post graduate qualification. A performance driven and pro-active thinker who has a broader and deeper understanding of people management strategies that will facilitate the delivery of DWAF strategic goals through the implementation of rigorous talent management programmes. Extensive HR senior management experience, and proven track record in driving huge restructuring and reorganization projects. He/she must be fully-seasoned in HR best practices and HR systems (Organizational Development, Recruitment and Selection, Transactions and Knowledge Management; Performance Management; Training and Development and Employee Relations) and must have the ability to interact both at strategic and operational level while appreciating urgent daily demands. The ideal candidate must have successfully project-managed, implemented and completed high level HR interventions, including transformation and change management. He/she must have sound managerial abilities. As a senior manager, the Chief Director: Human Resources will report to the Deputy Director-General: Corporate Services, and will serve on various forums/structures inside and outside the department. Good communication skills, including facilitation, negotiation, presentation as well as excellent analytical ability. A good understanding of employment legislation; and the person should be willing to work beyond the point of call.

DUTIES : Key Performance Areas: The appointee will be responsible for providing strategic direction and leadership in the following areas: Design and implementation of the Human Resources Architecture (strategies, policies, structures, processes, systems and frameworks). Interpretation and translation of both current and future business needs into effective talent management plans. Business and budget planning. Organisational development models to support positive performance and learning culture that promote effective people management solutions. Conceptualisation and implementation of talent management models that attract; retrain and retain productive teams for the department. Build a sound talent pipeline pool, Provide HR capability to contend with departmental growth. Development of workplace practices (procedures and processes) that are aligned to the needs of the department. Drive and facilitate the development of effective HR information system that enhances decision making and informs the design of strategic interventions.

ENQUIRIES : Ms NJ Ngele, tel (012) 336 8803

APPLICATIONS : Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria
FOR ATTENTION : Ms C Mazibuko, Zwamadaka Building, Room 610
CLOSING DATE : 30 May 2008

POST 20/64 : **DIRECTOR: HR TRANSACTIONS AND INFORMATION MANAGEMENT**
(5 year contract)

SALARY : R540 429 per annum (all-inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : A post graduate degree in Human Resources. Extensive experience in a management position within the Human Resources area. Excellent attention to detail. In depth knowledge and understanding of the Public Service Human Resources prescripts and employment legislation. A client focused and results-driven approach to service delivery. The position requires an innovative, reliable and self motivated team player who will drive the implementation of HR Transactions and knowledge management strategies in a manner that facilitate the delivery of departmental strategic goals. The incumbent must have proven ability to work independently in an unstructured environment and be willing to work beyond the point of call. Excellent communications skills, including facilitation and presentation as well as good analytical ability. Ability to interpret and translate business requirements into effective and relevant HR plans and practices. Strong management ability.

DUTIES : Key Performance Areas: Provide strategic and operational leadership for the Transactions and HR Knowledge Management Directorate with specific focus on:- Outlining and developing customer-focused and value-adding HR Transactions work practices. Ensures that HR achieves full compliance with all applicable legislation and policies. Oversee the implementation of transactional work and systems that will effectively meet the needs of the clients and facilitate delivery of departmental objectives. Developing and/or aligning HR strategies, policies and processes with business requirements. Developing and overseeing the management of information and data environment to support sound decisions making and inform the development process of HR interventions. Implementing interventions to enhance HR data integrity (personnel information and reports). Creating accurate and timely interfaces with relevant stakeholders for effective payroll; benefit management and administration of conditions of services. Managing and providing leadership to the team and monitor Directorate's performance, budget, expenditure and ensure achievement of outputs in line with the set targets.

ENQUIRIES : Ms M Mofokeng, tel (012) 336 7265
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria
FOR ATTENTION : Ms C Mazibuko, Zwamadaka Building, Room 610
CLOSING DATE : 30 May 2008

OTHER POSTS

POST 20/65 : **MANAGER: REGIONAL INFORMATION SERVICES SUPPORT**
195400/80090/1

SALARY : R196 815 per annum
CENTRE : Bloemfontein
REQUIREMENTS : *Diploma/degree in IT Management. *Extensive appropriate experience in an information technology field. * Appropriate experience in a IT Management. * A project management qualification will be an added advantage. * Knowledge and understanding of ITIL & COBIT. * Knowledge and understanding IT facilities, IT infrastructure, IT change management and IT service level agreement manager.

DUTIES : Key Performance Areas: * Manage the IT function of the region. * Perform regional IT planning, in terms of alignment of the IT Strategy and the business strategy. Manage and advice the Region on IT procurement, including establishment of the Regional IT procurement committee. * Manage Regional IT assets (hardware, software) according to PFMA. * Perform IT contract and SLA management within the Regional and escalate any deviations to the Regional manager and the office of the CIO. * Manage

performance of all IT Service providers. * Ensure Regional compliance to IT governance framework. * Manage the Regional IT budget. * Ensure proper facility Management and implement DRP and security policies. * Manage the IT service offering, end –user training and support. * Ensure the smooth linkage between operations and technical functions. * Defined key deliverables sign off points. * Recommendations of penalties and reward feedback to financial administration. * Analysis of service desk reports and recommendation reports and monthly IT health reports.

ENQUIRIES : Mr. TP Ntili, Tel. 051-4059000
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry, P/Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Me. M. van Rooyen
CLOSING DATE : 30th May 2008

POST 20/66 : **HEALTH AND SAFETY OFFICER (WORKING FOR WATER)**
(5-Year Contract)

SALARY : R192 325 per annum (all-inclusive salary package)
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate three-year degree or National Diploma in Health and Safety and Risk Management. *Strong leadership and management capabilities. *Knowledge of investigation procedures. *Computer literacy. *Extensive knowledge of all applicable legislation Public Service Actions Act, Compensation of Injuries and Diseases Act, Environmental Management Act, National Water Act, CARA. *A valid driver's licence. *Willingness to travel to remote operational areas.

DUTIES : *Manage the Safety Health and Environmental (SHE) risk function in accordance with the Programme Standards and Legislation. *Determine safety, health and loss control objectives, policies and strategies. *Identify risk exposure and develop initiatives to prevent or minimise loss and waste resources. *Quality control, follow up and manage accidents records. *Monitor and evaluate safety and health norms and standards. *Promote safety and health through competency checks, safety and health programmes and training. *Represent the region in National Health and Safety meetings or initiatives and other forums. *Provide a professional risk management advisory service to management and staff performance.

ENQUIRIES : Ms NT Mangoale, Tel. (015) 290 1458
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr MJ Nzima
CLOSING DATE : 06 June 2008

POST 20/67 : **BIOLOGICAL CONTROL OFFICER (WORKING FOR WATER) (2 POSTS)**
(5-YEAR CONTRACT)

SALARY : R192 325 per annum (all-inclusive salary package)
CENTRE : Sekhukhune District Office
REQUIREMENTS : *An appropriate diploma or Bachelor of Science with a focus on Entomology/Zoology and Batony. *Appropriate Project Management experience to operate and implement biological control effectively. *A valid driver's licence. *Computer literacy. *Knowledge of Conservation of Agricultural Resources Act, National Environment Management Act and other related legislation. *Previous experience in research environment and GIS knowledge.

DUTIES : *Manage the biological control implementation programme in Limpopo, including: *Recollection and distribution of biological control agents (aquatic and terrestrial). *Development of an Annual Plan of Operation (APO). *Establishment and protection of release sites. *Reporting, monitoring and evaluation of the bio-control programme. *Development of bio-control networks and partnerships in the region. *Presentation of information to interest groups. *Working as part of a national team to further develop the programme.

ENQUIRIES : Ms NT Mangoale, Tel. (015) 290 1458
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr MJ Nzima

CLOSING DATE : 06 June 2008

POST 20/68 : **PROJECT MANAGER (WORKING FOR WATER) (4 POSTS)**
(5-Year Contract)

SALARY : R161 119 per annum (all-inclusive salary package)
CENTRE : *Groblersdal, *Waterberg, *Soutpansberg, *Tzaneen.
REQUIREMENTS : *An appropriate three-year tertiary qualification in Natural Sciences, Forestry and Environmental Sciences. *A valid driver's licence. *Willingness to travel extensively. *GPS and Map reading skills. *Knowledge of herbicide application, biological control and chainsaw operation. *Appropriate Project Management, working experience of invasive plant clearing, good people management as well as administrative and financial skills. *Language proficiency in two official languages. *Understanding and knowledge of PFMA, Public Service prescripts and CARA.

DUTIES : *Facilitate the development of project clearing plans and annual plans of operations. *Oversee and co-ordinate projects technical operations and work standards. *Oversee training and social development programmes within the project. *Liaise with relevant stakeholders and landowners/users. *Conduct field inspections to ensure compliance to Working for Water norms and standards.

ENQUIRIES : Ms NT Mangoale, Tel. (015) 290 1458
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr MJ Nzima
CLOSING DATE : 06 June 2008

POST 20/69 : **SENIOR INDUSTRIAL TECHNICIAN (CIVIL) (4 POSTS)**

SALARY : R106 335 per annum
CENTRE : Hydrometry Tzaneen
REQUIREMENTS : *An appropriate recognised National Diploma (T-/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Professions Act of South Africa, 1990. *Hydrology as a subject. *Appropriate experience and clearly demonstrate good understanding and competence in all facets of practices, maintenance method, data collection techniques, data processing, calibration of gauging weirs and all systems applied in the full spectrum of the Hydrometry field. *Good technical problem solving abilities. *Appropriate experience in field work, formulating and setting of standards. *Sound understanding of Government policies. *Good interpersonal relations, presentation, organising and analytical skills. *Good communication skills (written and verbal). *Computer literacy. *The successful candidate will be traveling extensively and will be away from home for long periods of time.

DUTIES : *Perform data collection and process time series data. *Calibrate gauging weirs by means of surveying and current gauging at gauging stations. Install and maintain all spheres of measuring equipment. *Technical report writing. *People management.

ENQUIRIES : Mr T Brandt, Tel. (015) 307 8600
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr MJ Nzima
CLOSING DATE : 06 June 2008
NOTE : No official housing available

POST 20/70 : **INDUSTRIAL TECHNICIAN (2 POSTS) (OPERATIONS & MAINTENANCE)**

SALARY : R85 362 per annum
CENTRE : Sekhukhune District Office
REQUIREMENTS : *An appropriate recognised three-year National Diploma in Civil Engineering or equivalent qualification. *Computer literacy. *A valid Code 08 driver's licence.

DUTIES : *Monitor WSA (and WSP) compliance with water services policy and regulation. *Assess drinking water and sewerage treatment plants and monitor compliance with licence conditions. *Monitor and evaluate the

implementation of refurbishment projects by Municipalities. *Liaise with Municipalities on status of schemes. *Monitor free basic water and sanitation.
ENQUIRIES : Mr RP Hlomela, Tel. (015) 632 5882
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr MJ Nzima
CLOSING DATE : 06 June 2008

POST 20/71 : INDUSTRIAL TECHNICIAN (2 POSTS) (WATER QUALITY)

SALARY : R85 362 per annum
CENTRE : Sekhukhune District Office
REQUIREMENTS : *A relevant three-year qualification in Water Care or Analytical Chemistry. *Appropriate laboratory experience. *Computer literacy. *A valid Code 08 driver's licence.
DUTIES : *Inspect water quality. *Collect water and sewerage samples from the treatment works and other drinking water supply resources. *Operate laboratory equipment and perform routine chemical, physical and bacteriological tests as guided by the manuals. *Compile analytical reports. *Perform flocculation tests.

ENQUIRIES : Mr RP Hlomela, tel. (015) 632 5882
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr MJ Nzima
CLOSING DATE : 06 June 2008

POST 20/72 : SENIOR ADMINISTRATION CLERK GRADE WATER SECTOR COLLABORATION III194200/80148/1 (E)

SALARY : R85 362 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognised Grade 12 certificate or equivalent qualification. * Computer Literate. * Two years experience in administration and in the public sector will be an added advantage. * Ability to work long hours and under pressure as well as the ability to keep confidentiality. * Good interpersonal relations and communication skills.
DUTIES : Candidate will be responsible to Assist with the maintenance of the filling system. * Assist with the capturing of data. * Assist with secretariat support (typing of minutes, drafting and typing of correspondence/documents). * Administering of office correspondence/reports/documents. * Render administrative support.

ENQUIRIES : Mr. LB Mabaso, 051-6649400
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry, Private Bag 528, Bloemfontein, 9300
FOR ATTENTION : Me. M. van Rooyen
CLOSING DATE : 30th May 2008

POST 20/73 : SENIOR ADMINISTRATION CLERK GRADE III (2 POSTS) (WATER REGULATION AND USE) WARMS 194200/80148/1+2

SALARY : R85 362 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A grade 12 certificate or equivalent.* Between five and ten years general administration experience, of which 2 years should have been data capture experience. *Previous WARMS experience and knowledge of the National Water Act. 1998 (Act No 36 of 1998) and other relevant legislation. *Working computer experience in MS Word, Excel and Outlook. *Practical experience in client services, letter and report writing. *Proven organisational, interpersonal, conflict resolution and problem solving skills preferable. Note: A one-hour practical computer test related to the work will follow immediately after each interview.

