



DATE OF ISSUE: 23 MAY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 21 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 **23 JUNE 2008**

AMENDMENT : **Department of Justice and Constitutional Development:** Kindly note the duties for the post (Chief Accounting Clerk: Payroll (ref: 08/191/cfo) have been added as follows: 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, Enquiry: Mr. M Mugodo (012) 357 8747 and the Closing date: 02 June 2008.

INDEX

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE	A	03 – 07
DEFENCE	B	08 – 44
ENVIRONMENTAL AFFAIRS AND TOURISM	C	45 – 49
GOVERNMENT COMMUNICATION & INFORMATION SYSTEM (GCIS)	D	50
GOVERNMENT EMPLOYEE PENSION FUND (GEPF)	E	51 – 52
HEALTH	F	53 – 58
HOME AFFAIRS	G	59 – 60
INDEPENDENT COMPLAINTS DIRECTORATE	H	61
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	62 – 64
MINERALS AND ENERGY	J	65 – 66
OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)	K	67 – 68
PUBLIC SERVICE ADMINISTRATION	L	69 – 72
PROVINCIAL AND LOCAL GOVERNMENT	M	73
SPORT AND RECREATION SOUTH AFRICA	N	74 – 77
THE PRESIDENCY	O	78 – 79
WATER AFFAIRS AND FORESTRY	P	80 – 83

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	Q	84 – 100
KWAZULU NATAL	R	101 – 103
WESTERN CAPE	S	104 – 116

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.

CLOSING DATE : 09 June 2008

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

OTHER POSTS

POST 21/01 : **REGIONAL MANAGER (REF 232/2008)**
Directorate: Agricultural Product Inspection Services

SALARY : All inclusive package of R311 358 per annum

CENTRE : Durban

REQUIREMENTS : Applicants must be in possession of an appropriate 3 year National Diploma or B.Sc. Degree in Agriculture with at least one of the following subjects as a major: Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology or Plant Genetics. (Academic transcripts to be provided). Appropriate and sufficient technical experience with regard to global trade environment, SPS, TBT, CBD principles, Plant Improvement Act, Agricultural Products Standards Act, Liquor Products Act, Agricultural Pests Act and other legislative Mandates and sufficient experience of Management and generic administrative processes. A valid code B driver's license. Basic computer skills in MS Office software. Good communication, co-ordination, conflict management, problem solving and negotiation skills.

DUTIES : The incumbent will be required to be responsible to manage, harmonise and co-ordinates all aspects of the functional inspection discipline in the region namely plant health, plant genetics, agricultural products quality assurance and food safety in compliance with all relevant international obligations and responsibilities as well as the relevant national legislation. Manage the component with regard to the generic administrative processes related to personnel, finances, asset control, transport and infrastructure. Ensure that regions inspections are in compliance with relevant international standards. Represent National Plant and Plant Products Inspection Services (NPPIS) on relevant committees and forums in the region. Compile Standard Operating Procedures (SOP's) for the relevant division and provide inputs towards legislation and policies. Participate as a member on the Broad Management of the Directorate.

ENQUIRIES : Mr. M. Holtzhausen, Tel. No. 012-319-6100

<u>POST 21/02</u>	:	<u>NATIONAL RESOURCE SPECIALIST (REF: 237/2008)</u> Directorate: Land Use and Soil Management
<u>SALARY</u>	:	All inclusive package of R 311 358 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate M.Sc (Agric) degree with major in an agricultural resources – based field of study with relevant post graduate experience in sustainable agricultural resource management. Major subjects either Soil Science, Pasture Science, Agronomy, Horticulture, Agricultural Economics, Land Use Management or Agricultural Natural Resource Conservation. (Academic transcripts to be provided). Experience in Public speaking, public presentations and chairing of meetings. Facilitation of workshops. Experience in writing and editing of reports, scientific publications and popular articles and pamphlets. Computer Literate in commonly use programmes. A valid driver's licence. The applicant must be prepared to travel within South Africa and internationally.
<u>DUTIES</u>	:	The incumbent will be required to assist in specialist input on policy and guideline formulation and evaluation of documentation. Answering Ministerial, Parliamentary, Public, National, Provincial, Municipal, SADC and other international enquiries. Will be a Departmental representative to do; professional input and coordination for committees, workshops and international events for resource-based conventions and international agreements (e.g. UNCCD, CBD, UNFCCC, Ramsar, Agenda 21, WSSD and JPOI), coordination of resource based national departmental programmes (e.g. working for Wetlands, Working for Water, Fresh Water Biodiversity), on resources-based research projects (e.g. Water Research Commission, ARC & CSIR), coordination of agricultural NRM required in terms of departmental legislation (CARA, Act 43 of 1983 & Subdivision of Agricultural Land Act, Act 70 of 1970), coordination of environmental legislative requirements of other departments (DEAT, NEMA EIPs and EIAs, DME – Minerals Act: Environmental Impacts) and coordination of the establishment of national norms and standards for agricultural NRM to ensure compliance with international conventions and agreements. Handle the Development Facilitation Act, Act 67 of 1995 and integrated Development Plans (IDPs) of Municipalities.
<u>ENQUIRES</u>	:	Mr. K. P. Taylor , Tel. No. (012) 319-7687
<u>POST 20/03</u>	:	<u>PERSONAL ASSISTANT (REF: 239 /2008)</u> Sub-Programme: Corporate Services
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of A Grade 12 Certificate and extensive secretarial and general office administration experience. Computer literate (MS Office programmes). Good communication skills (verbal and written), interpersonal skills and above average planning and organising skills and knowledge of meeting procedures. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure. An understanding of the public service systems and procedures. A valid driver's licence
<u>DUTIES</u>	:	The incumbent will be responsible to provide an effective secretarial service and office administration support service to the Director: Agricultural Product Inspection Services. Manage mail, the diary, receive and attend to visitors, create and maintain a filing system. Management documentation in the office, track documents and collect research data from internet. Handle travel arrangement and general enquiries. Compile agendas and take minutes at identified meetings. Draft correspondence and presentations. Organise meetings, workshops, conferences. Render a line function administration support service.
<u>ENQUIRIES</u>	:	Mr. I. Miti, Tel no. (012) 319 – 7333/4
<u>POST 21/04</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF: 230/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate three year Bachelor's Degree in Public Administration, Accounting or EMDP. Knowledge of Departmental procedures with regard to Finances, Budgeting, Human Resources Management, Transport, Supply Chain Management, Asset control and Financial Risk Management. Knowledge of the PFMA and Treasury Regulation, Departmental Financial Instructions and Policies. Computer literacy in MS Word and Excel.
<u>DUTIES</u>	:	The incumbent will be required to render a financial and office administrative support service. Co-ordinate the Budget process. Co-ordinate the asset control process within the Directorate. Co-ordinate infrastructure development projects and programmes. Co-ordinate transport related issues. Ensure financial risk management practices. Co-ordinate inputs with regard to infrastructure developments. Supervise personnel.
<u>ENQUIRIES</u>	:	Ms. M.J. Nell, Tel. No. 012-319-6354
<u>POST 21/05</u>	:	<u>INFORMATION OFFICER (REF: 231/2008)</u> Directorate: Bio-Safety
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate B.Sc. Degree or a qualification in Agricultural or Biological Science (you are required to furnish a credit certificate and/or statement of results). Major subjects in either of the following: Biotechnology, Molecular Biology, Genetics and Microbiology. Basic knowledge and understanding of the principles of biotechnology and genetic modification. Ability to interpret and communicate requirements and provisions of legislation, policies and other issues relating to bio-safety, including the Genetically Modified Organisms Act, 1997. Good communication skills (written and verbal). Information management. Ability to work independently and under pressure. Computer literacy in MS Office software. Good presentation and facilitation skills. Administration and organising skills. Good report writing skills. A valid Cod B driver's licence.
<u>DUTIES</u>	:	The incumbent will be required to facilitate information disbursement internally and externally through public exhibitions, information packages, presentations, workshops etc on policies and legislation such as the GMO Act, 1997 and the International Bio-safety Protocols. Compilation and/or improvement of technically correct, user friendly, targeted, concise and effective promotional materials, manuals and departmental reports on bio-safety. Facilitate the update and accessibility of information on the Department of Agriculture's website as it relates to the GMO Act, 1997 and other bio-safety related issues. Develop and ensure effective flow of information through communication strategies that promote positive relations with internal and external stakeholders. Monitoring and follow up of scientific literature, media clippings and other publications in terms of biotechnology and bio-safety. Attend to generic administrative processes as required within the Directorate Bio-safety.
<u>ENQUIRIES</u>	:	Ms. C Arendse, Tel. No. 012-319-6199
<u>POST 21/06</u>	:	<u>PERSONAL ASSISTANT (REF 218/2008)</u> Directorate: Strategic Planning <i>This is a re-advertisement of Ref. No: 124/2007 and candidates who previously applied for this post are requested to re-apply.</i>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Degree or Diploma in Administration and extensive experience. Computer literacy with knowledge in (Ms Office, Ms Word, Ms Excel and Ms PowerPoint). Relevant experience in secretarial service/ meeting procedures and document tracking system. A valid Code B driver's licence.
<u>DUTIES</u>	:	The incumbent will be required to render a secretarial service to the director which entails: Mail management: Manage all in and outgoing mail, screening incoming mail to determine priority and maintain a tracking system to monitor all in and outgoing mail. Diary and time management of the director. Receive visitors. Documentation management: Type and edit documentation, coordinate and follow-up the flow of correspondence and documents between offices to track and monitor task as required by the director. Organise meetings/workshops/ conferences/ functions. Handle travel arrangements for the

director. Enquiry management: Telephone etiquette, screen all incoming calls. Render an office administrative support service to the director which entails: Office administration: Maintain good office administration, arrange for maintenance of equipments, requesting petty cash for the purpose of entertainment, buying of stock and complete logbook. Filing management: Create and maintain a tracking system for the office of the director, file and safe keeping of information/ documentation. Line function administration support: Draft correspondence on behalf of the director, compile agendas and take minutes at meetings, attend to matters arising from meetings.