DUTIES : Reporting to the Senior Administration Officer, the incumbent will be responsible for: * Data capturing and general office administration for the registration of water use, in terms of the National Water Act. *Assisting with the supervision of staff. *Checking and authorizing registrations. *Undertaking training. *Handling enquiries by providing either verbal or

written responses, gathering, obtaining and processing information for the registration and licensing of water use applications. *Filling, file, maintenance systems and retrieval of various registrations and licensing documentation.

ENQUIRIES APPLICATIONS : Ms. D. Jaca, 051-4059000
 Chief Director, Department of Water Affairs and Forestry, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION CLOSING DATE : Me. M. van Rooyen
 : 30th May 2008

POST 20/74 : **PRINCIPAL AUXILIARY SERVICES OFFICERS (4 POSTS)**

SALARY CENTRE REQUIREMENTS : R68 955 per annum
 : Hydrometry, Tzaneen
 : *Grade 12 certificate with Mathematics and/or Earth Science as subjects. *High degree of computer literacy and skilful in the usage of Windows-driven programmes, such as Excel, MS Word, PowerPoint, etc. *A valid (Code EB) driver's licence and good driving expertise. *Appropriate knowledge of and practical experience in hydrological data capturing and processing is recommended. *Applicants with relevant knowledge will be given preference. *Proven ability to operate independently. *Basic knowledge on maintenance at gauging stations. *The successful candidate will be traveling extensively and will be away from home for long periods of time.

DUTIES : *Collect and assist technical staff with the capturing and processing of Hydrological data. *Execute quality measures to ensure reliable data. *Execute light maintenance on Hydrological gauging stations. *Install data capturing devices and maintenance thereof. *Render hydrometrical support services to technical staff and assist in specialised activities. *Technical report writing.

ENQUIRIES APPLICATIONS : Mr T Brandt, tel. (015) 307 8600
 : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION CLOSING DATE : Mr. K.H Makola
 : 06 June 2008

NOTE : No official housing available.

POST 20/75 : **SENIOR GENERAL FOREMAN (LUCKHOFF CANAL CLEANING) 011244/80100/2 (T)**

SALARY CENTRE REQUIREMENTS : R58 290 per annum
 : Vanderkloof Dam
 : An appropriate recognised Grade 8 certificate or equivalent qualification. * Appropriate experience in maintenance to bulk water infrastructure like canals, pipelines and balancing dams. *Handling of power – and hand held tools. *Valid code 10 drivers license with a Public Drivers Permit. The following will serve as recommendations: The ability to operate construction machinery. *Knowledge of the Occupational Health & Safety Act and good physical fitness, work under pressure, extended hours and overtime when needed.

DUTIES : Candidate will be responsible supervising the civil maintenance team based in Luckhoff, he/she will be required to assist the artisan in the execution of maintenance tasks on the canal system. Inspections to infrastructure, planning of maintenance and communications with inter and external clients. Supervise personnel and do performance evaluations. Reporting and control of assets. Comply with the Occupational health and Safety act.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr. C. Ras, 051-6649400
 : Scheme Manager, DWAF, Private Bag x 1, Vanderkloof dam, 8771
 : Me. DL Radise
 : 30th May 2008

POST 20/76 : **SENIOR OPERATOR 011256/80099/2 (T)**

SALARY CENTRE REQUIREMENTS : R49 665 per annum
 : Vanderkloof Dam
 : An appropriate recognised Grade 8 certificate of level 3 ABET training. The following will serve as recommendations: * Appropriate job experience on the operation of pumps. * Knowledge of mechanical maintenance. *Good

physical fitness. The candidate must be able to work independently and willing to work shift and overtime on weekends. Successful candidates must be willing to undergo hearing test.

DUTIES : Candidate will be responsible to operate the pump station. Pumps must be started and stopped based on water use demand and carefully monitored. Cleaning of the pump station, corrosion protection to pipes and valves, taking of water meter readings, report any defaults and to provide a support service to the mechanical division in performing maintenance tasks at the dam wall. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately.

ENQUIRIES : Mr. GA Coetzee, 053-6649400
APPLICATIONS : Scheme Manager, DWAF, Private Bag x 1, Vanderkloof dam, 8771
FOR ATTENTION : Me. DL Radise
CLOSING DATE : 30th May 2008

POST 20/77 : **TRADESMAN AID II (CORROSION) 011254/80099/1(T)**

SALARY : R43 245 per annum
CENTRE : Vanderkloof Dam
REQUIREMENTS : Applicants must be in possession of a grade 8 certificate or level 3 on ABET training. Candidates must be willing to undergo medical testing before any appointment can be made. The following will serve as recommendations: Appropriate job experience, knowledge of welding and good physical fitness.

DUTIES : Successful candidate will be responsible to provide a support service to the handyman in performing maintenance to mechanical equipment in the dam wall. Duties will include corrosion protection to pipes, valves and sluices, doing cleaning and preparation work for painting, sandblasting and maintenance to equipment. Working conditions will mostly be in elevated places and confined spaces inside pipelines. The candidate will also assist in cleaning of the workshop, give support to other divisions and report any defaults. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately.

ENQUIRIES : Mr. GA Coetzee, 053-6649400
APPLICATIONS : Scheme Manager, DWAF, Private Bag x 1, Vanderkloof dam, 8771
FOR ATTENTION : Me. DL Radise
CLOSING DATE : 30th May 2008

POST 20/78 : **TRADESMAN AID II (2 POSTS) 192120/80098**
(Hygrometry)

SALARY : R43 245 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Littered (Read & Write). Code 08 drivers' license.
DUTIES : Maintenance on river flow gauging weirs. * Maintenance on evaporation stations. * Repair damaged gauging structures. *Construction of minor control structures. *Construct evaporation and rainfall gauging stations. *Assist in current gauging. *Assist in surveying of gauging structures, cross sections in rivers and gauge plates.

ENQUIRIES : Mr. D. Wagenaar, 051-4059242
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry, Private Bag 528, Bloemfontein, 9300
FOR ATTENTION : Me. M. van Rooyen
CLOSING DATE : 30th May 2008

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS : Gauteng Shared Service Centre, 78 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 : 30 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 20/79 : **DEPUTY DIRECTOR**
Sub-Directorate: Finance and Administration

SALARY CENTRE : R311 358 per annum (all inclusive package)
District: Johannesburg Central-70050936
Tshwane North-70050937

REQUIREMENTS : A recognised B Comm Accounting/Financial Administration Degree/Diploma and at least 5 years working 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 Excellent communication skills.

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 through Matlotlo council. Prepare weekly Cashflow inputs (funds requisitioning).Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district .Co-ordinate 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. Assist IDSO's with all financial administrative aspects affecting schools .Implement and maintain asset management policies of the department. Link between district and GSSC. Manage SLA with the GSSC and all other implementing agencies. Co-ordination 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 A Ismail (Jhb Central), Tel No :(011) 983-2210
Dr, M.C Human (Tshwane North), Tel No: (012) 304-5322

POST 20/80 : **DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050881**
Sub-Directorate: Inclusion and Special Schools

SALARY CENTRE : R198 072 per annum (plus benefits)
District: Johannesburg North

REQUIREMENTS : An appropriate, recognized four year degree in Physiotherapy. Registration with the HPCSA and professional board. Good interpersonal and communication skill. Ability to work under pressure. Knowledge of more than two official languages will be an advantage. Conversant with relevant education acts, policies/legislative matters. Operate within the head office management area. Good communication skills. Able to work with children and youth. Valid driver's license.

- DUTIES** : Provide theoretical and practical knowledge of the field and be able to provide needs-based therapeutic services to learners in both mainstream and special school settings. Render and manage physiotherapeutic interventions according to legislation, and norms and standards of the profession. Provide training and supervision of physiotherapeutic services in schools throughout the province according to quality assurance measures Group and case work. Community networking and research. Attending to support services in schools Policy development. School visits and writing reports. Will be expected to work with the Institutional and District-Based Support Teams. Small scale, on the ground research and/or audits, surveys. Ability to co-ordinate and collaborate with internal and external stakeholders. Monitoring and evaluation of physiotherapy as a service to schools. Administration. Conducting individual assessments. Intersectoral collaboration. Establishment of a provincial task team for physiotherapists in the schooling system. Financial management of tasks.
- ENQUIRIES** : Ms. R. Vaughan, Tel No :(011) 694-9378
- POST 20/81** : **DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050883**
Sub-Directorate: E-Learning and Curriculum Support Programmes
Section/Unit: Education Support Systems
- SALARY CENTRE** : R198 072 per annum (plus benefits)
: District: Ekurhuleni South-
Jhb East -70050884
Jhb North -70050885
- REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Strong interest in education support systems. Analytical and report writing skills. Valid driver's license.
- DUTIES** : Implement educational social development programmes. Co-ordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans.Promote and develop sports programmes in schools .Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).
- ENQUIRIES** : Mr. N. Shandu (Ekurhuleni South), Tel No: (011) 746-8243
Mr. D. Mamentse (Jhb East), Tel No: (011) 666-9031
Ms. R. Vaughan (Jhb North), Tel No :(011) 694-9378
- POST 20/82** : **DEPUTY CHIEF EDUCATION SPECIALIST: IDSO (4 POSTS)**
Directorate: Institutional Development & Support
- SALARY CENTRE** : R198 072 per annum (plus benefits)
: District: Johannesburg East-70050898
Tshwane West (2 Posts) -70050899
Sedibeng West-70050900
- REQUIREMENTS** : An appropriate tertiary qualification or equivalent qualification plus relevant experience. Hands-on experience and knowledge in teacher development and curriculum development policy and Practice. A sound knowledge of National Qualification Framework and NCS, . An understanding of transformation issues and capacity building processes in. education. Ability to co-ordinate projects and processes involving a variety of Players, Ability to work independently as well as in a team., Good written and verbal communication skills, Computer literate, Proven management and leadership skills., Valid driver's license.
- DUTIES** : Manage the implementation of education policies through overall institution management, institutional development support and training programme.,

Develop and maintain school policies, Monitoring of schools, to facilitate compliance with National/Provincial policies, Developing schools in areas of weaknesses pertaining to leadership, management and governance., Providing schools with broad curriculum support. Facilitating specialist support required by schools in other areas of weaknesses identified/requested by the school. Liaising with schools on behalf of district/provincial office with respect to information that may be required from time to time., Evaluate the physical infrastructure of schools and communicating the relevant section of the department in terms of needs of the school. Assist in the district ensuring that the examination is implemented according to plan. Developing the necessary reports on schools as may be required from time to time by Management. Ensure that the schools have effective and efficient financial management systems in place, Monitor the admission processes. Assist the school to maintain fair labour environment. Assist all schools to transform, Ensure that an effective transport scheme is implemented. Facilitate the provisioning of a Poverty alleviation and school nutrition programme.

ENQUIRIES : Mr D. Mamentse (Jhb East), Tel No: (011) 666-9031
Mr T Tshetlo (Tshwane West), Tel No: (011) 725- 1300
Ms E Rust (Sedibeng West), Tel No :(016) 933-3300

POST 20/83 : **DEPUTY CHIEF EDUCATION SPECIALIST (2 POSTS)**
Sub-Directorate: Curriculum Delivery
Unit: FET & ABET

SALARY CENTRE : R198 072 per annum (plus benefits)
: District: Johannesburg East-Ref no: 70050934
Sedibeng West-Ref no: 70050935

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

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

ENQUIRIES : Mr D. Mamentse (Jhb East), Tel No: (011) 666-9031
Ms E Rust (Sedibeng West), Tel No :(016) 933-3300

POST 20/84 : **DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050882**
Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY CENTRE : R198 072 per annum (plus benefits)
: District: Tshwane South