ENQUIRIES : Ms. M. Molotsi, Tel. No. 012-319-704

POST 21/07 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF: 233/2008)**
Directorate: Agricultural Product Inspection Services

SALARY : R106 335 per annum
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of an appropriate 3 year National Diploma or B.Sc. Degree with at least two of the following subjects as a major: Horticulture, Microbiology/Biochemistry or Food Technology. (Academic transcripts to be provided). Applicable technical experience, law enforcement and leadership skills. A valid code EB driver's license. Good problem solving, planning, organising, interpersonal relations, conflict handling and communication skills, conflict handling is essential. Knowledge of the following international agreements: WTO-SPS, WTO-TBT and other related agreements will count in the candidates favour. Basic computer skills in MS Office software are required.

DUTIES : The successful candidate will be required to enforce the Agricultural Products Standards Act, 1990 and related policies and international agreements to ensure that the Quality and Sanitary status of agricultural products complies with the prescriptions. This includes the independent planning and conducting of inspections and auditing of assignees, Inspections include testing, sampling and evaluating of agricultural products and marking requirement, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. Conduct inspections away from his/her office as well as to frequently overnight away from his/her home/office when necessary. Render services on short notice and after hours at or away from his/her home/office when necessary. Conduct regulatory services pertaining other legislation and international obligations.

ENQUIRIES : Mr. M. Holtzhausen, Tel. No. 012-319-6100

POST 21/08 : **AUXILLIARY SERVICES OFFICER (REF: 234/2008)**
Directorate: Food Safety and Quality Assurance

SALARY : R85 362 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Mathematics and Science as passed subjects. Applicable laboratory experience in wet chemistry analyses. Computer literacy (Microsoft Office package). Experience in automated analyses techniques, maintenance of laboratory equipment as well as the evaluation of analytical results.

DUTIES : The incumbent will be responsible for routine analyses of liquor products as required in terms of the Liquor Product Act. Assistance with installation and commissioning for new instrumentation. Capturing of results into LIMS. Evaluation of analytical of analytical results as well as assistance with line function administrative tasks.

ENQUIRIES : Ms X. Tlali, Tel. No. 021 809 1691

POST 21/09 : **HUMAN RESOURCES OFFICER (TWO POSTS) (REF: 236/2008)**
Directorate: Human Resource Management

SALARY : R85 362 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Computer literate in MS Office (Proof should be submitted). Knowledge and experience of PERSAL

system. Appropriate experience and knowledge in an HR Administration environment dealing with e.g. all types of leave, housing, appointments, promotions, transfers, employee performance management system, conditions of service

DUTIES : The incumbent will be required to handle various aspects pertaining to human resources administration matters e.g. appointments, performance management and conditions of services.

ENQUIRIES : Ms. K. Songwane or Mr. O. Kubayi, Tel. No. 012-319-7801/05

POST 21/10 : **SENIOR ACCOUNTING CLERK (REF: 224/2008)**
Directorate: Financial Administration (Dept Debt Recovery)

SALARY : R58 290 per annum

CENTRE : Pretoria

REQUIREMENTS : Candidates must be in possession of a Grade 12 Certificate with accounting as a passed subject or accounting towards obtainment of a degree or diploma and experience in a government financial environment. Computer literacy (MS Office). Knowledge and experience in the field of debtor management. Knowledge of the Basic Accounting System (BAS). Knowledge and experience of the PFMA and Treasury Regulations. Good verbal and written communication skills. Good interpersonal skills, strong sense of responsibility and the ability to work independently.

DUTIES : The incumbent will be required to recover debt and administer debtor's accounts

ENQUIRIES : Mr. B.E. Nyengane, Tel. No. 012-319-7032

POST 21/11 : **ADMINISTRATION CLERK (REF: 238/2008)**
Sub-directorate: Transformation

SALARY : R58 290 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with relevant experience.

DUTIES : The incumbent will be responsible for rendering a general office support services. Record, organise, store, retrieve and distribute information related to the work of the Transformation Unit. Organise meetings, workshops, conferences, functions, campaigns, information sessions and road shows. Maintain a cash flow system for the Transformation Unit.

ENQUIRIES : Mr. C. Khonkwane, Tel no. (012) 319 - 7122

APPLICATIONS : Department of Agriculture, Private Bag X250, Pretoria, 0001

FOR ATTENTION : Ms Q. Tjotola, Agriculture Place Building, Room H-FF-02

DEPARTMENT OF DEFENCE

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

CLOSING DATE : 23 June 2008 (Applications received after the closing date and faxed copies will not be considered).

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 21/12 : **ASSISTANT DIRECTOR LIBRARY MANAGEMENT**
The post is advertised in the DOD and broader Public Service.

SALARY : R196 815 per annum
CENTRE : CMIS Ops Formation, Documentation Centre (Pretoria).
REQUIREMENTS : Degree/Diploma in Library and Information Service (NQF Level 5/6) or equivalent qualification with at least between 5-8 years in Library/Information environment and or 5-8 years experience in coordinating/managerial capacity. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Managerial-, leadership-, communicate effectively-, presentation-, investigative-, research-, planning-, adaptability-, innovative- and organise skills. Understand the specific environment.

DUTIES : Direct and strategic plan DOD library service. Maintain/update DOD library policy. Update the standardised SOPs for DOD libraries. Develop train programme of DOD library personnel. Present work sessions and seminars to develop library personnel. Liaison with Services and Divisions re their libraries. Liaison with external library and information service organisations. Develop and maintain information awareness programme. Plan and co-ordinate regular library exhibitions. Develop and maintain an effective resource sharing service. Create electronic information resource exchange programme with external libraries. Co-ordinate service agreements for libraries and their clients. Co-ordinate internet site for DOD libraries. Regular evaluate the DOD library service.

ENQUIRIES : Ms L. Jooste Tel: (012) 339-4601
APPLICATIONS : Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
FOR ATTENTION : Ms L. Jooste

POST 21/13 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Port Elizabeth.

<u>REQUIREMENTS</u>	:	Bachelor's degree in Archival studies (NQF Level 6) Preferable <u>or</u> equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
<u>DUTIES</u>	:	Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and the management of records management projects as required.
<u>ENQUIRIES</u>	:	Lt Col S.J.V. Alborough Tel no (041) 505 1221
<u>APPLICATIONS</u>	:	Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.
<u>FOR ATTENTION</u>	:	Lt Col S.J.V. Alborough
<u>POST 21/14</u>	:	<u>PRINCIPAL LIBRARIAN</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Bloemfontein.
<u>REQUIREMENTS</u>	:	Degree/Diploma in Library and Information Service (NQF Level 5/6) <u>or</u> equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Special requirements (skills needed): Computer literate. Report write-, financial planning-, client services-, management-, administration-, research analysis-, write and verbal-, organise-, supervisory-, problem solving- and decision-making, effective information service.
<u>DUTIES</u>	:	Acquire information resources. Manage Internet café. Execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet. Develop access to information through the processes of cataloguing and classification. Quality control of the card catalogue. Develop and manage towards library collection of sources, include different formats of information. Develop effective marketing plan of the Library. Provide a pro-active and re-active information service. Promote culture of research and research skills amongst users. Establish and maintain effective communication with other DOD libraries. Compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists. Manage and develop Africana series in the library. Monitor updating of acts. Ensure a high standard accession register. Provide a branch library service and manage inputs for the library budget. Manage library personnel.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/15</u>	:	<u>PRINCIPAL LIBRARIAN</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Garrison.
<u>REQUIREMENTS</u>	:	Degree/Diploma in Library and Information Service (NQF Level 5/6) <u>or</u> equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Special requirements (skills needed): Computer literate. Report write-, financial planning-, client services-, management-, administration-, research analysis-, write and verbal-, organise-, supervisory-, problem solving-, decision-making- and effective information service.
<u>DUTIES</u>	:	The acquiring of information resources; The managing of the Internet café. The execution of electronic information searches bmo online databases such as:

Internet, Sabinet and Sinet. The development of access to information through the processes of cataloguing and classification. The quality control of the card catalogue. The development and management towards library collection of sources, including all different formats of information. The development of an effective marketing plan of the Library. The providing of a pro-active and re-active information service. The promoting of a culture of research and research skills amongst users. The establishing and maintaining of effective communication with other DOD libraries. The compiling of bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists. The managing and developing of the Africana series in the library. The monitoring of the updating of acts. The ensure of a high standard accession register. The providing of a branch library service and the managing of inputs for the library budget. Manage library personnel.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/16 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Johannesburg.
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Computer literate. Mathematical-, problem solving-, analytical thinking-, maintaining discipline-, marketing communication-, media relation-, interview-, facilitation-, interpersonal-, planning- and good verbal and written communication skills. Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996.

DUTIES : The promotion of effective, efficient and accountable management of records. The execution of functional control over Record Management procedures and Records Office. The execution of functional control of the Records Centre for the control and custody of records. The maintenance of Record Classification systems. The execution of a systematic disposal programme for records. The participation in CMI Service Centre strategic planning and compilation of budget. The management of subordinates (including individual performance and maintenance of the career development system). The formulation and management of records management service agreement with clients. The liaison with and reporting to DOD Records Manager at Documentation Centre. The management of resources for execution of records management service and the management of records management projects as required.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/17 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Tek Base (Pretoria).
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Computer literate. Mathematical-, problem solving-, analytical thinking-, maintaining discipline-, marketing communication-, media relation-, interview-, facilitation-, interpersonal-, planning- and good verbal and written communication skills. Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996.

DUTIES : The promotion of effective, efficient and accountable management of records. The execution of functional control over Record Management procedures and Records Office. The execution of functional control of the Records Centre for the control

and custody of records. The maintenance of Record Classification systems. The execution of a systematic disposal programme for records. The participation in CMI Service Centre strategic planning and compilation of budget. The management of subordinates (including individual performance and maintenance of the career development system). The formulation and management of records management service agreement with clients. The liaison with and reporting to DOD Records Manager at Documentation Centre. The management of resources for execution of records management service and the management of records management projects as required.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/18 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Lohatla.
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Computer literate. Mathematical-, problem solving-, analytical thinking-, maintaining discipline-, marketing communication-, and media relation-, interviewing-, facilitation-, interpersonal-, planning-, organisational- and good verbal and written communication skills. Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996

DUTIES : The promotion of effective, efficient and accountable management of records. The execution of functional control over Record Management procedures and Records Office. The execution of functional control of the Records Centre for the control and custody of records. The maintenance of Record Classification systems. The execution of a systematic disposal programme for records. The participation in CMI Service Centre strategic planning and compilation of budget. The management of subordinates (including individual performance and maintenance of the career development system). The formulation and management of records management service agreement with clients. The liaison with and reporting to DOD Records Manager at Documentation Centre. The management of resources for execution of records management service and the management of records management projects as required.

ENQUIRIES : Maj D. Victor Tel: (053) 321-2200
APPLICATIONS : Department of Defence, RSC Lohatla, Private Bag X 3001, Postmasburg, 8420.
FOR ATTENTION : Maj D. Victor

POST 21/19 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Durban.
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Computer literate. Mathematical-, problem solving-, analytical thinking-, maintaining discipline-, marketing communication-, media relation-, interviewing-, facilitation-, interpersonal-, planning-, organisational- and verbal and written communication skills. Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996.

DUTIES : The promotion of effective, efficient and accountable management of records. The execution of functional control over Record Management procedures and Records Office. The execution of functional control of the Records Centre for the control and custody of records. The maintenance of Record Classification systems. The execution of a systematic disposal programme for records. The participation in CMI Service Centre strategic planning and compilation of budget. The management of subordinates (including individual performance and maintenance of

the career development system). The formulation and management of records management service agreement with clients. The liaison with and reporting to DOD Records Manager at Documentation Centre. The management of resources for execution of records management service and the management of records management projects as required.

ENQUIRIES : Lt Col R.B. Scholtz Tel: (031) 451-1054.
APPLICATIONS : Department of Defence, RSC KZN, P.O. Box 21096, Bluff, 4036
FOR ATTENTION : Lt Col R.B. Scholtz

POST 21/20 : **PRINCIPAL ARCHIVIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, Nelspruit.
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Special requirements (skills needed): Computer literate. Mathematical-, problem solving-, analytical thinking-, maintaining discipline-, marketing communication-, media relation-, interviewing-, facilitation-, interpersonal-, planning-, organisational-, good verbal and written communication skills. Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996.

DUTIES : The promotion of effective, efficient and accountable management of records. The execution of functional control over Record Management procedures and Records Office. The execution of functional control of the Records Centre for the control and custody of records. The maintenance of Record Classification systems. The execution of a systematic disposal programme for records. The participation in CMI Service Centre strategic planning and compilation of budget. The management of subordinates (including individual performance and maintenance of the career development system). The formulation and management of records management service agreement with clients. The liaison with and reporting to DOD Records Manager at Documentation Centre. The management of resources for execution of records management service and the management of records management projects as required.

APPLICATIONS : Department of Defence, RSC Mpumalanga, Private Bag 11277, Nelspruit, 1200.
ENQUIRIES : For attention: Maj J.W. Squire Tel: (013) 756-2547.
FOR ATTENTION : Maj J.W. Squire

POST 21/21 : **PRINCIPAL LIBRARIAN**
The post is advertised in the DOD and broader Public Service.

SALARY : R132 054 per annum
CENTRE : CMIS Ops Formation, SA Army College, Pretoria
REQUIREMENTS : Degree/Diploma in Library and Information Service (NQF Level 5/6) or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Special requirements (skills needed): Computer literate. Report write-, financial planning-, client services-, management-, administration skills-, research analysis-, write and verbal-, organise-, supervisory-, problem solving-, decision-making- and effective information service skills.

DUTIES : The acquiring of information resources. The managing of the Internet café. The execution of electronic information searches bmo online databases such as: Internet, Sabinet and Sinet. The development of access to information through the processes of cataloguing and classification. The quality control of the card catalogue. The development and management towards library collection of sources, including all different formats of information. The development of an effective marketing plan of the Library. The providing of a pro-active and re-active information service. The promoting of a culture of research and research skills amongst users. The establishing and maintaining of effective communication with other DOD libraries. The compiling of bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists. The managing and developing of the Africana series in the library. The monitoring of the updating of acts. The ensure of a high standard accession register. The providing of a branch library

	service and the managing of inputs for the library budget. The management of library personnel.
<u>ENQUIRIES</u>	: For attention: Maj A.A. Gilbert Tel: (012) 355-2047.
<u>APPLICATIONS</u>	: Department of Defence, RSC Dequar Road, Private Bag X 172, Pretoria, 0001.
<u>FOR ATTENTION</u>	: Maj A.A. Gilbert
<u>POST 21/22</u>	: <u>CHIEF REGISTRY CLERK</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	: R106 335 per annum
<u>CENTRE</u>	: CMIS Ops Formation, Youngsfield.
<u>REQUIREMENTS</u>	: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	: The acting as section head at the Service Centre Record Management Section. The inspection and evaluation of the Records Office and Records Centre service at the Service Centre and Satellite Record Management Offices. The provision of guidelines to Record Administrators at the Service Centre and Satellite Records Management Offices. The guiding of clients wrt Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Service Centre and Satellite Record Management Offices. The controlling of office equipment at the Service Centre Record Management Section. The providing of inputs to the Service Centre Record Manager wrt work procedures. The assisting of the Record Manager wrt career development of subordinates and the control of disposal of records (ie transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES</u>	: For attention: Lt Col D. Janse van Rensburg Tel: (021) 787-1700
<u>APPLICATIONS</u>	: Department of Defence, RSC WC, Private Bag 1, Kenwyn, 7790.
<u>FOR ATTENTION</u>	: Lt Col D. Janse van Rensburg
<u>POST 21/23</u>	: <u>CHIEF LIBRARY ASSISTANT</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	: R106 335 per annum
<u>CENTRE</u>	: CMIS Ops Formation, Nelspruit.
<u>REQUIREMENTS</u>	: NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordinate-, write and verbal-, research analysis-, client service-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	: The administration of the magazine section as a whole. The reminding of users regularly about late/loss books (telephonically and by formal letter). The establishment of a pamphlet series. The monitoring of the technical process of books. The controlling of general photocopying service of information. The provisioning of an information service to users. The monitoring of incoming post. The assistance with electronic searches. The assistance in handling the stock take. The controlling of stationary. The assisting of the Librarian. Maintaining of the inter library loan system. Managing and controlling of the inventory of the Library furniture and the liaison with other libraries and the National library. Controlling of the accession register. Updating of the Acts. Supervising and training of Library Assistant. Administration of the marketing plan of the Library.
<u>ENQUIRIES</u>	: Maj J.W. Squire Tel: (013) 756-2547.
<u>APPLICATIONS</u>	: Department of Defence, RSC Mpumalanga, Private Bag 11277, Nelspruit, 1200.
<u>FOR ATTENTION</u>	: Maj J.W. Squire
<u>POST 21/24</u>	: <u>CHIEF REGISTRY CLERK</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R106 335 per annum