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience plus relevant management experience. Must be registered with SACE, Proven

		management and leadership abilities, Hands-on experience and knowledge in teacher development and curriculum development and practice. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc).Knowledge of the National Qualification Framework (NQF), SAQA and NCS.A sound understanding of transformation issues and capacity building process in education., Proven experience in managing people, projects and finances and the ability to plan strategically, Good Written and verbal communication skills, Ability to work independently as well As in a team, Computer literate, Analytical and report writing skills Valid Driver's license.
<u>DUTIES</u>	:	Managing the Intermediate Phase Unit. Management of human resources in the Intermediate Phase unit, Facilitating curriculum and teacher development and support initiatives relevant to the Intermediate Phase, Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning, Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum, Developing appropriate and implementable short, medium and long-term strategies and projects, Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of the Intermediate phase, Establish and maintain systems for supporting strategic planning in the Intermediate phase, Monitor the quality of institutions.
<u>ENQUIRIES</u>	:	Ms.M.Van der Walt, Tel No: (012) 725 5503
<u>POST 20/85</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST</u> Sub-Directorate: Policy Planning and District Information Systems Management
<u>SALARY CENTRE</u>	:	R198 072 per annum (plus benefits)
	:	District: Ekurhuleni North-70050890 Gauteng East-70050891 Tshwane West-70050892 Johannesburg North-70050893 Johannesburg Central-70050894 Tshwane North-70050895 Ekurhuleni South-70050896
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching Diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience .Must be registered with SACE.A sound knowledge of electronic data management. Proven experience in projects, finances and the ability to plan strategically .Excellent report writing, analytical skills, people management skills and computer skills .Good communication skills .Ability to maintain sound interpersonal relations.
<u>DUTIES</u>	:	The co-ordination of District involvement in policy development, operational plans and budget compilation. Establishment and maintenance of constructive partnerships and representative structures .Manage the district information systems .Maintain operational information for management support and decision-making and resource targeting .Proven experience in projects, finances and the ability to plan strategically. Excellent report writing, analytical skills, people management skills and computer skills (electronic data management) .Good communication skills .Ability to maintain sound interpersonal relations .Proven management and leadership abilities .Knowledge of database management. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc) .Knowledge of the National Qualification Framework (NQF), SAQA and NCS .A sound understanding of transformation issues and capacity building process in education .Proven experience in managing people, projects and finances and ability to plan strategically .Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate .Strong interest in education support systems .Analytical and report writing skills, Valid driver's license .Implement educational social development programmes .Coordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans. Promote and develop sports

		programmes in schools. Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).
<u>ENQUIRIES</u>	:	Ms.F.Agulhus (Ekurhuleni North), Tel No: (011) 746- 8180 Mr.G.Skosana (Gauteng East), Tel No :(011)746-8243 Mr.T.Tshetlo (Tshwane West), Tel No: (011) 725- 1300 Ms. R. Vaughan (Jhb North), Tel No :(011) 694-9378 Mr.A. Ismail (Jhb Central), Tel No: (011) 983-2210 Mr.C.Moses (Tshwane North), Tel No: (012) 304-5326 Mr. N. Shandu (Ekurhuleni South), Tel No: (011) 746-8243
<u>POST 20/86</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST (2 POSTS) REF NO: 70050889</u> Directorate: Curriculum Delivery ECD and Foundation Phase
<u>SALARY</u>	:	R198 072 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Central
<u>REQUIREMENTS</u>	:	An appropriate three year recognized Bachelor's degree or equivalent qualification backed by at least seven (7) years' teaching experience or a three year teacher qualification or degree/diploma .Proven management and leadership abilities .Hands-on experience and knowledge in teacher development and curriculum development and practice. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS.A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and the ability to plan strategically .Good written and verbal communication skills, Ability to work independently as well as in a team, Computer literate, Strong interest, Analytical and report writing skills, Valid driver's license.
<u>DUTIES</u>	:	Managing the ECD and Foundation Unit .Management of Human resources in the ECD and Foundation Unit. Facilitating curriculum and teacher development and support initiatives relevant to ECD and Foundation Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning .Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors .Plan and develop policies for supporting the management of ECD and Foundation Phase educators and programmes. Establish and maintain systems for supporting strategic planning in ECD and Foundation Phase classes. Monitor the quality of institutions.
<u>ENQUIRIES</u>	:	Mr.A. Ismail, Tel No :(011) 983-2210
<u>POST 20/87</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: 70050926</u> Sub-Directorate: Human Resource Management Section: Human Resource Planning & Systems
<u>SALARY</u>	:	R198 072 per annum (plus benefits)
<u>CENTRE</u>	:	District: Gauteng East
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience Plus relevant management experience. Must be registered with SACE. Demonstrable understanding of the Public Service Regulations (PSR), Employment of Educators Act (E of EA), Employment Equity, Labour Relations Act, Personnel Administration Measures etc. Knowledge of and experience in project and financial management. Ability to manage projects, communicate at all levels, work with a team, and good interpersonal relations. Excellent verbal and written communication skills, computer skills and a valid driver's license.
<u>DUTIES</u>	:	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.

ENQUIRIES : Mr.G.Skosana,Tel No:(011)746-8243

POST 20/88 : **ASSISTANT DIRECTOR (2 POSTS) REF NO: 70050897**
Directorate: Education Support Programme

SALARY : R157 686 per annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : 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).

DUTIES : 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)

ENQUIRIES : Buyi Mabuya, Tel No: (011)-355-0001

POST 20/89 : **STATE ACCOUNTANT**
Sub-Directorate: Financial Administration

SALARY : R106 335 per annum (plus benefits)
CENTRE : District: Ekurhuleni South-70050927
Johannesburg Central -70050928
Johannesburg East-70050929
Johannesburg North -70050930
Gauteng East -70050931
Gauteng West -70050932
Tshwane South-70050933

REQUIREMENTS : An appropriate Degree/Diploma with Financial Accounting as a major plus 5 years experience in the financial environment. Skills: Extensive Knowledge and basic application of Public Finance Management Act, 1999 (PFMA), Treasury regulations and other legislation applicable to government. Computer literacy (Ms Word, Ms Excel, Ms PowerPoint and Ms Access). Understanding and use of BAS / PERSAL / SAP 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 : Monitor, analyse and review ledger accounts. Prepare monthly financial reports. Monitor expenditure and analyze expenditure trends. Quality Assurance Payments. Clear Suspense Accounts. Reconciliation of Payments. Assist With Audits. Preparation of Management Reports. Interdepartmental Debts. Procurement.

ENQUIRIES : Mr. N. Shandu (Ekurhuleni South), Tel No: (011) 746-8243
Mr.A. Ismail (Jhb Central), Tel No :(011) 983-2210
Mr. D. Mamentse (Jhb East), Tel No: (011) 666-9031
Ms. R. Vaughan (Jhb North), Tel No :(011) 694-9378
Mr.G.Skosana (Gauteng East), Tel No :(011)746-8243
Ms.L. Dlamini (Gauteng West), Tel No: (011) 660-4581

GAUTENG SHARED SERVICE CENTRE

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 30 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 20/90** : **PERSONAL ASSISTANT REF NO 70050820**
Directorate: Human Resource Services
- SALARY** : R 106 335 – R 123 456 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matriculation or equivalent with secretarial skills/diploma. Relevant experience: previous secretarial and office management experience supporting a business unit/team, management, organizing, planning and customer relationship management. The incumbent needs to be results oriented, quality oriented, innovative, persuasive, customer focused, assertive, professional, self-starter/self-confident and reliable, pay attention to detail.
- DUTIES** : To provide office administrative support to the Labour Relations and Organization Development units within the Human Resource Service team. Will be responsible for preparing routine correspondence on behalf of the team and liaising with key GSSC stakeholders. Maintain office systems and efficient general office administration. Provide efficient verbal and written communication with all points of contact. Organise and plan meetings and complete meeting administration. Document and database management maintained timeously and accurately. Preparations of presentations.
- ENQUIRIES** : Nakampe Mogale, Tel No: (011) 689 6652/Fezile Cakwebe, Tel No: (011) 689 8564

DEPARTMENT OF HEALTH

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

- POST 20/91** : **SENIOR SPECIALIST (ANAESTHESIOLOGY) REF NO: 70050812**
Directorate: Medical
- SALARY** : R383 844 per annum (all Inclusive package)
- CENTRE** : Kalafong Hospital
- REQUIREMENTS** : MBChB, MMed (Anaes) or FCA. Registration as a Specialist Anesthesiologist with the Health Professional Council of South Africa. Minimum of 3 years experience in the practice of Aneasthesia, Recommendation: Experience in Critical Care Medicine and Lecturing and Examining skills will be advantageous.

DUTIES : Teaching and training duties in Anesthesiology at under and post-graduate level, including Medical Officers and interns. Be able to provide guidance to Junior Specialists as well. Clinical services as required at Kalafong Hospital. Consultancy work as allocated and participation in research and all other academic activities of the department. Participate in the day-to-day running of the theatre complex. Participate in Hospital working committees.

ENQUIRIES : Prof P.J.H.L Fourie or Dr N. Soma, Tel No: (012) 373-1053/ 318-6503
CLOSING DATE : 2 June 2008

POST 20/92 : **DEPUTY DIRECTOR: HEALTH TECHNOLOGY REF NO: 70050519**
Directorate: Facility Management

SALARY : R369 00 per annum (All inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Health Technology/ Clinical Engineering degree & experience. Knowledge of procurement procedures, PFMA, Treasury Regulations & DORA. Experience in clinical engineering, financial & equipment life cycle management. Planning & management skills and knowledge of maintenance principles.

DUTIES : Monitor the procurement & management of medical equipment at health facilities as per budget. Develop plans to implement standards & quality of service in line with National Health priorities. Refine & finalise the essential equipment priorities. Determine provincial medical equipment priorities. Develop assessment criteria to determine equipment priorities. Identify sites & establish clinical engineering workshops. Acquisition of Health Technology in terms of Departmental Policy framework. Co-ordinate & chair Health Technology Committees. Co-ordinate adjudication process for all big ticket equipment tenders at GDoH. Planning & co-ordination of medical equipment strategy implementation. Responsible for applying engineering technology for the improvement of health service delivery. Conduct pre-purchase equipment evaluation & incident investigation. Equipment management & cost effectiveness.

ENQUIRIES : Mr H. Ramogale Tel No: (011) 355 3877
CLOSING DATE : 23 May 2008

POST 20/93 : **PRINCIPAL MEDICAL OFFICER (HIV CLINIC) REF NO: 70050823**
Directorate: Sedibeng Health Region

SALARY : R311 358 per annum (all inclusive package)

CENTRE : Natalspruit Hospital

REQUIREMENTS : MBCHB or equivalent qualification, Registration with the HPCSA as a Medical Officer, Appropriate experience.

DUTIES : Perform clinical duties and patient care. Be involved in the supervision of medical interns. Actively participate in the academic programme of the department. Work as part of a multidisciplinary team to provide effective patient care. Should be able to perform commuted overtime as per departmental requirements, Perform duties assigned by the Head of Department. Maintain emergency services after hours.

ENQUIRIES : Dr. G. Abraham, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008

POST 20/94 : **MIDDLE MANAGER (FINANCE AND PROCUREMENT) REF NO: 70050989**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R311 358 per annum (plus benefits)

CENTRE : Natalspruit Hospital

REQUIREMENTS : An appropriate three year Diploma/degree or equivalent years of experience in financial management services. Knowledge of PFMA, financial regulation, Treasury instructions, SCOA, BAS, Persal, Provisioning, administration system and asset management.

DUTIES : Extensive skills in budget and financial management, procurement and asset management system, stocktaking and inventory control. Skills in budget development, MTEF, budget and financial management, procurement and asset management system, stocktaking and inventory control. Skills in budget development, MTEF, budget allocation, monitoring, interrogation and

presentation, financial management controls. A strong recommendation will be computer utilization, particularly in spread sheet developments and revenue collection management. Ensure sound financial Management system, Financial planning in line with MTEF, effective financial control and monitoring of current budget, establish sound procurement systems, fixed asset management procedures and stores management. The candidate will be responsible for revenue collection in line with laid down procedures and manuals including facility management unit.

- ENQUIRIES** : Mr. C. M. Riba, Tel No: (011) 389-0589bb
CLOSING DATE : 28 May 2008
- POST 20/95** : **PRINCIPAL MEDICAL OFFICER (ORTHOPAEDICS) (2 POSTS) REF NO: 70050824**
Directorate: Ekurhuleni Sedibeng Health Region
- SALARY** : R311 385 per annum (all inclusive package)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Registration with the HPCSA as a Medical practitioner, Appropriate clinical experience.
- DUTIES** : Perform clinical duties in the department. Supervise and teach junior staff. Perform overtime duties. Assist with administrative duties and participate as a team member in managing quality clinical care. Active participation in the academic activities of the department.
- ENQUIRIES** : Dr. G. Abraham, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008
- POST 20/96** : **SENIOR MEDICAL OFFICER (ORTHOPAEDICS) REF NO: 70050978**
Directorate: Ekurhuleni Sedibeng Health Region
- SALARY** : R196 815 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : MBCHB and registration with the Health Professions Council of South Africa. Credible experience as a Medical Officer.
- DUTIES** : Perform clinical duties and patient care. Be involved in the supervision of medical interns. Actively participate in the academic programme of the department. Render overtime duties. Co-ordination of clinical and support services. Training of community service doctors and medical interns.
- ENQUIRIES** : Dr. G. Abrahams, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008
- POST 20/97** : **SENIOR MEDICAL OFFICER (INTERNAL MEDICINE) (2 POSTS) REF NO: 70050979**
Directorate: Ekurhuleni Sedibeng Health Region
- SALARY** : R196 815 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Registration with the HPCSA as a medical practitioner. At least one year post community service. Good interpersonal skills.
- DUTIES** : Perform clinical duties in the department. Supervise and teach junior staff. Perform overtime duties and participate as a team member in managing quality clinical care. Active participation in the academic activities of the department.
- ENQUIRIES** : Dr. G. Abrahams, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008
- POST 20/98** : **SENIOR MEDICAL OFFICER (PAEDIATRICS) REF NO: 70050980**
Directorate: Ekurhuleni Sedibeng Health Region
- SALARY** : R196 815 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : MBCHB and registration with the Health Profession Council South Africa. Credible experience as a medical officer.
- DUTIES** : Perform clinical duties and patient care. Be involved in the supervision of medical interns. Actively participate in the academic programme of the department. Render overtime duties. Co-ordination of clinical and support services. Training of community service doctors and medical interns.

ENQUIRIES : Dr. G. Abrahams, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008

POST 20/99 : **ASSISTANT DIRECTOR: MANAGEMENT REF NO: 70050411**
Directorate: Supply Chain Management

SALARY : R196 815 per annum (plus benefits)
CENTRE : Tshwane/Metsweding District
REQUIREMENTS : Diploma/Degree or equivalent qualification. Extensive knowledge of all applicable supply chain management policies and prescripts. Attendance of SAP course and knowledge of circular 34 of 2006. Good management and interpersonal skills as well as report writing. Good application of the four basic functions of management i.e. planning, leading, organizing and control.

DUTIES : Management of Supply Chain Directorate. Manage Procurement, Transport, Warehouse, Asset, Registry, Reproduction and Security. Approval of procurement of goods for stores and management of subordinates within supply chain. Coordinate procurement of goods/service through GSSC by means of SAP system. Analyse all procurement/SAP reports for reporting to Central Office. Maintain and manage stores in terms of maximum and minimum stock level for A and B items. Management of transport key performance indicators as well as GG vehicle motor plan. Monthly analyzing of Transport transaction reports and correct it accordingly and management of departmental cellular phones. Administration and management of disposal process. Compilation of APU memorandums for approval within delegation. Management of comprehensive asset register through BAUDS/BAS System as well as Reconciliation of two years systems.

ENQUIRIES : Ms. L. Volkwyn, Tel. No: (012) 303 9012
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 23 May 2008

POST 20/100 : **MIDDLE MANAGER (HUMAN RESOURCE) REF NO: 70050988**
Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R196 815 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Three year Diploma/degree in Human resource or public management or 7 years experience in management. Strong leadership and problem solving skills. Sound knowledge of persal system and functions.

DUTIES : The incumbent will manage establishment control, conditions of service recruitment HR policy development. Interpret and apply all relevant provision in order to manage and execute HR administration functions. Provide sound strategic planning for HR department. Advice and consult with line managers on labour issues. Implement and monitor Performance management system. Management and advice on grievances disciplinary hearing. Monitor employment practices, policies and procedures to ensure compliance with departmental legislation. Ensure that Employee wellness strategy for the institution is developed and implemented. Control and monitor skills audit and institution training needs. Ensure effective allocation and management of Human Resource budget.

ENQUIRIES : Mrs. P. Mokoena, Tel No: (011) 389-0682
CLOSING DATE : 28 May 2008

POST 20/101 : **MIDDLE MANAGER (SOCIAL WORKER) REF NO: 70050987**
Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R157 686 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : B.A.degree in Social Work. Registration with the SACSSP. Managerial experience. Sound and depth knowledge of relevant prescripts and application of health care systems, practices and procedures.

DUTIES : Provide social work service for the highest, most advanced and specialised nature. Facilitate the development of programmes and interventions to render a social work service. Through the efficient, economical and effective utilisation of financial resources. Plan and ensure that social work research and development are undertaken. Liaise with key stakeholders including inter

and intra departmental representative and various social service sector to enhance integrated service delivery.

ENQUIRIES : Dr. E. M. Tipoy, Tel No: (012) 389-0511
CLOSING DATE : 28 May 2008

POST 20/102 : **CHIEF PERSONNEL OFFICER REF.NO: 70050412**
Directorate: Personnel

SALARY : R132 054 per annum (plus benefits)
CENTRE : Tshwane/Metsweding District
REQUIREMENTS : Relevant 3 years Degree or equivalent qualification/ Grade 12 certificate with at least five years experience in HRM. Knowledge of PERSAL and interpretation of HR policies (Resolution 3 of 1999, Conditions of Employment Act, Annual Revision of Subsistence and Camping.

DUTIES : Oversee claims (Advances, Travel Allowances, Special allowances and Casual Workers Claims). Leave audits for all leave categories, management of PMDS, and relocation and resettlement costs for transferred employees. Compile monthly statistics. The following will be an added advantage, Interpersonal, diplomacy, general administration and organization skills. Ability to work with confidential information. Must be able to work under pressure and have supervisory skills. Calculation skills.

ENQUIRIES : Ms. L. Volkwyn, Tel. No: (012) 303 9012
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 23 May 2008

POST 20/103 : **CHIEF PERSONNEL OFFICER: REF.NO:70050413**
Directorate: Personnel

SALARY : R132 054 per annum (plus benefits)
CENTRE : Tshwane/Metsweding District
REQUIREMENTS : Relevant 3 years Degree or equivalent qualification/ Grade 12 certificate with at least five years experience in HRM. Knowledge of PERSAL and interpretation of HR policies.

DUTIES : Must have extensive experience of Human Resources regarding: HR policies, transfers and promotions. Manage recruitment and selection process and be able to write submissions. Rendering advice to staff and managers on HR matters. Compile monthly statistics. The following will be an added advantage: Interpersonal and diplomacy skills. General administration and organization skills. Ability to work with confidential information. Must be able to work under pressure and have supervisory skills

ENQUIRIES : Ms. L. Volkwyn, Tel. No: (012) 303 9012
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 23 May 2008

POST 20/104 : **CHIEF OCCUPATIONAL THERAPIST (2 POSTS) REF NO: 70050983**
Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R132 054 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : BSc in Occupational therapy or equivalent qualification. Minimum or 3 years experience, post community service is preferable. Registration as an Occupational Therapist with HPCSA.

DUTIES : Carry out clinical administrative duties in the management of clients with physical psychiatric dysfunction. Computer literate with good verbal and written communication skills. Good financial management, organisational and leadership skills. Responsible for the co-ordination and management of the Occupational Therapy service as well as the management of the budget, ordering and equipment. Responsible for staff support, development and evaluation as well as implementation of work procedures as required by the department of health.

ENQUIRIES : Dr. E. M. Tipoy, Tel No: (011) 389-0511
CLOSING DATE : 28 May 2008

POST 20/105 : **CLINICAL PSYCHOLOGIST REF NO: 70050985**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R132 054 per annum (plus benefits)
CENTRE : Natspruit Hospital
REQUIREMENTS : Registration with the Health Profession Council of South Africa. Masters Degree in Clinical Psychology. Proficiency in African language.

DUTIES : Provide psychological services to the hospital. Provide assessment and treatment to patients on an individual and group basis. Perform an administration related to the psychological services. Formulate strategies for the psychology department within the hospital. Participate in continuing professional development of the department.

ENQUIRIES : Dr. E. M. Tipoy, Tel No: (011) 389-0511
CLOSING DATE : 28 May 2008

POST 20/106 : **CHIEF DIAGNOSTIC RADIOGRAPHER (2 POSTS) REF NO: 70050975**
Directorate: Diagnostic Radiography

SALARY : R132 054 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Diploma / B-Rad / B-Tech in Diagnostic Radiography. At least 5 years experience as a Senior Radiographer. Registration with the HPCSA is compulsory. Computerised literacy essential-all the x-ray units are digital.

DUTIES : Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster / and or call. Assist in managing of the department. High level of responsibility. Assist with the quality control tests. Participate and facilitate in CPD as required by HPCSA. Help and assist our other qualified and student Radiographers with problem solving.

ENQUIRIES : Mrs. S. van Niekerk Tel No: (012) 354-1379
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 30 May 2008

POST 20/107 : **ADMINISTRATIVE OFFICER (OFFICE MANAGERS) (18 POSTS) REF NO: 70051001**
Directorate: Clinical

SALARY : R132 054 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Grade 12 and Office Management Diploma or Certificate or 10 years appropriate experience. Ability to work independently. Sound interpersonal relations and good communication skills. Ability to work beyond office hours when required. Initiative and self confidence, Good conflict Management and people skills. Good telephone etiquette and reporting skills. Ability to take minutes of the meetings.

DUTIES : Assisting the clinical HOD with tracking and monitoring of tasks. Liaising With the University of Pretoria, Hospital, Students and stakeholders. Deal with HR issues, financial and equipment issues of the Clinical department. Manage staff in the office of the Head of the Clinical department. Collate, perform secretarial, duties, writing reports, tracking and monitoring of tasks and instruction: Prepare and interpret data assist the Head of Clinical Department with decision making. Managing enquires to the Clinical department.

ENQUIRIES : Mr Piet. Motsweni Tel No: (012) 354-1223
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 30 May 2008

POST 20/108 : **SENIOR SPEECH THERAPIST AND AUDIOLOGIST REF NO: 70050977**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R118 635per annum (plus benefits)
CENTRE : Natspruit Hospital
REQUIREMENTS : Appropriate Bachelors Degree, Registration with HPCSA as a Speech Therapist and Audiologist, Ability to work under pressure.

DUTIES : Be responsible for the planning and provision of service in the section. Assess and manage patients by means of intermediate screening, diagnostic and therapeutic rehabilitation procedures. Attend relevant profession specific

meetings. Management resources. Have knowledge on health policies and regulations.

ENQUIRIES : Mr. M. P. Madavha, Tel No: (012) 812-5177
CLOSING DATE : 28 May 2008

POST 20/109 : **SENIOR CLINICAL TECHNOLOGIST – CARDIOLOGY (2 POSTS) REF NO: 70051002**
Directorate: Cardiology

SALARY : R111 756 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B-Tech degree in Clinical Technology Cardiology, Registration as a clinical technology with the HPCSA.

DUTIES : Assist in the performance of invasive and non-invasive diagnostic procedures using specialized equipment and techniques at Pretoria Academic Hospital. Assist in theatre stock control. Assist in the theoretical and practical training of student clinical technologists.

ENQUIRIES FOR ATTENTION : Ms R. Motlhabane (Prof Mathivha) Tel No: (012) 354-2277
CLOSING DATE : Ms. Diane Samuels
: 30 May 2008

POST 20/110 : **SENIOR DIAGNOSTIC RADIOGRAPHER (3 POSTS) REF NO: 70051003**
Directorate: Diagnostic Radiography

SALARY : R106 335 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Diploma / B-Rad / B-Tech in Diagnostic Radiography. Two to three years experience as a Senior Radiographer. Registration with the HPCSA is compulsory. Computerised literacy essential-all the x-ray units are digital.

DUTIES : Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To assist with clinical training of Junior Radiographers and Students. Quality assurance of images.

ENQUIRIES FOR ATTENTION : Mrs. S. van Niekerk Tel No: (012) 354-1379
CLOSING DATE : Ms. Diane Samuels
: 30 May 2008

POST 20/111 : **SENIOR DIETICIAN (2 POSTS) REF NO: 70050981**
Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R106 335 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Relevant degree or post graduate diploma in Dietetics. Completed community service year. Experience in teaching/training other health professionals. Registration with the HPCSA.

DUTIES : Nutritional care and education of individuals and groups. Implementation of quality assurance measures. Liaise with multi disciplinary team. Supervise advice and evaluate junior staff. Review therapeutic menus and implement control measures to stay within budget.

ENQUIRIES : Mrs. C. Sachaka, Tel No: (011) 389-0737
CLOSING DATE : 28 May 2008

POST 20/112 : **CHIEF ADMIN CLERK REF NO: 70051077**
Directorate: Administration

SALARY : R106 335 per annum (plus benefits)
CENTRE : Pretoria Oral & Dental Hospital
REQUIREMENTS : Grade 12 or equivalent plus more than 10 years experience. At least five years relevant knowledge and experience of all aspects of patient administration including Financial Systems – PAAB,UPFS tariffs, patient classification categories, PFMA / Treasury Regulations / Treasury Instructions. The ability to interpret directives and procedures pertaining to Patient Administration. Computer literacy – Excel and Word.

DUTIES : Supervision of line function staff and all administrative and financial functions in the sub –component Patient Affairs. Control the recording of patient information in the Patient Administration section. Supervise the handling of cash, issuing of receipts and accounts, balancing and depositing of revenue

daily. Control usage of equipment e.g. Photocopier, office PC's fax machine, etc. as well as Administrative functions at HELPDESK. Responsible for : Organising, problem solving, maintaining discipline, conflict resolution, verbal and written exchange of information, routine notes, memos and reports, motivation of staff, team building, staff evaluation PMDS, job descriptions.

ENQUIRIES : Ms A.C. Swart, Tel No: 082 464 / E –mail: inas@gpg.gov.za
CLOSING DATE : 30 May 2008

POST 20/113 : **OCCUPATIONAL THERAPIST REF NO: 70050982**
 Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R106 335 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : BSc in Occupational therapist or equivalent qualification. Minimum of one year experience, post community service is preferable. Registration as an Occupational Therapist with HPCSA..

DUTIES : Render and manage an occupational therapy service that complies with the standards and norms as indicated by Health Policies. Supervise allocated students and contribute to related training activities. Implement sectional and provincial quality assurance measures in subsections. Manage allocated human resources including supervision and performance appraisal.