<u>CENTRE REQUIREMENTS</u>	:	CMIS Ops Formation, Durban.
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The acting as section head at the Service Centre Record Management Section. The inspection and evaluation of the Records Office and Records Centre service at the Service Centre and Satellite Record Management Offices. The provision of guidelines to Record Administrators at the Service Centre and Satellite Records Management Offices. The guiding of clients wrt Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Service Centre and Satellite Record Management Offices. The controlling of office equipment at the Service Centre Record Management Section. The providing of inputs to the Service Centre Record Manager wrt work procedures. The assisting of the Record Manager wrt career development of subordinates and the control of disposal of records (ie transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col R.B. Scholtz Tel: (031) 451-1054.
	:	Department of Defence, RSC KZN, P.O. Box 21096, Bluff, 4036
	:	Lt Col R.B. Scholtz
<u>POST 21/25</u>	:	<u>CHIEF LIBRARY ASSISTANT (3X POSTS)</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum
	:	CMIS Ops Formation, Garrison.
	:	NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordinate-, write and verbal-, research analysis-, client service-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	:	The administration of the magazine section as a whole. The reminding of users regularly about late/loss books (telephonically and by formal letter). The establishment of a pamphlet series. The monitoring of the technical process of books. The controlling of general photocopying service of information. The provisioning of an information service to users. The monitoring of incoming post. The assistance with electronic searches. The assistance in handling the stock take. The controlling of stationary. The assisting of the Librarian. Maintaining of the inter library loan system. Managing and controlling of the inventory of the Library furniture and the liaison with other libraries and the National library. Controlling of the accession register. Updating of the Acts. Supervising and training of Library Assistant. Administration of the marketing plan of the Library.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
	:	Lt Col I.J. Monthla
<u>POST 21/26</u>	:	<u>PRINCIPAL TELECOM OPERATOR</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum
	:	CMIS Ops Formation, Garrison.
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, problem solving- and training skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The

advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The allocation of extensions and lines to users. The updating of the Service Centre and Satellite telephone directories. The co-ordination of statistics (e.g fault) (of the Service Centre and Satellites). The Check of private calls to ensure that costs for calls are recovered. The administration of telephone accounts for the Service Centre and Satellites. The control of the attendance, leave and shift register for the Service Centre. The administration of Chatterman. The planning of extensions, lines and equipment. The managing of the store with the telephone equipment. The write of SWP's. The providing of inputs to the CMI Service Centre Commander to improve telephone exchange services. The quality control of the satellites telephone exchanges. The ensure that all switchboards are in a proper working order and defects are reported and the providing of inputs for the Service Centre telephone Budget.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Lt Col I.J. Monthla tTel no: (012) 529 0801
: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
: Lt Col I.J. Monthla

POST 21/27

CHIEF REGISTRY CLERK

The post is advertised in the DOD and broader Public Service.

SALARY
CENTRE
REQUIREMENTS

: R106 335 per annum
: CMIS Ops Formation, Garrison.
: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives-, instructions/ guidelines-, problem solving-, analytical thinking-, plan and organise own work and that of subordinates.

DUTIES

: The acting as section head at the Service Centre Record Management Section. The inspection and evaluation of the Records Office and Records Centre service at the Service Centre and Satellite Record Management Offices. The provision of guidelines to Record Administrators at the Service Centre and Satellite Record Management Offices. The guiding of clients wrt Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Service Centre and Satellite Record Management Offices. The controlling of office equipment at the Service Centre Record Management Section. The providing of inputs to the Service Centre Record Manager wrt work procedures. The assisting of the Record Manager wrt career development of subordinates and the control of disposal of records (ie transfers of closed records to the DOD Documentation Centre or destruction of identified records).

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Lt Col I.J. Monthla tTel no: (012) 529 0801
: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
: Lt Col I.J. Monthla

POST 21/28

CHIEF ADMINISTRATION CLERK

The post is advertised in the DOD and broader Public Service.

SALARY
CENTRE
REQUIREMENTS

: R106 335 per annum
: CMIS Ops Formation, Garrison.
: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.

DUTIES

: Check diverse documents for completion and correctness. The process of documents in relation to the department's functional personnel. Render auxiliary services to supervisory and professional personnel. The filing of documentation. The keep of record of reports etc. The arranging of travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and the compilation of basic presentations. The deliver and collect of documentation. The ensure of an office inventory. The taking of minutes during meetings and the compilation of agendas. The training and supervision of subordinate personnel. The gather and

process of statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervisory personnel. The management of a stationary miscellaneous store. The process and interpretation of statistics for the annual report and other purposes; The performing of elementary personnel administration. The performing of elementary logistic administration. The performing of elementary financial administration and the ensure of an IT inventory list.

**ENQUIRIES
APPLICATIONS
FOR ATTENTION**

: Lt Col I.J. Monthla tTel no: (012) 529 0801
: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
: Lt Col I.J. Monthla

POST 21/29

: **CHIEF LIBRARY ASSISTANT**
The post is advertised in the DOD and broader Public Service.

**SALARY
CENTRE
REQUIREMENTS**

: R106 335 per annum
: CMIS Ops Formation, Port Elizabeth.
: NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordinate-, write and verbal-, research analysis-, client service-, problem solving- and decision-making skills. Have effective information service.

DUTIES

: Administrate the magazine section. Remind users regularly about late/loss books (telephonically and by formal letter). Establish a pamphlet series. Monitor technical process of books. Control general photocopying service of information. The provisioning of an information service to users. Monitor incoming post. Assist with electronic searches. Assist in handle the stock take. Control stationary. Assist the Librarian. Maintain inter library loan system. Manage and control the inventory of the Library furniture and the liaison with other libraries and the National library. Control accession register. Update the Acts. Supervise and train Library Assistant. Administrate the marketing plan of the Library.

**ENQUIRIES
APPLICATIONS**

: Lt Col S.J.V. Alborough Tel no (041) 505 1221
: Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.

FOR ATTENTION

: Lt Col S.J.V. Alborough

POST 21/30

: **CHIEF LIBRARY ASSISTANT**
The post is advertised in the DOD and broader Public Service.

**SALARY
CENTRE
REQUIREMENTS**

: R106 335 per annum
: CMIS Ops Formation, School of Engineers (Kroonstad).
: NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordinate-, write and verbal-, research analysis-, client service-, problem solving- and decision-making. Have effective information service.

DUTIES

: Administrate the magazine section. Remind users regularly about late/loss books (telephonically and by formal letter). Establish pamphlet series. Monitor technical process of books. Control general photocopying service of information. The provisioning of an information service to users. Monitor incoming post. Assist with electronic searches. Assist in handling the stock take. Control stationary. Assist the Librarian. Maintain inter library loan system. Manage and control the inventory of the Library furniture and the liaison with other libraries and the National library. Control accession register. Update Acts. Supervise and train Library Assistant. Administrate marketing plan of the Library.

**ENQUIRIES
APPLICATIONS
FOR ATTENTION**

: Lt Col J.P. Smith (051) 402 1970
: Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
: Lt Col J.P. Smith

POST 21/31

: **CHIEF REGISTRY CLERK**
The post is advertised in the DOD and broader Public Service.

**SALARY
CENTRE**

: R106 335 per annum
: CMIS Ops Formation, Armscor Building, Pretoria.

<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The acting as section head at the Service Centre Record Management Section. The inspection and evaluation of the Records Office and Records Centre service at the Service Centre and Satellite Record Management Offices. The provision of guidelines to Record Administrators at the Service Centre and Satellite Records Management Offices. The guiding of clients wrt Record Management procedures such as the using of records classification systems. The planning of the work of subordinates. The training of subordinates. The quality control of the Record Management services provided by the Service Centre and Satellite Record Management Offices. The controlling of office equipment at the Service Centre Record Management Section. The providing of inputs to the Service Centre Record Manager wrt work procedures. The assisting of the Record Manager wrt career development of subordinates and the control of disposal of records (ie transfers of closed records to the DOD Documentation Centre or destruction of identified records).
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col A. de Jager Tel: (012) 355-5443 Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001. Lt Col A. de Jager
<u>POST 21/32</u>	:	<u>CHIEF LIBRARY ASSISTANT</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum CMIS Ops Formation, School of Armour (Bloemfontein). NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordinate-, write and verbal-, research analysis-, client service-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	:	Administrate the magazine section. Remind users regularly about late/loss books (telephonically and by formal letter). Establish pamphlet series. Monitor technical process of books. Control general photocopying service of information. The provisioning of an information service to users. Monitor incoming post. Assist with electronic searches. Assist in handling the stock take. Control stationary. Assist the Librarian. Maintain inter library loan system. Manage and control the inventory of the Library furniture and the liaison with other libraries and the National library. Control accession register. Update Acts. Supervise and train Library Assistant. Administrate marketing plan of the Library.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col J.P. Smith (051) 402 1970 Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318. Lt Col J.P. Smith
<u>POST 21/33</u>	:	<u>SENIOR LIBRARIAN</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum CMIS Ops Formation, Documentation Centre, DOD Archives (Pretoria). Degree/Diploma in Library and Information Service (NQF 5/6) or equivalent qualification with at least between 3 and 5 years experience in a Library administration environment. Special requirements (skills needed): Computer literate. Report write-, research analysis-, write and verbal-, organise-, supervisory-, problem solving-, decision-making-, effective information service- and programme planning skills.
<u>DUTIES</u>	:	Acquire information resources. Manage the Internet café. Execute electronic information searches bmo online databases such as: Internet and Sinet. Develop access to information through the processes of cataloguing and classification. Maintain card catalogue. Assist and provide inputs towards library collection of sources, include different formats of information. Ensure effective archival information resource awareness plan for the DOD Archives Library. Provide pro-