ENQUIRIES : Dr. E. M. Tipoy, Tel No: (011) 389-0511
CLOSING DATE : 28 May 2008

POST 20/114 : **SENIOR PHYSIOTHERAPIST (2 POSTS) REF NO: 70050984**
 Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R106 335 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : BSc (physiotherapy) degree or equivalent qualification. Minimum of 1 or 2 years experience. Registration with the HPCSA. Must be able to plan organise and work independently.

DUTIES : Assess and treat patients, evaluate and develop treatment programmes. Plan and implement physiotherapy services in allocated areas. Maintain records, data collection, management duties in the absence of the Chief Physiotherapist. Manage and control finances. Manage, supervise and evaluate personnel in own work area. Provide training, guidance and assistance. Responsible for educating self, patients & caregivers, students and other team members. Ensure adherence of the department to Quality Assurance Standards, Batho Pele Principles and etc.

ENQUIRIES : Miss. M. Makhanya, Tel No: (012) 389-0775
CLOSING DATE : 28 May 2008

POST 20/115 : **LOGISTICAL SUPPORT OFFICER REF NO: 70050800**
 Directorate: Procurement

SALARY : R106 335 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care – Arcadia, Pretoria
REQUIREMENTS : A relevant three year degree / Diploma with appropriate experience or Grade 12 certificate with at least three years experience in Procurement and assets. Skills in leadership. Computer literacy. Good communication skills. Knowledge of BAUD, BAS SAP, SUPPLY CHAIN Management Policies and Prescripts, PFMA, Treasury Regulations, Financial Circular 34 of Provision Administration System. Attendance of SAO training, Ability to work under pressure. Conflict Resolution Skills.

DUTIES : Ensure proper internal controls in assets, General, Stationery and Medical Disposal stores. Ensuring Efficient and effective Supply Chain Management Systems for the institution in pursuit of compliance with PFMA, SCM PPPF, BBBEE policy and other relevant prescripts. Develop and establish effective Assets management, inventory, stocktaking and asset Disposal system. The successful candidate should have a good knowledge of PAS to be able to control, assist and train procurement staff, implement minimum and maximum storage levels. Supervise the use of the VA10 and VA11 and all other relevant system. Produce relevant report on time, reconcile inventories monthly and perform BAUD / BAS reconciliations. Ability to work under pressure and any other duties determined by College Management.

ENQUIRIES : Ms S.P. Joubert, Tel no : 082 807 6865
CLOSING DATE : 02 June 2008

POST 20/116 : **ADMINISTRATIVE OFFICER REF NO: 70050520**
Directorate: Emergency Medical Services

SALARY : R106 335 per annum (plus benefits)
CENTRE : Odi/Temba
REQUIREMENTS : National Diploma / Degree or equivalent qualification or Grade 12. Good computer, office organizational, work organizational and prioritization skills. Good interpersonal relations. Knowledge of BAS& SAP and 2 years experience in office administration in the public sector is recommended.

DUTIES : The incumbent will be responsible for: Keeping statistics & dealing with payments and queries. Ensure payments are made timeously and within given timeframes. Write submissions, vehicle registration & licence renewals. Follow up on outstanding matters, supervise subordinates, does stationery control and attend to queries related to EMS. Organise meetings and workshops and follow up on important meetings. Manage deadlines and progress, Make travel and accommodation arrangements.

ENQUIRIES :
CLOSING DATE : Mr C. Theu Tel No: (011) 564 2011
23 May 2008

POST 20/117 : **JUNIOR DIAGNOSTIC RADIOGRAPHER (5 POSTS) REF NO: 70051004**
Directorate: Diagnostic Radiography

SALARY : R85 362 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Diploma / B-Rad / B-Tech in Diagnostic Radiography. Registration with the HPCSA is compulsory. Computerised literacy essential-all the x-ray units are digital.

DUTIES : Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce x-ray images according to prescribed protocols, radiation control measures and medio-legal requirements.

ENQUIRIES : Mrs. S. van Niekerk Tel No: (012) 354-1379
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 30 May 2008

POST 20/118 : **ADMINISTRATIVE CLERK / DATA CAPTURER (ARV CLINIC) REF NO: 70051080**

SALARY : R85 362 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Grade 12 certificate, computer skills, general office management and organisational skills. Good communication skills. Good interpersonal relations. Be able to handle confidential information.

DUTIES : Undertake general office functions by the head of the unit. Record movement of documentation in accord with guidelines and instructions, Monitor reports on data submitted using identified checklists. Capturing of information submitted within set timeframes and sustain good quality. Assist in report writing. Report technical problems to the relevant unit, Make back –ups of captured information. Undertake general office management task including certain domestic duties that contribute to an effective and efficient office environment. File documentation in a way which is orderly and enable easy access to information.

ENQUIRIES : Ms R.M.Maitufi, Tel No: 079 741 9087
CLOSING DATE : 3 June 2008
NOTE : Please note that this re: advertisement, people who applied previous may re –apply.

POST 20/119 : **SECURITY OFFICER REF NO: 70050990**

SALARY : R68 955 per annum (plus benefits)
CENTRE : JHB Metro
REQUIREMENTS : Grade 10 and security experience or skills development 1, 2, 3 i.e. grade D.E.C. in security Management, plus five years experience. Able to read and

write. (English), Computer literate, good communication skills, public sector experience.

DUTIES : Supervision of sub-ordinates. Training and development of staff. Ensuring that access control is strictly implemented in terms of act 53 of 1985. Dealing with issues of grievances and misconducts. Performance appraisal, compilation of reports and submission to Regional office. Liaising with SAPS, ordering of equipment for facility e.g. uniform, stationery and equipment.

ENQUIRIES : Mr.Mpho Selepe, Tel No: (011) 694 3700

CLOSING DATE : 03 June 2008

POST 20/120 : **SOCIAL WORKER REF NO: 70050986**
Directorate: Ekurhuleni Sedibeng Heath Region

SALARY : R64 023 per annum (plus benefits)

CENTRE : Natspruit Hospital

REQUIREMENTS : Four year degree in Social Work. Registration with the SACSSP. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of health related and applicable labour relation policies.

DUTIES : Render social work services to patients and their families through provision of casework, group work and community work. Attend to casualty crisis, ICU, Ward rounds/meetings and home visits. Participate in staff development activities. Compile statistics and process reports. The successful candidate will rotate in the following departments. Medical corridor, Gynae & Obstets, Paediatrics, Renal unit, Specialist corridor, Surgery psychiatry.

ENQUIRIES : Dr. E. M. Tipoy, Tel No: (011) 389-0511

CLOSING DATE : 28 May 2008

POST 20/121 : **CLEANER SUPERVISOR REF NO: 70050819**
Directorate: General & Support

SALARY : R58 290-67 668 per annum (plus benefits)

CENTRE : Tshepong TB Hospital

REQUIREMENTS : Grade 10 or equivalent, 2-3 years appropriate experience in Supervision of cleaners. Good communication Skills and interpersonal relations, Ability to manage Conflicts in workplace and work under pressure. Knowledge and application of Batho Pele principles and customer care. Be prepared to work shifts in crisis situation.

DUTIES : Management and supervision of cleaning services, Accurate, correct and complete record keeping, Management and control of stock, equipment and Inventory. Knowledge of PMDS and leave management. Timeous reports to supervisor. Give guidance and advice to team members.

ENQUIRIES : Mr.J. Mamaila, Tel No: (012) 373-5033

CLOSING DATE : 02 June 2008

POST 20/122 : **ADMINISTRATION CLERK (7POSTS) REF NO: 70050864**
Directorate: Administration

SALARY : R58 290 per annum (plus benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Grade 12 or relevant experience. Computer and communication skills.

DUTIES : Compile, verify, record and process applications, and other forms and documents in accordance with established procedures and schedules, using manual and computerized processing systems. Maintain inventory of office supplies and order supplies as required. Assist in the coordination of administrative procedures such as budget submissions, contracts administration and work schedules. Manage and file document according to prescripts. Perform additional tasks delegated by supervisor in line with administration.

ENQUIRIES : Mr.T.Mashimbi, Tel No: (011) 951 8241

CLOSING DATE : 02 June 2008

POST 20/123 : **SECURITY OFFICERS (15POSTS) REF NO: 70050865**
Directorate: Admin

SALARY : R58 290 per annum (plus benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Grade 12 or equivalent experience. Grade C PSIRA certificate with 2 years experience in security field. A valid driver's license EB recommended. Report writing, communication and problem solving skills. Knowledge of MISS document, Criminal procedure Acts, etc.

DUTIES : Monitor and inspect all private security officers as shift supervisor. Ensure the access control is executed in terms of the relevant Acts and directives. Ensure the private security officers perform CCTV monitoring duties. Check and monitor proper functioning of all electronic security systems and equipment. Ensure the implementation of security regulations, directives and policies. CCTV Monitoring, escort duties, patrol and access control. Patrol the parameter fence and ward premises. Maintain proper record keeping (security registers). Attending all complains during the shifts. Assist nursing in handling of patients and prevent absconds. Protect patients, staff members, property and information. Prepared to work shifts.

ENQUIRIES : Mr.W.K.Baloyi, Tel No: (011) 951 8290
CLOSING DATE : 02 June 2008

POST 20/124 : **CLIENT INFORMATION CLERK REF NO: 70050866**
 Directorate: Admin

SALARY : R58 290 per annum (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Junior certificate or equivalent. Good communication skills (verbal and written). Good interpersonal relation skills. Good communication in English.

DUTIES : Handle incoming and outgoing calls. Transfer calls to the appropriate section or person by switching or connecting lines with each other. Answer general inquiries pertaining to our clients, workers and also make calls and keep record for private calls. Page doctors and other staff members when asked to do so. Be prepared to work shifts (night and day). Update switchboard register of calls when requested by supervisor or delegated person. Accept other administrative duties in switchboard.

ENQUIRIES : Mr.M.Anton, Tel No: (011) 951 8000
CLOSING DATE : 02 June 2008

POST 20/125 : **ADMINISTRATION CLERK (6 POSTS) REF NO: 70051005**
 Directorate: Diagnostic Radiography

SALARY : R49 665 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Senior Certificate / equivalent qualification or Junior Certificate with extensive hospital experience. Good interpersonal and communication skills. Experience of Medicom. Ability to work under pressure. Be prepared to rotate and operate as relievers to other sections within Patient Administration Department.

DUTIES : Registration of in-and outpatients on Medicom. Billing of patients and collecting of fees. Controlling and updating of patient information with every visit. Making of appointments on Medicom in the clinics. Filing of loose scripts and other documents in records and the wards. Friendly reception of patients and handling of telephone enquiries. Performing any reasonable task allocated by supervisor.

ENQUIRIES : Mr. M.F. Monama Tel No: (012) 354-1421
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 30 May 2008

POST 20/126 : **ADMINISTRATION CLERK (9 POSTS) REF NO: 70050991**

SALARY : R49 665 per annum (plus benefits)
CENTRE : Hillbrow C.H.C
REQUIREMENTS : Grade 12 or equivalent qualifications. Office management Certificate. Administrative experience. Computer skills. Office organisation and facilitation skills. Interpersonal skills. Report writing skills Interpersonal skills, office organisation skills. Interpersonal skills. Reliable and responsible.

DUTIES : Recording, receiving and filing of documents, ordering of stationery and equipments. Typing, faxing and e-mailing of documents. Organising of supervisors' diary. Completion of v h 2 forms. Assist supervisor, write preparations for minutes, agenda. Manage direct and asses the flow of

documents to and from the Assistant Directors office. Schedule appointments, meetings and workshop.

ENQUIRIES : Mr.Mpho Selepe, Tel No: (011) 694 3700
CLOSING DATE : 03 June 2008

POST 20/127 : **SENIOR PORTER REF NO: 70050822**
Directorate: General & Support

SALARY : R49 665-57 663 per annum (plus benefits)
CENTRE : Tshepong TB Hospital
REQUIREMENTS : Abet Level 3/Std. 8/Gr. 10. Ability to read and write, Good interpersonal skills and communication. 2 years as a porter. Knowledge of Batho Pele principles and customer care.

DUTIES : Transportation of patients to various hospital departments as instructed and corpses to mortuary. Handle procedures for transfer of corpses to family and funeral parlour. Keep the mortuary clean, manage and control mortuary registers. Timeous submission of monthly reports to supervisor. Perform other additional duties as delegated by supervisor.

ENQUIRIES : Mr.J.Mamaila, Tel No: (012) 373-5033 ext 21
CLOSING DATE : 02 June 2008

POST 20/128 : **SECURITY GUARD REF NO: 70050993**

SALARY : R49 665 per annum (plus benefits)
CENTRE : Clinics and Community Health centre
REQUIREMENTS : Grade 10 and Security experience. Grade D.C.C and registered with SIRA. Able to read and write in English, No criminal record. Good interpersonal relationship. Responsible and trustworthy. Public sector experience will be an advantage. Security clearance will be done on successful candidates.