		active and re-active archival library information service. Promote culture of research and research skills amongst users. Establish and maintain effective communication with other DOD libraries. Compile bibliographies wrt specific subjects on Internet and Sinet, books and journals lists. Manage and develop Africana series in the library. Update the database of acts. Provide an archival library service and inputs for the library budget.
<u>ENQUIRIES</u>	:	Mrs AE Van Jaarsveldt Tel: (012) 339-4633
<u>APPLICATIONS</u>	:	Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mrs AE Van Jaarsveldt
<u>POST 21/34</u>	:	<u>CHIEF LIBRARY ASSISTANT</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Lohatlha.
<u>REQUIREMENTS</u>	:	NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administration-, supervisory-, organise-, co-ordination-, write and verbal-, research analysis-, client service-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	:	The administration of the magazine section as a whole. The reminding of users regularly about late/loss books (telephonically and by formal letter). The establishment of a pamphlet series. The monitoring of the technical process of books. The controlling of general photocopying service of information. The provisioning of an information service to users. The monitoring of incoming post. The assistance with electronic searches. The assistance in handling the stock take; The controlling of stationary. The assisting of the Librarian, Maintaining of the inter library loan system. Managing and controlling of the inventory of the Library furniture and the liaison with other libraries and the National library. Controlling of the accession register. Updating of the Acts. Supervising and training of Library Assistant. Administration of the marketing plan of the Library.
<u>ENQUIRIES</u>	:	Maj D. Victor Tel: (053) 321-2200
<u>APPLICATIONS</u>	:	Department of 4Defence, RSC Lohatlha, Private Bag X 3001, Postmasburg, 8420.
<u>FOR ATTENTION</u>	:	Maj D. Victor
<u>POST 21/35</u>	:	<u>SENIOR REGISTRY CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Lohatlha.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The managing of a satellite record office and record center. Transferring of closed records to the records center. The ability to render a record management service independently. The controlling of office equipment. The providing of inputs wrt record management. Render of a specialized record management service. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates. The assisting of the Chief Registry Clerk with career development of subordinates. The acting as Chief Record Administrator on request.
<u>ENQUIRIES</u>	:	Maj D. Victor Tel: (053) 321-2200
<u>APPLICATIONS</u>	:	Department of Defence, RSC Lohatlha, Private Bag X 3001, Postmasburg, 8420.
<u>FOR ATTENTION</u>	:	Maj D. Victor
<u>POST 21/36</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Documentation Centre (Record Office (Pretoria).

<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, report write-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Render auxiliary services to supervisory and professional personnel. Perform aspects of record keeping for the Documentation Centre. Compile reports on internal administrative matters. Perform travel arrangements such as S&T, vehicle hire, etc. Receive official visitors, requesters of information/records and researchers. Advise clients in respect of their requests for information/records; Draft routine correspondence. Compile basic presentations. Deliver and collect documentation. Maintain and update the database on IT and related equipment. Liaise with the relevant service center on ICS matters. Administrate electronic requests for information/records. Take minutes during meetings and compile agendas. Train and supervise subordinate personnel. Gather and process statistics for reports and returns. Process statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	Mrs AE Van Jaarsveldt Tel: (012) 339-4633
<u>APPLICATIONS</u>	:	Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mrs AE Van Jaarsveldt
<u>POST 21/37</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III (2X POSTS)</u> <i>The posts are advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Pretoria (Documentation Centre-DOD Archives Repository)
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory-, good inter-personal-, ability to work in a team-, problem solving-, communicate effectively-, investigative skills. Physical ability to handle archives and non-allergic to dust.
<u>DUTIES</u>	:	Render auxiliary services to supervisory and professional personnel. Train and supervise subordinate personnel. Process DOD archives (receive and control transfers, verify transfers against lists, sort and list archives, type lists, box archives). Retrieve and re-file archives. Audit exist archives. Update internal archives data base and find aids. Advise FSEs on preparation procedures prior to transfers. Perform elementary personnel administration. Perform elementary logistic administration.
<u>ENQUIRIES</u>	:	Mrs AE Van Jaarsveldt Tel: (012) 339-4633
<u>APPLICATIONS</u>	:	Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mrs AE Van Jaarsveldt
<u>POST 21/38</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 11 Field Postal Unit (Pretoria)
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel and S&T. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure an office inventory. Take minutes during meetings and the compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage a stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255

APPLICATIONS : Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.

FOR ATTENTION : WO1 R. Visser

POST 21/39 : **SENIOR ADMINISTRATION CLERK GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : CMIS Ops Formation, 5 Signal Regiment (Pretoria)
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and the compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser Tel: (012) 529-0255
APPLICATIONS : Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.

FOR ATTENTION : WO1 R. Visser

POST 21/40 : **SENIOR ADMINISTRATION CLERK GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : CMIS Ops Formation, 6 Signal Regiment (Pretoria).
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser Tel: (012) 529-0255
APPLICATIONS : Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.

FOR ATTENTION : WO1 R. Visser

POST 21/41 : **SENIOR PERSONNEL OFFICER GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : CMIS Ops Formation (Career Management) (Pretoria).
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.

<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory; Take minutes during meetings and the compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255
<u>APPLICATIONS</u>	:	Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 R. Visser
<u>POST 21/42</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation (ETD) (Pretoria).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and the compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255
<u>APPLICATIONS</u>	:	Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 R. Visser
<u>POST 21/43</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, The School of Signals (Pretoria)
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel and S&T. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure an office inventory. Take minutes during meetings and the compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage a stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255
<u>APPLICATIONS</u>	:	Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 R. Visser

<u>POST 21/44</u>	:	<u>SENIOR LIBRARY ASSISTANT GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Port Elizabeth.
<u>REQUIREMENTS</u>	:	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. Organise-, co-ordinate-, write and verbal-, report write-, research analysis-, problem solving and decision-making skills. Have effective information service.
<u>DUTIES</u>	:	Administrate the magazine section. Remind users regularly about late/loss books (telephonically and by formal letter). Establish pamphlet series. Technical process of books. Control general photocopying service of information. The provisioning of an information service to users. Administrate and handle incoming post. Assist with electronic searches. Assist in handle the stock take. Control stationary and the liaison with other libraries and the National library.
<u>ENQUIRIES</u>	:	Lt Col S.J.V. Alborough Tel no: (041) 5051221
<u>APPLICATIONS</u>	:	Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.
<u>FOR ATTENTION</u>	:	Lt Col S.J.V. Alborough
<u>POST 21/45</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, ICT Unit-Boekenhoutskloof.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Arrange travel, S&T etc; Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel. Manage stationary miscellaneous store. Process and interpret statistics for the annual report and other purposes.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255
<u>APPLICATIONS</u>	:	Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 R. Visser
<u>POST 21/46</u>	:	<u>SENIOR REGISTRY CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Bloemfontein.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	Manage satellite record office and record center. Transfer closed records to the records center. Ability to render a record management service independently; Control office equipment. Provide inputs wrt record management. Render a specialised record management service. Answer enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. Train subordinates. Assist Chief Registry Clerk with career development of subordinates. Act as Chief Record Administrator on request.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.