DUTIES : Control of access points as stipulated in the Act. Patrolling of the sites as instructed. Searching of all vehicles, people Entering and leaving the clinics. Reporting and recording of all incidents to the supervisor. Effecting arrest where necessary. Working shifts and reporting on duty at all times. Expected to wear uniform and identification cards at all times. Ensure that all prohibited items are not brought into our facilities. Recording all vehicles entering and leaving the clinic. Apply Batho-Pele principles at all times.

ENQUIRIES : Mr.Mpho Selepe, Tel No: (011) 694 3700
CLOSING DATE : 03 June 2008

POST 20/129 : **DRIVER (LIGHT VEHICLE) (4 POSTS) REF NO: 70051006**
Directorate: Admin and Logistics

SALARY : R43 245 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Abet level 3 or equivalent qualification. Coupled with relevant experience. Must be in possession of a valid code 10 drivers license and PDP. Ability to read and write. Good communication and interpersonal relation skills. Be prepared to work under pressure.

DUTIES : Transport of patients and staff. Transport of goods, equipment and assets. Delivery of patient, food, medicine and linen etc. removal of garden and general waste. Collect and deliver post and correspondence. Assist transport officer and ensure that the use of vehicle is for official purpose only. Conduct routine maintenance of vehicle and ensure timeouse reporting of defects that may arise. Responsible for control, safety and issue of vehicles, accessories, log book and report. Keep the vehicles clean at all times.

ENQUIRIES : Mr. M.F. Monama Tel No: (012) 354-1421
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 30 May 2008

POST 20/130 : **SECURITY GUARD (9 POSTS) REF NO: 70050994**

SALARY : R43 245 per annum (plus benefits)
CENTRE : Clinics and Community Health centre
REQUIREMENTS : Grade 10 and security experience. Certificates in grades D.E.C and registered with SIRA. Able to read and write (English). No criminal record. Good interpersonal relationship. Very responsible and trustworthy. Public

sector experience will be an advantage. Security clearance will be conducted on successful candidates.

DUTIES : Control of exit / entrance points as stipulated in the act, Patrolling of the sites as stipulated. Searching of all vehicles, people entering and leaving the facilities. Reporting and recording of all incidents to the supervisor. Effecting arrest where necessary. Working shifts and reporting on time all time. Expected to wear uniform and identification cards, at all times. Ensure that no prohibited items are brought into the facilities. Recording of all vehicles entering and leaving the facilities. Apply batho pele principles at all times.

ENQUIRIES : Mr.Mpho Selepe, Tel No: (011) 694 3700
CLOSING DATE : 03 June 2008

POST 20/131 : **MESENTER / DRIVER REF NO: 70051079**
 Directorate: Administration

SALARY : R43 245 per annum (plus benefits)
CENTRE : Pretoria Oral & Dental Hospital
REQUIREMENTS : ABET. A valid driver's licence(Code 8 or more) and more than 2 years driving experience. Must be literate and able to function in a team. Must have the ability to organize the various tasks and to receive guidance / instructions. Communication skills. Writing skills.

DUTIES : Internal messenger service: Collect and deliver mail and documents within the department. External Messenger service: Collect and deliver external mail and documents to other government departments. Prompt client service. Assist in registration / registry division. Duplicate documents. Operate office equipment e.g. photocopy machine. Participation in the Personnel Management and Development System (PMDS). Solve problems by applying standing instructions or procedures. Transport passengers and goods when required. Any other ad – hoc functions as requested from time to time.

ENQUIRIES : Ms A.C. Swart, Tel No: 082 464 / E –mail: inas@gpg.gov.za
CLOSING DATE : 30 May 2008

POST 20/132 : **CLEANERS (5 POSTS) REF NO: 70050811**
 Directorate: Facility Management Unit

SALARY : R43 245 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Ability to read and write. Recommendation: Good communication skills. Good interpersonal skills, Productiveness.

DUTIES : Cleaning of floors, dusting, washing and polishing of furniture, walls, doors, frames, tiles, windows and lockers. Removals of waste bags. Handle and store lines. Defrost and cleaning of unite refrigerator. Refill of soap containers. Care of and change curtains at patients beds. Remove left overs when necessary act as messenger. Provide patients with water bottles and glasses. Care for and cleaning of unit kitchen controlling of stock in kitchen and report to supervisor. Cleaning of trolley in ward. Cleaning of toilets, sluice-rooms and bathroom as well as providing of sputum mugs and tooth mugs. Removal of combustion products. Sorting and sealing contaminated linen.

ENQUIRIES : Mr S. Lebaka, Tel No: (012) 318-6807
CLOSING DATE : 2 June 2008

POST 20/133 : **CLEANERS (10 POSTS) REF NO: 70050997**
 Directorate: Cleaning

SALARY : R38 610 per annum (plus benefits)
CENTRE : Heideberg Hospital
REQUIREMENTS : ABET. General communication and literacy skills.
DUTIES : Perform routine tasks, cleaning of wards, corridors, offices, outside Areas and designated areas, walls and windows. Refill soap and toilet containers, filling of water bottles, emptying dust bins, deep cleaning and polishing of floors and furniture, provide toilet paper and paper towels, dusting of offices and wards, manage and economic usage of allocated cleaning materials and equipment.

ENQUIRIES : Mr. L. G. Mosala, Tel No: (016) 341 1288

CLOSING DATE : 03 June 2008

DEPARTMENT OF SOCIAL AND DEVELOPMENT

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

FOR ATTENTION : Ms Arti Singh

CLOSING DATE : 30 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 20/134 : **DEPUTY DIRECTOR (INFORMATION AND KNOWLEDGE SYSTEMS)**
REF NO: 70050872

Directorate: Office Of The Chief Information Officer

SALARY : R369 000 per annum. (All inclusive package)

CENTRE : Johannesburg – Head Office

REQUIREMENTS : A multi skilled person who holds an appropriate 3 year qualification (or equivalent diploma and/or relevant experience). Good knowledge and understanding of Social Development business in the area of Information Management and Information Systems as well as policy development. Computer literacy: Word, Power point, Excel, Access, Arcview with technical and analytical solving skills relating to systems development. Project Management skills.

DUTIES : The management of developments, enhancements, testing and training with regard to information decision support systems in accordance with functional and technical specifications. The evaluation and identification of the required information and knowledge systems in liaison with the relevant business units. Implementing the Information and Knowledge management initiatives in line with the IKM Strategy. Active involvement within the Information and Knowledge Management industry. Development and management of the IM and IKM policies, guidelines and procedures. Implementing best practices, standards and procedures to improve service delivery. Design data collection tools. Manage the collection and capturing of required datasets in accordance with the project plans. Assist in the implementation and management of the Supatsela – SAP Social Care Solution. Management of staff under the span of control. Management of the IKM budget. Attending various information systems for and providing the necessary input/ support on behalf of the Department. Manipulation of data and the production of reports. Strong verbal and written communication skills as well as good interpersonal relations. Strong administrative, organisational and general office management skills. Relevant experience in managerial support function, report writing and database management will be an added advantage.

ENQUIRIES : Ms. Phatudi (011) 355 7690

POST 20/135 : **DEPUTY DIRECTOR (COMMUNITY DEVELOPMENT) REF NO: 70050905**

Directorate: Sustainable Livelihood

SALARY : R369 000 per annum (all inclusive package)

CENTRE : Sedibeng Region.

REQUIREMENTS : Appropriate tertiary qualification and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management; problem solving and decision - making; communication; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of social development, poverty management and alleviation

- matters. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.
- DUTIES** : To oversee, coordinate and facilitate the planning and management of an integrated and accessible quality of Social Development service within Region. Provide Strategic leadership and manage implementation of Programme 3, the Strategic Plan of the Department. Provide support service and Financial Management in conjunction with the Auxiliary Service component. Align budget and resource needs to service delivery implementation. Strategic Partnerships and Stakeholders: Foster and maintain partnerships on provincial level, MEC / MMC technical forum for interdepartmental collaboration and partnerships with NGO's for service delivery in specific areas of programme including areas identified in terms of the 20 Township program. SDI-interpret departmental legislation and policies for effective implementation of Batho-Pele service delivery improvement and good governance within the Region. Monitoring and Evaluation of service delivery inputs and outputs on monthly, quarterly and annual targets. Monitor compliance to legislation and evaluate impact on service delivery, outline achievements and challenges and redirect plans for best results in annual report within Programme 3.
- ENQUIRIES** : Ms. D Kgwedil/ Mr. A Daya/ Mr. H Pillay Tel no:(011) 355 - 7701
- POST 20/136** : **ASSISTANT DIRECTOR: FINANCE REF NO: 70050873**
 Directorate: Regions
- SALARY** : R 196 815 per annum (Plus benefits)
CENTRE : Ekurhuleni Region
REQUIREMENTS : Bachelors Degree or National Diploma in Financial Management or equivalent Qualification with extensive relevant financial experience. Valid Code 08 Driver's License. Supervisory/ managerial experience. Knowledge of BAS and SAP is essential. Skills Needed: Financial Management, budgeting and Project management. General Management. Business Insight. Interpersonal skills. Sound verbal and written communication skills. Assertiveness and Decisiveness. Basic Labour Relations and policy application. Computer literacy in Excel, Word, Power point and Access. Ability to manage a diverse team. Knowledge of Government Financial Management Systems. Relevant experience in Human Resource management and Government Financial Management.
- DUTIES** : Assist Deputy Director Administration in respect of Financial Management and budget control in line with the Public Finance Management Act Requirements. Manage the functions of Provisioning, asset management and Transport and Finance Sections. Operationalize the Department's Fraud Prevention Strategy and Regional Risk management plans. Ensure adherence to policies and procedures. Ensure implementation of operational plan. Co - ordinate programmes and projects related to Administration functions. Ensure Administrative integration in Service Delivery Improvement.
- ENQUIRIES** : Mr. T Ntshangase (011) 820 0533
- POST 20/137** : **ASSISTANT DIRECTOR (HUMAN RESOURCE MANAGEMENT) REF NO: 70050868**
 Directorate: Regions
- SALARY** : R196 815 per annum (Plus benefits)
CENTRE : Ekurhuleni Region
REQUIREMENTS : B degree or equivalent qualification with extensive experience in Human Resource Management and Development environment. Sound knowledge of CORE, Public Service Act, Public Service Regulations, Collective agreements, Labour Relations Act, Employment Equity Act, Skills Development Act and all relevant legislation, policies and procedures within the Human Resources field. Supervisory/ managerial experience. Sound interpersonal relations and communication skills (verbal and written), excellent co-ordination. Computer literacy (Ms Word, Excel and PowerPoint). A valid manual driver's license.
- DUTIES** : Implementation of effective Human Resource Development policies in the region. Render an effective service to management and employees in the

areas of Human Resource Administration, Human Resource Development and Labour Relations. Manage day-to-day administration of personnel practices including: organizational structuring, establishment, personnel structuring, employment selection, appointment, placing, mobility arrangement, personnel management information service and service benefits. Provide HRM training and advice to sub-ordinates, staff and management. Compilation of regional workplace skills plan and timeous submission of training interventions to Head Office. Allocate and control delegated work. Manage subordinates' performance in terms the GPG Performance Management and Development System. Monitor progress of the implementation of the Unit's Operational Plan.

ENQUIRIES : Mr T. Ntshangase (011) 820 0533

POST 20/138 : **SENIOR SOCIAL WORKER (ADVANCED PRODUCTION WORK COMMUNITY PLANNING & DEVELOPMENT)-3 POSTS REF NO: 70050871**

Directorate: Regions

SALARY : R132 054 per annum (Plus benefits)

CENTRE : Sedibeng Region

REQUIREMENTS : B. A Degree qualification in Social Work with approximately 2 year's relevant experience. Valid Driver's License. Registration with the SA Council for Social Service Professions. Conversant with Acts, policies and legislation pertaining to Social Welfare Services. Ability to co-ordinate and collaborate in an inter-sectoral environment.

DUTIES : Responsible for rendering of integrated Social Services to vulnerable persons, groups and communities through all Social Work methods with a strong emphasis on development and outcome based programs. Conduct advanced assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant intervention. Develop, determine and plan programs to render the recommended interventions. Community mobilization. Establish and develop organizations. Inter-sectoral collaboration. Monitor and evaluate service delivery impact and compliance to PFMA requirements minimum norms and standards. Plan, coordinate, monitor and evaluate implementation and impact of Special Projects initiated in line with departmental service delivery priorities. Collate statistics and analyze information. Organizing of own workload according to office objectives. Administrative accountability through effective record keeping. Networking and negotiating with service providers and customers. Sound writing skills. Efficiency in a variety of official languages will be an added advantage

ENQUIRIES : Ms. Rene Wilken (016) 930 2000

GAUTENG TREASURY

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

FOR ATTENTION : Ms Arti Singh

CLOSING DATE : 23 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 20/139 : **CHIEF INFORMATION OFFICER (DIRECTOR) REF NO: 70050830**

Directorate: Information Technology

SALARY : R540 429 per annum (all inclusive package)

CENTRE : Johannesburg

- REQUIREMENTS** : Relevant tertiary qualification in information technology and/or information management. 3-5 years experience in an information technology environment, of which at least 2 years must be on middle management. Experience in/knowledge of government information technology systems and processes, project management, technical expertise, problem solving and strategic leadership.
- DUTIES** : Ensuring the efficient and effective utilization of information and information technology as strategic resources, managing the information technology function of the department, ensuring the establishment of sound information management systems, development and implementation of information management and information technology plans, policies, norms, standards and guidelines, knowledge management and providing strategic leadership to the unit.
- ENQUIRIES** : Ms. Charlotte Magogodi, Tel No: (011) 355 8653

OTHER POSTS

- POST 20/140** : **BUDGET SPECIALIST: GOVERNANCE SECTOR REF NO: 70050831**
Directorate: Budget Management

- SALARY** : R369 000 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Three year tertiary qualification in Economics/ Finance/Informatics. At least 2 years experience in a budget management environment. Experience in/knowledge of public sector and the public sector budget process, relevant legislation and policies and implementation of budget modelling.
- DUTIES** : Managing the provincial budget planning processes, guiding and training departments on the budget process, reforms and formats, developing credible adjustment budget and medium-term expenditure framework, compiling and maintaining legislative frameworks for the adjustment and main budget, preparing a provincial consolidation in terms of expenditure, revenue and conditional grants, assisting management in the development of long term expenditure and budgetary modelling, budget database and data warehousing, and providing strategic leadership to the business unit.
- ENQUIRIES** : Ms. Charlotte Magogodi, Tel No: (011) 355 8653

- POST 20/141** : **DEPUTY DIRECTOR: LEGAL (PPP) REF NO: 70050835**
Directorate: Public Private Partnerships

- SALARY** : R 369 000 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Legal qualification with specialization in legal drafting. At least 2 years experience in a Legal or PPP environment. Experience in/knowledge of PPP projects.
- DUTIES** : providing general legal advice and direction to PPP projects, contributing to the evaluation of contracts, formulation of policy, guidelines and support systems, reviewing PPP contracts and conducting legal research.
- ENQUIRIES** : Ms. Charlotte Magogodi, Tel No: (011) 355-8653

- POST 20/142** : **DEPUTY DIRECTOR: FINANCE (PPP) REF NO: 70050836**
Directorate: Public Private Partnerships

- SALARY** : R369 000 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Three year tertiary qualification in financial management. At least 2 years experience in a Finance or PPP environment. Experience in/knowledge of PPP projects. Experience in conducting financial analysis.
- DUTIES** : Ensuring compliance to relevant legislation and Treasury Regulations pertaining to PPP's, conducting financial analysis of all PPP projects and advocacy of PPP policy and guidelines.
- ENQUIRIES** : Ms. Charlotte Magogodi, Tel No: (011) 355 8653

- POST 20/143** : **DEPUTY DIRECTOR: TECHNICAL LIAISON (PPP) REF NO: 70050837**
Directorate: Public Private Partnerships

- SALARY** : R 369 000 per annum (all inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Three year tertiary qualification in project management or construction management. At least 2 years experience in a PPP or project management environment. Experience in the evaluation of large infrastructure and service delivery projects.

DUTIES : Providing regulatory assistance and technical advice in respect of PPP projects, evaluating the technical impact of PPP project proposals and advocacy of PPP policy and guidelines.

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

POST 20/144 : **DEPUTY DIRECTOR: SECURITY AND AUXILIARY SERVICES REF NO: 70050834**
Directorate: Human Resource and Auxiliary Services

SALARY : R 311 358 per annum (all inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Relevant three year tertiary qualification, plus 3-5 years experience in security management and/or administration. Experience in managing internal administrative services will be an added advantage.

DUTIES : Ensuring that the department complies with security legislation, policies and procedures(including MISS and OHS), overall management of internal administrative services (including registry, cleaning, telecom, maintenance, transport, etc), ensuring sufficient office accommodation and strategic leadership of the business unit.

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

POST 20/145 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 70050832**
Directorate: Communications

SALARY : R157 686 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Relevant three year tertiary qualification, plus 1-2 years experience in a corporate communications environment. Computer literacy in MS and publishing programmes.

DUTIES : Implementing communication strategies in line with the department's vision with regards to corporate communication, development communication and producing visual communication products.

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

POST 20/146 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 70050833**
Directorate: Human Resource and Auxiliary Services

SALARY : R157 686 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Relevant three year tertiary qualification, plus certificate in counseling. 2-3 years experience in implementing employee health and wellness programmes.

DUTIES : Facilitating, co-coordinating and administering a comprehensive health and wellness programme for the department, including counseling and coaching.

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

POST 20/147 : **ADMINISTRATION OFFICER REF NO: 70050828**
Directorate: Sustainable Resource Management

SALARY : R106 335 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12, 3-5 years experience in rendering an administrative Support Service.

DUTIES : Provide general administrative support service to the Sustainable Resource Management unit, co-coordinating events and procurement.

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

POST 20/148 : **HUMAN RESOURCE OFFICER REF NO: 70050829**
Directorate: Human Resource and Auxiliary Services

SALARY : R 106 335 per annum (Plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus 1-2 years experience within a human resource administration environment. experience in PERSAL utilization.
DUTIES : Implementing and administering practices concerning conditions of service and service benefits, resolving queries, preparing reports, recruitment processes and ensuring efficient personnel records management.
ENQUIRIES : Mr. Robert Tsotetsi, Tel No: (011) 355- 8636

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL AFFAIRS**

The Department of Agriculture and Environmental Affairs is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representivity

APPLICATIONS : The General Manager: South Region, Private Bag X6005, Hilton, 3245
CLOSING DATE : 6 June 2008
NOTE : Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Certified copies (not copies of certified copies) of all educational qualifications and supporting documents (identity documents, driver's licence, etc.) must also be submitted with your application. Applications must be submitted on/or before the closing date and late, faxed or e-mailed applications will not be accepted. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. Failure to comply with the above instructions will result in immediate disqualification of candidates. The Department of Agriculture and Environmental Affairs reserves the right not to fill any advertised post.

OTHER POST

POST 20/149 : **CONTROL VETERINARY TECHNOLOGIST REFERENCE NO: 34SR/2008**

SALARY : R196 815 per annum to R228 492 per annum
CENTRE : Pietermaritzburg (Allerton Laboratory)
REQUIREMENTS : National Diploma or B.Tech degree in Veterinary Technology or equivalent recognized qualification with a minimum of 4 years of experience in QMS (Quality Management Systems), computer literacy and a valid B or EB driver's licence. Should the successful candidate not be registered or authorized with the South African Veterinary Council, he or she will be required to do so after being appointed.

DUTIES : To implement and maintain the Quality Management System (ISO/IEC 17025), which entails the following aspects on a daily basis: Keeping up to date with National and International quality movements, review and approval of all quality documents, writing up of policy documents and SOP's, training of personnel in the writing of documents, training of personnel in the implementation of the quality management system, document control of all documents that form part of the quality system, annual audits of all the elements of the quality management system, audits of laboratory procedures, administration of the Preventative and Corrective Action Request system, implementation, coordination and maintenance of a program for Intra and Inter-laboratory comparisons, and Proficiency Testing, assessment and approval of sub-contractors, assessment of suppliers and service providers, review of requests, tenders and contracts as appropriate, coordinate the training needs of the technical staff, coordinate the care, maintenance and replacement of Laboratory equipment, organising and coordinating sample testing and reporting for surveys, attend and chair meetings relevant to technical and general management of the laboratory, liaison with other organizations and Departments, e.g. DOW, SANAS, etc., technical input for the laboratory AOP and strategic plan.

ENQUIRIES : Dr. D.W.P. Ngobese at 033 – 3476278

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
NOTE : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. 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 20/150** : **PROJECT CO –ORDINATOR (3 POSTS)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R196 815 per annum
 : Durban Region (Ref. No. P 117/2008)
 : Pietermaritzburg Region (Ref. No. P 115/20087)
 : Empangeni Region (Ref. No. P 116/2008)
- REQUIREMENTS** : *A minimum of 4 years Civil Engineering Degree along with registration or eligibility for registration as Professional Engineer/Professional Technologist Engineering. *A minimum of 5 years proven experience. *Valid Code EB driver's license. Knowledge, Skills, Training And Competencies Required: *Specialized knowledge of engineering materials required in the building and design of roads and structures. *Computers Literacy. *Planning and organizing. *Norms and standards. *Construction and maintenance of roads. *Financial matters-measurements, checking invoices. *Project Management, Design-roads, pavement and structures. *Analytical thinking, Interpersonal Relations, Facilitation, Numeric. *Record keeping and filing report writing, Public speaking, Chairing meetings. *Tender documents and tendering procedures, Schedule of tenders, Tender report/Adjudication. *Innovation, Organisation, Management, Leadership. *Computer literacy. Innovative thinker, Receptive to suggestions and ideas. *Logical, Responsible, Team builder.
- DUTIES** : *Provide specialist advice with regard to technical services to internal staff and contractors. *Execute business plans in connection with the Regions requirements with regard to reseal, rehabilitation and reconstruction of road and structures. *Prepare and manage contracts to stay within budget. *Ensure the capturing of all relevant information on the Project Information Managements system for management/record purposes. *Manage the resources within the component.
- ENQUIRIES** : Empangeni Region: Mr L X K Mtambo, Tel. No.: 035 – 787 1442
 : Durban Region: Mr S C Majola, Tel. No.: 031 – 638 4400
 : Pietermaritzburg Region: Mr W Bennett, Tel. No.: 033 – 845 5800
- NOTE** : It is the intention of the department to fill this post with a person from the disabled community or an African Female
- POST 20/151** : **CHIEF PROVINCIAL INSPECTOR (2 POSTS)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R157 686 per annum
 : Road Traffic Inspectorate: Ulundi (REF. NO P118/2008)
 : Road Traffic Inspectorate: Jozini (REF NO P119/2008)
- REQUIREMENTS** : * A Senior Certificate, plus * Successful completion of the Traffic Officer's Diploma, plus * A minimum of 3 years supervisory experience in the Traffic law Enforcement environment, plus* A valid Code B Driver's licence.

Knowledge, Skills, Training and Competencies Required: ** Sound knowledge and understanding of legislation, policies, delegations, regulations, practice notes, PFMA, Labour Relations Act and the Road Traffic Act... * Understanding the Departments vision, values, objectives, structure etc * Knowledge of general administrative procedures and human resources. * Knowledge of Financial Management: BAS, procurement, provisioning and state money control. * Computer literacy. * Knowledge of Asset Management. * Knowledge of departmental service delivery programmes. * Ability to interpret and apply legislation and policy. * Problem solving, analytical and innovative thinking skills. * Well developed written and verbal communication skills. * Interpersonal relations. * Planning, organizational, management, co-ordination, presentation, facilitation and training skills. * The ideal candidate must be committed to organisational objectives, projects and programs, be improvement / development orientated and pay attention to detail. He / she must be self disciplined, dedicated, responsible, honest, creative, energetic, enthusiastic, empathetic, trustworthy, innovative and a team player.

DUTIES : * Manage and control the financial and procurement functions according to the PFMA, treasury regulations and relevant practice notes within the station. * Manage and control the patrol and administration staff. * Develop all staff within the Road Traffic Inspectorate, Ulundi and ensure that all procedures and regulations are adhered to. * Manage and control general conduct and output of all staff within the station. * Ensure effective service delivery within the station to the public.

ENQUIRIES FOR ATTENTION : Mr E T Zulu Tel. No: 035 – 787 1442

CLOSING DATE : Mr R Marillier

NOTE : 30 May 2008

It is the intension of this department to fill these posts with an African or white female.

POST 20/152 : **CHIEF INDUSTRIAL TECHNICIAN: MATERIALS TESTING (REF. NO P 113/2008)**

SALARY : R132 054 per annum

CENTRE : Cost Centre, Estcourt

REQUIREMENTS : *Degree / National Diploma in Civil Engineering; plus a minimum of 3 years appropriate experience in a Civil Engineering environment; plus a valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of standards and procedures as per TMH / TRH / COLTO / SABS. *Knowledge of laboratory equipment. *Knowledge of safety regulations. *Knowledge of planning and co-ordination. *Knowledge of Training. *Knowledge of departmental reporting structure. *Knowledge of legislation, policies, procedures pertaining to the Public sector. *Knowledge of the service delivery programme. *Computer literacy. *Knowledge of completion of materials as Built Data Sheets, materials reports and recommendations. *Knowledge of Human Resource matters. *Knowledge of General Administrative procedures and policies. *Ability to interpret legislation / policies / procedures. *Verbal and written communication skills. *Good interpersonal skills. *Problem solving skills. *Management and report writing skills. *Organising and planning skills. *Motivating skills. *Ability to work independently and as a team. The ideal candidate should be reliable, responsible, honest, loyal, dedicated, decisive and neutral. He/ she should also be open and transparent, have integrity and cultural awareness.