<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/47</u>	:	<u>SENIOR REGISTRY CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Military Base Wonderboom.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives-, instructions/ guidelines-, problem solving-, analytical thinking-, plan- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The managing of a satellite record office and record center. Transferring of closed records to the records center. The ability to render a record management service independently. The controlling of office equipment. The providing of inputs wrt record management. The Render of a specialized record management service. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates. The assisting of the Chief Registry Clerk with career development of subordinates. The acting as Chief Record Administrator on request.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/48</u>	:	<u>SENIOR REGISTRY CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Heidelberg.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives-, instructions/ guidelines-, problem solving-, analytical thinking- , plan and organise own work and that of subordinates.
<u>DUTIES</u>	:	The managing of a satellite record office and record center. Transferring of closed records to the records center. The ability to render a record management service independently. The controlling of office equipment. The providing of inputs wrt record management. Render a specialised record management service. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates. The assisting of the Chief Registry Clerk with career development of subordinates. The acting as Chief Record Administrator on request.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/49</u>	:	<u>SENIOR LIBRARY ASSISTANT GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Garrison.
<u>REQUIREMENTS</u>	:	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. Organise-, co-ordinate-, write and verbal-, report write-, research analysis-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	:	The administration of the magazine section as a whole. The reminding of users regularly about late/loss books (telephonically and by formal letter). The establishment of a pamphlet series. The technical process of books. The controlling of general photocopying service of information. The provisioning of an information service to users. The administration and handling of incoming post. The assistance with electronic searches. The assistance in handling the stock

	take. The controlling of stationary and the liaison with other libraries and the National library.
<u>ENQUIRIES</u>	: Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	: Lt Col I.J. Monthla
<u>POST 21/50</u>	: <u>SENIOR TELECOM OPERATOR GR III (3X POSTS)</u> <i>The posts are advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R85 362 per annum
<u>CENTRE</u>	: CMIS Ops Formation, Tek Base, Pretoria.
<u>REQUIREMENTS</u>	: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.
<u>DUTIES</u>	: The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES</u>	: Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	: Lt Col I.J. Monthla
<u>POST 21/51</u>	: <u>SENIOR TELECOM OPERATOR GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R85 362 per annum
<u>CENTRE</u>	: CMIS Ops Formation, Heidelberg.
<u>REQUIREMENTS</u>	: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric- and problem solving skills.
<u>DUTIES</u>	: The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES</u>	: Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	: Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	: Lt Col I.J. Monthla
<u>POST 21/52</u>	: <u>SENIOR TELECOM OPERATOR GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R85 362 per annum

<u>CENTRE REQUIREMENTS</u>	:	CMIS Ops Formation, Johannesburg.
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal skills-, supervising-, numeric- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
	:	Lt Col I.J. Monthla
<u>POST 21/53</u>	:	<u>SENIOR TELECOM OPERATOR GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R85 362 per annum
	:	CMIS Ops Formation, Garrison.
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries; The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
	:	Lt Col I.J. Monthla
<u>POST 21/54</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R85 362 per annum
	:	CMIS Ops Formation, Armscor Building, Pretoria.
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal skills-, supervisory- and good inter-personal skills.
<u>DUTIES</u>	:	Check of diverse documents for completion and correctness. Render of auxiliary services to supervisory and professional personnel. The filing of documentation. The keep of record of reports etc. The arranging of travel, S&T etc. Render of assistance to and handling of visitors. The type of letters, memorandums and the

compilation of basic presentations. The deliver and collect of documentation. The ensure of an office inventory. The taking of minutes during meetings and the compilation of agendas. The training and supervision of subordinate personnel. The gather and process of statistics for the annual report and other purposes. Render of auxiliary service of a more advanced nature to supervisory personnel. The management of a stationary miscellaneous store. The process and interpretation of statistics for the annual report and other purposes.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Lt Col A. de Jager Tel: (012) 355-5443
: Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001.
: Lt Col A. de Jager

POST 21/55

SENIOR LIBRARY ASSISTANT GR III (2X POSTS)

The post is advertised in the DOD and broader Public Service.

SALARY
CENTRE
REQUIREMENTS

: R85 362 per annum
: CMIS Ops Formation, Poyntons Building, Pretoria.
: 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. Organise-, co-ordinate-, write and verbal-, report write-, research analysis-, problem solving -and decision-making. Have effective information service.

DUTIES

: The administration of the magazine section as a whole; The reminding of users regularly about late/loss books (telephonically and by formal letter); The establishment of a pamphlet series; The technical process of books; The controlling of general photocopying service of information; The provisioning of an information service to users; The administration and handling of incoming post; The assistance with electronic searches; The assistance in handling the stock take; The controlling of stationary and the liaison with other libraries and the National library.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Lt Col A. de Jager Tel: (012) 355-5443
: Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001.
: Lt Col A. de Jager

POST 21/56

SENIOR TELECOM OPERATOR GR III

The post is advertised in the DOD and broader Public Service.

SALARY
CENTRE
REQUIREMENTS

: R85 362 per annum
: CMIS Ops Formation, Poynton Building, Pretoria.
: NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES

: The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Lt Col A. de Jager Tel: (012) 355-5443
: Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001.
: Lt Col A. de Jager

POST 21/57

SENIOR REGISTRY CLERK GR III (2X POSTS)

The post is advertised in the DOD and broader Public Service.

SALARY
CENTRE

: R85 362 per annum
: CMIS Ops Formation, Armscor Building, Pretoria.

<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The managing of a satellite record office and record center. Transferring of closed records to the records center. The ability to render a record management service independently. The controlling of office equipment. The providing of inputs wrt record management. Render of a specialized record management service. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates. The assisting of the Chief Registry Clerk with career development of subordinates. The acting as Chief Record Administrator on request.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Lt Col A. de Jager Tel: (012) 355-5443 Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001. Lt Col A. de Jager
<u>POST 21/58</u>	:	<u>SENIOR TELECOM OPERATOR GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R85 362 per annum CMIS Ops Formation, 4 SAI-Middelburg. NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Maj J.W. Squire Tel: (013) 756-2547. Department of Defence, RSC Mpumalanga, Private Bag 11277, Nelspruit, 1200. Maj J.W. Squire
<u>POST 21/59</u>	:	<u>SENIOR TELECOM OPERATOR GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R85 362 per annum CMIS Ops Formation, Military Base Wonderboom. NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The

administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/60 : **SENIOR TELECOM OPERATOR GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : CMIS Ops Formation, 1 Military Hospital.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric- and problem solving skills.

DUTIES : The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla
NOTE : Shift worker – Night duties will be required

POST 21/61 : **SENIOR TELECOM OPERATOR GR III**
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : CMIS Ops Formation, Polokwane.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite. The assisting of the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.

ENQUIRIES : Maj J.C. Els Tel: (015) 299-3349
APPLICATIONS : Department of Defence, RSC North, Private Bag X 01, Doornpoort, Pretoria, 0001.
FOR ATTENTION : Maj J.C. Els

<u>POST 21/62</u>	:	<u>SENIOR LIBRARY ASSISTANT GR III (4X POSTS)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Pretoria-Dequar Road.
<u>REQUIREMENTS</u>	:	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. Organise-, co-ordinate-, write and verbal-, report write-, research analysis-, problem solving- and decision-making. Have effective information service.
<u>DUTIES</u>	:	The administration of the magazine section as a whole. The reminding of users regularly about late/loss books (telephonically and by formal letter). The establishment of a pamphlet series. The technical process of books. The controlling of general photocopying service of information. The provisioning of an information service to users. The administration and handling of incoming post. The assistance with electronic searches. The assistance in handling the stock take. The controlling of stationary and the liaison with other libraries and the National library.
<u>ENQUIRIES</u>	:	Maj A.A. Gilbert Tel: (012) 355-2047.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Dequar Road, Private Bag X 172, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Maj A.A. Gilbert
<u>POST 21/63</u>	:	<u>SENIOR TELECOM OPERATOR GR II (2X POSTS)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 2 Mil Hospital (Wynberg).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The training of switchboard operators. The testing of lines. The assisting of the Principal switchboard operator. The allocation of extensions and lines to users. The updating of the satellite telephone directory. The keep of statistics (eg faults). The check of private calls and see to it that costs for calls are recovered. The administration of telephone accounts for the satellite. The control of the attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition and the reporting of faults.
<u>ENQUIRIES</u>	:	Lt Col D. Janse van Rensburg Tel: (021) 787-1700.
<u>APPLICATIONS</u>	:	Department of Defence, RSC WC, Private Bag 1, Kenwyn, 7790.
<u>FOR ATTENTION</u>	:	Lt Col D. Janse van Rensburg
<u>NOTE</u>	:	Shift worker – Night duties will be required
<u>POST 21/64</u>	:	<u>SENIOR REGISTRY CLERK GR II</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 523 EW Sqn-Louis Trichardt.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The

sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.

ENQUIRIES : Maj J.C. Els Tel: (015) 299-3349
APPLICATIONS : Department of Defence, RSC North, Private Bag X 01, Doornpoort, Pretoria, 0001.
FOR ATTENTION : Maj J.C. Els

POST 21/65 : **SENIOR REGISTRY CLERK GR II (2X POSTS)**
The posts are advertised in the DOD and broader Public Service.

SALARY : R68 955 per annum
CENTRE : CMIS Ops Formation, Military Base Wonderboom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.

DUTIES : The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/66 : **SENIOR REGISTRY CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R68 955 per annum
CENTRE : CMIS Ops Formation, 1 Military Hospital.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning and organise own work and that of subordinates.