DUTIES : *Co-ordinate, plan and control the work of laboratory staff and give training. *Ensure quality control by arranging the sampling and testing of materials according to materials standards. *Prospect / negotiate / sample / compile results of borrow-pits/quarries. *Maintain equipment and vehicles in good serviceable condition.

ENQUIRIES : Mr B G Matjila, Tel No: 036 352 3153

CLOSING DATE : 06 June 2008

NOTE : It is the intention of the Department to fill this post with a person from the disabled community or an African Female.

POST 20/153 : **SENIOR ARTISAN: MECHANICAL WORKSHOP (REF. NO. P120/2008)**

SALARY : R85 362 per annum

CENTRE : Cost Centre, Dundee: Mechanical Workshop, Greytown

REQUIREMENTS : *A Trade Diploma in Earth moving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic; plus *A minimum of 3 years Pre-Trade Test experience on the Maintenance and repairs of Earth Moving Plants and Equipment; plus *A valid Code C driver's licence. Knowledge, Skills, Training And Competencies Required: *Be able to apply mechanical knowledge and skills. *A good knowledge of oil analysis methods. *Knowledge of administrative procedures. *Knowledge of safety regulations. *Knowledge on how to drive / operate plants. *Basic knowledge of welding, hydraulic and electrical. *Basic literacy to read and understand manuals. *Executing preventative maintenance services on plant skills. *Carry out major repairs on plant skills. *Impart skills to others. *Ability to communicate. *Computer literacy. *Be an analytical problem solver. *Hand eye coordinating skills. *Be able to make the correct diagnosis and be able to fill in service sheets and mechanical condition reports. *The ideal candidate should be thorough, systematic, self disciplined, dedicated, responsible and a team player. *He / she should also be honest, innovative, energetic, enthusiastic, empathetic, trustworthy, pay attention to detail and be improvement / development orientated.

DUTIES : * Ensure quality mechanical repairs are executed timeously for high performance of plants, equipment and vehicles. *Execute preventative maintenance at specified intervals to eliminate breakdowns and optimize plant availability. *Perform administrative / clerical functions for the smooth operation of the depot. *Provide on job training and supervision to subordinates. *Sustain compliance with Occupational, Health and Safety Act as well as safekeeping of tools / equipment.

ENQUIRIES : Mr P Ntuli Tel. No.: 036 – 638 4400

CLOSING DATE : 06 June 2008

FOR ATTENTION : Mr R Marillier

NOTE : It is the intention of the Department to fill this post with a person from the disabled community or an African Female.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
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 : 23 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 20/154 : **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 Bachelors Degree in Law/LLB and/or a Bachelor's degree or equivalent qualification 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, Labour Relations 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 : Ms.R. Palm (053) 839 2103

POST 20/155 : **ASSISTANT DIRECTOR: LEGAL SERVICES REFERENCE NO: DTRPW 09/08**

SALARY : R196 815 per annum

CENTRE : Kimberley

REQUIREMENTS : Tertiary qualification in law (LLB will be an advantage). 2-3 years post qualification experience Knowledge and experience in drafting and interpreting legislation Ability to provide legal advice Experience in drafting of legal documents such as contracts, bills and regulations Good communication and interpersonal skills Computer literacy Valid code EB driver's licence

DUTIES : Key Performance Areas: The successful candidate will be responsible for the following: To manage and co-ordinate the activities of the litigation,

compliance and contract management units Prepare written legal opinions on matters affecting the Department Drafting documents for the state attorney / state law advisors enabling them to furnish formal legal advice and to act in litigious matters Consult and liaise with the state attorney, state law advisors and private attorneys regarding litigation Draft, amend and edit subordinate legislation administered by the department, as well as drafting legal documents such as contracts and agreements Providing legal opinion regarding problems of interpretation, legal liability, the existing of powers and other legal matters.

ENQUIRIES

: Mr. S. Leeuw (053) 839 2162

**PROVINCIAL GOVERNMENT: 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 Chief Director: Regional Hospitals, Mental Health Services and
Emergency Medical Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms B Hermes
CLOSING DATE : 6 June 2008
NOTE : It will be expected of candidates to be available for selection interviews on a
date, time and place as determined by the Department. Kindly note that
excess personnel will receive preference.

OTHER POST

POST 20/156 : **FOOD SERVICES MANAGER**
(Chief Directorate: Regional Hospitals, Mental Health Services and
Emergency Medical Services)

SALARY : R 132 054 per annum.
CENTRE : Worcester Hospital, Worcester
REQUIREMENTS : National Diploma in Food Service Management or equivalent qualification.
Proven computer literacy and proficiency in Word and Excel. The following
will serve as recommendations: Appropriate experience in a Food Service
Unit at a supervisor level or higher. Knowledge and skills of procurement
practices. Report writing skills. Good communication skills and the ability to
reason clearly, logically and without prejudice. The ability to work
independently and under pressure. The ability to work shifts during the day,
weekends and public holidays. Knowledge of the Occupational Health and
Safety Act and HACCP (Hazard analysis critical control point). Experience in
training of foodservice workers. Planning experience.
DUTIES : Plan and develop the strategic management of Food Service. Manage an
operational Food Service. Manage risks and quality. Manage human
resources. Manage Finances.
ENQUIRIES : Ms S de Wit, tel.no (023) 348-1222

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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

APPLICATIONS : The Director: Human Resource Management and Administration, Private
Bag X9083, Cape Town, 8000
FOR ATTENTION : Ms S Marthinus
CLOSING DATE : 30 May 2008
NOTE : Applications must be submitted on form Z.83, obtainable from any Public
Service Department and must be accompanied by a recent updated CV with
three referee reports (not older than three months), certified copies of all
qualifications and identity document. Failure to submit the requested
documents will result in the application not being considered. Applicants'
educational qualifications will be verified. It will be expected of candidates to
be available for selection interviews on a date, time and place as determined
by the Department. The post number and name of the post must be
indicated on your application. No application will be considered without it.
No faxes, e-mail or late applications will be accepted. Candidates may be
subjected to the following: (i) competency assessment (ii) security clearance,
which includes a lie detector test. Any previous government service and
reason for leaving must be declared. Correspondence will be limited to short-
listed candidates only.

OTHER POSTS

- POST 20/157** : **ASSISTANT DIRECTOR: COMMUNICATION (2 POSTS) (REF NO L061/08)**
Component: Customer Relations and Communication
- SALARY** : R157 686 (level 9) per annum
CENTRE : Cape Town
REQUIREMENTS : The formal qualification requirement for these posts is an appropriate B. Degree (or equivalent qualification) plus appropriate experience in a communication environment (public relations or journalism). The following will serve as recommendations: • experience in marketing • knowledge of relevant policies, legislation and its relationship with national and provincial governments, civil society and other stakeholders • journalistic skills as well as extensive experience in broadcasting and print media • proven senior or specialist journalistic experience in a newsroom • extensive media contacts • proven experience or track record of community engagements / participation • excellent interpersonal relations • ability to manage and drive departmental projects and events • be innovative, flexible and a strategic thinker • experience in project management • ability to work under pressure and preparedness to work irregular hours • computer literacy (MS Office and GroupWise) • strong leadership and managerial skills • excellent verbal and written communication skills in at least two of the official languages of the Western Cape • a valid Code B (manual) driver's licence.
- DUTIES** : The successful candidates will be responsible for the following duties: • implement and promote effective external and internal communication strategy • liaison with communities in terms of the Department's Community Outreach Programme • provide housing information within integrated and sustainable human settlement strategy • oversee the translation of documents for the Department • manage the departmental reports and documentation • generate, editorially manage and maintain content of the Department's WEB PAGE and Newsletter • support the managing of the Helpdesk of the Department • lead and manage a team of communicators • render effective support to the Ministry • promote good relations amongst the different spheres of government • supervision and development of personnel • monitor and exercise control over expenditure and ensure effective utilisation of financial resources.
- ENQUIRIES** : Mr X Luthuli at (021) 483-3605.

PROVINCIAL TREASURY

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

- APPLICATIONS** : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.
- FOR ATTENTION** : Mr B Damons
CLOSING DATE : 30 May 2008
NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks,

which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

- POST 20/158** : **ECONOMIST LOCAL GOVERNMENT REF NO: WCPT 13/01/08**
Chief Directorate Sustainable Resource Management
Directorate Budget Management:
- SALARY** : R311 358 per annum Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town
: Minimum qualification requirements: •Master's degree in Economics or Policy Analysis or a related field •appropriate experience •proven macro- and socio-economic knowledge base •knowledge and experience in policy making and/or policy analysis. Personal attributes: •Self-driven •self-confident and innovative •ability to work under pressure •display team work •attention to detail and thoroughness. Required skills: •Excellent writing skills •strong macro- and socio-economic skills •complex submissions and reports •good verbal communication skills •strategic and relationship building skills •analytical and research skills •organising and planning skills.
- DUTIES** : To promote integration between municipalities and the provincial departments through the alignment of the integrated development plans and budgets of municipalities with provincial budgets and departmental strategic plans by: • Providing fiscal advice to municipalities • implementation, in terms of the provincial responsibility, of the Municipal Finance Management Act • overseeing and guiding the municipal budget process with an emphasis on co-ordination with the provincial budget process • ensuring and assessing alignment between local government IDPs, provincial budgets, strategic plans and development plans • monitoring and guiding municipal service delivery performance •handling policy matters pertaining to the content of the job.
- ENQUIRIES** : Mr A Phillips ☎ (021) 483-4022
- POST 20/159** : **OFFICE MANAGER REF NO: WCPT 13/02/08**
Office of the Head Official, Provincial Treasury
- SALARY** : All-inclusive package: R311 358 per annum Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town
: Minimum Qualification requirements and experience: • An appropriate three year B- degree or equal qualification • More than 10 years experience in office management. Required skills and competencies: • Computer Literacy (MS Office suite, GroupWise, Internet) • Effective oral and written communication and the ability to Target appropriately • Organisation and coordination • Planning • Telephone etiquette • Interpersonal Relations in a multicultural environment • Conflict Resolution • Good writing skills • Problem Solving • Multilingualism. Personal attributes: • Ability to work independently • Confidentiality • Ability to manage many tasks simultaneously • Creativity • Innovation • Ability to work under pressure and meet dead-lines • Tolerance, patience and understanding.
- DUTIES** : • Administratively coordinate the line activities of Treasury • Assisting Corporate Services in coordinating the departmental strategic process • Managing and coordinating intergovernmental relations and activities • Compiling and driving Treasury's internal and external communication endeavours • Provide a secretariat and administrative support service in the office of HOD • Compiling and ensuring common high service standards across all support services to managers • Acquainting the HOD on all the key matters, including progress with document flow, communications matters and work staging. Responsible for: • Human resource management within the office • Financial management within the office • Management of the

provisioning process in office • Strategic management within the office
• Organisational aspects within the office • Performance management within the office.

ENQUIRIES : Dr JC Stegmann ☎ Tel. 021 483-3749

POST 20/160 : **COMMUNICATION OFFICER REF NO: WCPT 13/03/08**
Office of the Head Official, Provincial Treasury

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

CENTRE : Cape Town
REQUIREMENTS : Qualification requirements: • Tertiary qualification in Communication/Marketing/Public Relations/Journalism • Knowledge of web design techniques. Personal attributes and skills: • Written and verbal communication skills • Creative and innovative • Interpersonal sensitivity • Team orientated • Computer literate • Public speaking/presentation skills and marketing skills.

DUTIES : • Implement, standardise, co-ordinate, sequence, consolidate and maintain an effective external communication system • Implement and maintain an internal (within Treasury) communication system • Liaise with different components within Treasury to add content to Treasury’s website and keep it relevant • Edit and arrange for publication of departmental publications/brochures/newsletters • Liaise with Treasury’s clients and relevant stakeholders to establish an efficient communication network • Handle policy matters pertaining to the content of the job.

ENQUIRIES : Mr D Smit ☎ Tel. 021 483-5080

POST 20/161 : **PUBLIC PRIVATE PARTNERSHIP (PPP) TRANSACTION ADVISOR REF NO.: WCPT 13/04/08**
Chief Directorate Asset Management
Directorate: Immoveable Asset Management

SALARY : R196 815 per annum (Level 10)
CENTRE : Cape Town
REQUIREMENTS : Minimum qualification requirements: • Honours degree in Finance, Accounting or Economics • Proven knowledge on financial and econometric modelling • Knowledge of PPP projects. Required skills: • Good written and verbal communication skills • Strong on detail • Strategic, analytical, research, numeric and negotiation skills • Sound organising and planning skills • Knowledge of contract law • Ability to work under pressure.

DUTIES : • Advise departments in preparing cost effective and affordable PPP projects • Render training and assistance to the departments • Develop criteria for the identification and promotion of sustainable PPP projects • Assess the viability and sustainability of PPP projects • Assess risk transfer to the private sector • Assess economic characteristics of intended PPP projects • Assess preferential procurement targets • Assess recommendations of transaction advisor on preferred bidders • Ensure implementation in conformity with the requirements of the PFMA.

ENQUIRIES : Mr NB Langenhoven ☎ Tel. 021 483-5080