DUTIES : The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service

<u>ENQUIRIES</u>	:	Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.
<u>APPLICATIONS</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>FOR ATTENTION</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
	:	Lt Col I.J. Monthla
<u>POST 21/67</u>	:	<u>SENIOR REGISTRY CLERK GR II</u>
		<i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Heidelberg.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/68</u>	:	<u>SENIOR REGISTRY CLERK GR II</u>
		<i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Johannesburg.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla

<u>POST 21/69</u>	:	<u>SENIOR REGISTRY CLERK GR II (3 X POSTS)</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Tek Base (Pretoria).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/70</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Pretoria (Documentation Centre-DOD Archives Repository).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills (working in a team). Physical ability to handle archives and non-allergic to dust.
<u>DUTIES</u>	:	Render auxiliary services to supervisory and professional personnel. Deliver and collect documentation. Process DOD archives (receive and control transfers, verify transfers against lists, sort and list archives, type lists, box archives). Retrieve and re-fill archives. Restoration damaged archives. Update internal data base and find aids. Retrieve and re-turn archives from and to outlying storage facilities. Perform elementary logistic administration.
<u>ENQUIRIES</u>	:	Mrs AE Van Jaarsveldt Tel: (012) 339-4633
<u>APPLICATIONS</u>	:	Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mrs AE Van Jaarsveldt
<u>POST 21/71</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Documentation Centre (Pretoria).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills (working in a team). Physical ability to handle archives in a dusty environment.
<u>DUTIES</u>	:	Render auxiliary services to supervisory and professional personnel. Deliver and collect documentation. Perform administrative tasks iro basic personnel administration. Perform elementary logistic administration. Process archival

transfers, (receive and control transfers, verify transfers against lists, sort and list archives, type lists, box archives); Update internal data base and find aids.

ENQUIRIES : Ms L. Jooste Tel: (012) 339-4601
APPLICATIONS : Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
FOR ATTENTION : Ms L. Jooste

POST 21/72 : **SENIOR ADMINISTRATION CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R68 955 per annum
CENTRE : CMIS Ops Formation, Durban.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal-, supervisory- and good inter-personal skills.

DUTIES : Check of diverse documents for completion and correctness. Render of auxiliary services to supervisory and professional personnel. The filing of documentation. The keep of record of reports etc. The arranging of travel, S&T etc. Render of assistance to and handling of visitors. The type of letters, memorandums and the compilation of basic presentations. The deliver and collect of documentation. The ensure of an office inventory. The taking of minutes during meetings and the compilation of agendas. The training and supervision of subordinate personnel. The gather and process of statistics for the annual report and other purposes. Render of auxiliary service of a more advanced nature to supervisory personnel. The management of a stationary miscellaneous store.

ENQUIRIES : Lt Col R.B. Scholtz Tel: (031) 451-1054.
APPLICATIONS : Department of Defence, RSC KZN, P.O. Box 21096, Bluff, 4036
FOR ATTENTION : Lt Col R.B. Scholtz

POST 21/73 : **SENIOR REGISTRY CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R68 955 per annum
CENTRE : CMIS Ops Formation, Lohatilha.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.

DUTIES : The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.

ENQUIRIES : Maj D. Victor Tel: (053) 321-2200
APPLICATIONS : Department of Defence, RSC Lohatilha, Private Bag X 3001, Postmasburg, 8420.
FOR ATTENTION : Maj D. Victor

POST 21/74 : **SENIOR REGISTRY CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R68 955 per annum
CENTRE : CMIS Ops Formation, Armscor Building, Pretoria.

<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.
<u>ENQUIRIES</u>	:	Lt Col A. de Jager Tel: (012) 355-5443
<u>APPLICATIONS</u>	:	Department of Defence, RSC MOD, Private Bag X 161, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Lt Col A. de Jager
<u>POST 21/75</u>	:	<u>SENIOR TELECOM OPERATOR GR II</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Port Elizabeth.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervisory-, numeric-, literacy- and problem solving skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls. Connect lines and ring. Take notes and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Assist Principal switchboard operator. Allocate extensions and lines to users. Update satellite telephone directory. Keep statistics (eg faults). Check private calls and see to it that costs for calls are recovered. Administrate telephone accounts for the satellite. Control attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition and report faults.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.
<u>FOR ATTENTION</u>	:	Lt Col S.J.V. Alborough
<u>POST 21/76</u>	:	<u>SENIOR REGISTRY CLERK GR I (2X POSTS)</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Potchefstroom.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/ guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates.
<u>DUTIES</u>	:	The receipt and dispatching of mail/ documentation. The receipt and dispatch of confidential and secret mail/ documentation. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of

records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger. The transferring of closed records to the record center at the Service Centre and preparation of records for disposal. The ability to render a Record Management service independently. The providing of inputs wrt Record Management to the CMI Service Centre. The answering of enquiries wrt Record Management. The regular liaison with client and interpretation of client requirements. The training of subordinates.

ENQUIRIES : Maj S. Senamela Tel: (018) 289-3250
APPLICATIONS : Department of Defence, RSC North West, Private Bag X 2018, Noordbrug, Potchefstroom, 2522.
FOR ATTENTION : Maj S. Senamela

POST 21/77 : **SENIOR REGISTRY CLERK GR I**
The post is advertised in the DOD and broader Public Service.

SALARY : R58 290 per annum
CENTRE : CMIS Ops Formation, Potchefstroom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.

ENQUIRIES : Maj S. Senamela Tel: (018) 289-3250
APPLICATIONS : Department of Defence, RSC North West, Private Bag X 2018, Noordbrug, Potchefstroom, 2522.
FOR ATTENTION : Maj S. Senamela

POST 21/78 : **SENIOR REGISTRY CLERK GR I (2X POSTS)**
The post is advertised in the DOD and broader Public Service.

SALARY : R58 290 per annum
CENTRE : CMIS Ops Formation, Military Base Wonderboom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.

ENQUIRIES : Lt Col I.J. Monthla Tel no: (012) 529 0801
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

<u>POST 21/79</u>	:	<u>SENIOR REGISTRY CLERK GR I</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Johannesburg.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to operate office machines (fax, photocopier, franking machine)-, planning and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/80</u>	:	<u>SENIOR REGISTRY CLERK GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Garrison.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to operate office machines (fax, photocopier, franking machine)-, planning and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filing of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel no: (012) 529 0801
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>CLOSING DATE</u>	:	23 June 2008 Applications received after the closing date and faxed copies will not be considered).
<u>POST 21/81</u>	:	<u>SENIOR REGISTRY CLERK GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 1 Military Hospital.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation

for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The provision of files/ information on request. The routing, pending, closing and opening and maintenance of files to clients. The sending and receiving of faxes. The advising of clients wrt the classification of records. The keep of finding aids (inventories, lists) to enable the retrieval of records. The assisting of the Chief Records Administrator. The first line supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.

ENQUIRIES : Lt Col I.J. Monthla Tel: (012) 529-0801.
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/82 : **SENIOR TELECOM OPERATOR GR I (2X POSTS)**
The post is advertised in the DOD and broader Public Service.

SALARY : R58 290 per annum
CENTRE : CMIS Ops Formation, Tek Base.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.

DUTIES : The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The acting as team leader and training to switchboard operators. The testing of lines and the assisting of the Principal switchboard operator.

ENQUIRIES : Lt Col I.J. Monthla Tel: (012) 529-0801.
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/83 : **SENIOR TELECOM OPERATOR GR I**
The post is advertised in the DOD and broader Public Service.

SALARY : R58 290 per annum
CENTRE : CMIS Ops Formation, Garrison.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.

DUTIES : The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The acting as team leader and training to switchboard operators. The testing of lines and the assisting of the Principal switchboard operator.

ENQUIRIES : Lt Col I.J. Monthla Tel: (012) 529-0801.
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/84 : **SENIOR ADMINISTRATION CLERK GR I**
The post is advertised in the DOD and broader Public Service.

SALARY : R58 290 per annum
CENTRE : CMIS Ops Formation, Oudtshoorn.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal- and good inter-personal skills.

<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Compile travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervisory personnel.
<u>ENQUIRIES</u>	:	Lt Col S.J.V. Alborough Tel no (041) 505 1221
<u>APPLICATIONS</u>	:	Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.
<u>FOR ATTENTION</u>	:	Lt Col S.J.V. Alborough
<u>POST 21/85</u>	:	<u>SENIOR ADMINISTRATION CLERK GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, SACSA (Pretoria).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in administration will be a recommendation. Special requirements (skills needed): Computer literate. Organise-, co-ordinate-, type-, write and verbal- and good inter-personal skills.
<u>DUTIES</u>	:	Check diverse documents for completion and correctness. Render auxiliary services to supervisory and professional personnel. File documentation. Keep record of reports etc. Compile travel, S&T etc. Render assistance to and handle visitors. Type letters, memorandums and compile basic presentations. Deliver and collect documentation. Ensure office inventory. Take minutes during meetings and compile agendas. Train and supervise subordinate personnel. Gather and process statistics for the annual report and other purposes. Render auxiliary service of a more advanced nature to supervise personnel.
<u>ENQUIRIES</u>	:	WO1 R. Visser Tel: (012) 529-0255
<u>APPLICATIONS</u>	:	Department of Defence, CMIS OPS Formation, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 R. Visser
<u>POST 21/86</u>	:	<u>SENIOR TELECOM OPERATOR GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 2 Mil Hospital (Wynberg).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate-, operating office equipment-, good inter-personal- and supervising skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages. The advising of users wrt the using of phones, external and internal lines. The acting as team leader and training to switchboard operators. The testing of lines and the assisting of the Principal switchboard operator.
<u>ENQUIRIES</u>	:	Lt Col D. Janse van Rensburg Tel: (021) 787-1700.
<u>APPLICATIONS</u>	:	Department of Defence, RSC WC, Private Bag 1, Kenwyn, 7790.
<u>FOR ATTENTION</u>	:	Lt Col D. Janse van Rensburg
<u>NOTE</u>	:	Shift worker – Night duties will be required
<u>POST 21/87</u>	:	<u>TELECOM OPERATOR GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 2 Mil Hospital (Wynberg)
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard

		procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment- and good inter-personal skills.
<u>DUTIES</u>	:	Canalise of incoming and outgoing calls to appropriate person/ division. Answering of general enquiries. Making of calls on behalf of members. The record keeping of private calls (make on the behalf). Handling of international calls, connection of lines and ring. Note down and giving of messages.
<u>ENQUIRIES</u>	:	Lt Col D. Janse van Rensburg Tel: (021) 787-1700.
<u>APPLICATIONS</u>	:	Department of Defence, RSC WC, Private Bag 1, Kenwyn, 7790.
<u>FOR ATTENTION</u>	:	Lt Col D. Janse van Rensburg
<u>POST 21/88</u>	:	<u>REGISTRY CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 1 SA Tank Regiment (Bloemfontein).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	Receipt, open and preliminary sorting incoming restricted/confidential, mail/ documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. Route, pending, close, open and maintain files to clients and send and receive faxes.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/89</u>	:	<u>REGISTRY CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, DOD Demob Centre (Bloemfontein).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, plan and organise own work.
<u>DUTIES</u>	:	Receipt, open and preliminary sorting of incoming restricted/confidential, mail/ documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. Route, pending, close, open and maintain files to clients and send and receive faxes.
<u>ENQUIRIES</u>	:	Lt Col J.P. Smith (051) 402 1970
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/90</u>	:	<u>TELECOM OPERATOR GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Port Elizabeth.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment0 and good inter-personal skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division; Answer general enquiries. Make calls on behalf of members. Record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. The note down and giving of messages.

ENQUIRIES : Lt Col S.J.V. Alborough Tel: (041) 505-1221
APPLICATIONS : Department of Defence, RSC Eastern Cape, Private Bag X 115, Port Elizabeth, 6000.
FOR ATTENTION : Lt Col S.J.V. Alborough

POST 21/91 : **REGISTRY CLERK GR II (3X POSTS)**
The post is advertised in the DOD and broader Public Service.

SALARY : R49 665 per annum
CENTRE : CMIS Ops Formation, Military Base Wonderboom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.

ENQUIRIES : Lt Col I.J. Monthla Tel: (012) 529-0801.
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/92 : **REGISTRY CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R49 665 per annum
CENTRE : CMIS Ops Formation, Heidelberg.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and Organise own work.

DUTIES : The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.

ENQUIRIES : Lt Col I.J. Monthla Tel: (012) 529-0801.
APPLICATIONS : Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
FOR ATTENTION : Lt Col I.J. Monthla

POST 21/93 : **REGISTRY CLERK GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R49 665 per annum
CENTRE : CMIS Ops Formation, Nelspruit.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.

<u>ENQUIRIES</u>	:	For attention: Maj J.W. Squire Tel: (013) 756-2547
<u>APPLICATIONS</u>	:	Department of Defence, RSC Mpumalanga, Private Bag 11277, Nelspruit, 1200.
<u>FOR ATTENTION</u>	:	Maj J.W. Squire
<u>POST 21/94</u>	:	<u>REGISTRY CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, arrison.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and Organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. Prepare restricted/confidential mail/ documentation for dispatch. Franking of mail with the franking machine. Register of incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filling of documentation onto files. Routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel: (012) 529-0801.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla
<u>POST 21/95</u>	:	<u>TELECOM OPERATOR GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, DOD Ammu Depot-Naboomspruit.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment- and good inter-personal skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/ division. The answering of general enquiries. The making of calls on behalf of members. The record keeping of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages.
<u>ENQUIRIES</u>	:	For attention: Maj J.C. Els Tel: (015) 299-3349
<u>APPLICATIONS</u>	:	Department of Defence, RSC North, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Maj J.C. Els
<u>POST 21/96</u>	:	<u>REGISTRY CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 7 SAI-Phalaborwa.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.
<u>ENQUIRIES</u>	:	For attention: Maj J.C. Els Tel: (015) 299-3349
<u>APPLICATIONS</u>	:	Department of Defence, RSC North, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Maj J.C. Els

<u>POST 21/97</u>	:	<u>REGISTRY CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Group 14-Polokwane.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.
<u>ENQUIRIES</u>	:	Maj J.C. Els Tel: (015) 299-3349
<u>APPLICATIONS</u>	:	Department of Defence, RSC North, Private Bag X 01, Doornpoort, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Maj J.C. Els
<u>POST 21/98</u>	:	<u>REGISTRY CLERK GR II</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, School of Intelligence (Potchefstroom).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.
<u>ENQUIRIES</u>	:	For attention: Maj S. Senamela Tel: (018) 289-3250
<u>APPLICATIONS</u>	:	Department of Defence, RSC North West, Private Bag X 2018, Noordbrug, Potchefstroom, 2522.
<u>FOR ATTENTION</u>	:	Maj S. Senamela
<u>POST 21/99</u>	:	<u>REGISTRY CLERK GR II (2X POSTS)</u> The post is advertised in the DOD and broader Public Service
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Potchefstroom.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
<u>DUTIES</u>	:	The receipt, opening and preliminary sorting of incoming restricted/confidential, mail/ documentation. The preparation of restricted/confidential mail/ documentation for dispatch. The franking of mail with the franking machine. The register of incoming and outgoing restricted mail/ documentation in relevant registers. The classification and filling of documentation onto files. The routing, pending, closing and opening and maintenance of files to clients and the sending and receiving of faxes.
<u>ENQUIRIES</u>	:	Maj S. Senamela Tel: (018) 289-3250
<u>APPLICATIONS</u>	:	Department of Defence, RSC North West, Private Bag X 2018, Noordbrug, Potchefstroom, 2522.
<u>FOR ATTENTION</u>	:	Maj S. Senamela

<u>POST 21/100</u>	:	<u>OPERATOR</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Documentation Centre (Pretoria).
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4 Special requirements (skills needed): Basic numeric-, interpersonal relationship-, organise-, literacy- and physical skills. Physical ability to handle (fetch and carry) records. Non-allergic to dust.
<u>DUTIES</u>	:	Reproduction (operate photocopier), sort and bind documents. Maintain a system for the administration of photocopying. Shred paper (operate a shredder).
<u>ENQUIRIES</u>	:	Ms L. Jooste Tel: (012) 339-4601
<u>APPLICATIONS</u>	:	Department of Defence, Documentation Centre, Private Bag X 289, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms L. Jooste
<u>POST 21/101</u>	:	<u>REGISTRY CLERK GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Bloemfontein.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, plan and organise own work.
<u>DUTIES</u>	:	Receipt, open and preliminary sorting of incoming restricted, mail/ documentation. Prepare restricted mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/102</u>	:	<u>SENIOR MESSENGER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Bloemfontein.
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4. Special requirements (skills needed): Numeric-, interpersonal relationship-, organise- and literacy skills.
<u>DUTIES</u>	:	Fetch and deliver documents and articles. Assist in the registration/registry division. Update register of documents delivered/ received.
<u>ENQUIRIES</u>	:	Lt Col J.P. Smith Tel: (051) 402-1970
<u>APPLICATIONS</u>	:	Department of Defence, RSC Free State, Private Bag X 40011, Tempe, 9318.
<u>FOR ATTENTION</u>	:	Lt Col J.P. Smith
<u>POST 21/103</u>	:	<u>TELECOM OPERATOR GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Garrison.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment- and good inter-personal skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages.
<u>ENQUIRIES</u>	:	Lt Col I.J. Monthla Tel: (012) 529-0801.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Gauteng, Private Bag X 1016, Lyttleton, 0140.
<u>FOR ATTENTION</u>	:	Lt Col I.J. Monthla

<u>POST 21/104</u>	:	<u>SENIOR MESSENGER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Battery Beach Base (Durban).
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4. Special requirements (skills needed): Numeric- interpersonal relationship-, organise- and literacy skills.
<u>DUTIES</u>	:	Fetch and deliver documents and articles; Assist in the registration/registry division. Update register of documents delivered/ received.
<u>ENQUIRIES</u>	:	Lt Col R.B. Scholtz Tel: (031) 451-1054.
<u>APPLICATIONS</u>	:	Department of Defence, RSC KZN, P.O. Box 21096, Bluff, 4036
<u>FOR ATTENTION</u>	:	Lt Col R.B. Scholtz
<u>POST 21/105</u>	:	<u>TELECOM OPERATOR GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 8 SAI (Upington).
<u>REQUIREMENTS</u>	:	NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment- and good inter-personal skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/division. The answering of general enquiries. The making of calls on behalf of members. The record keep of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages.
<u>ENQUIRIES</u>	:	Maj D. Victor Tel: (053) 321-2200
<u>APPLICATIONS</u>	:	Department of Defence, RSC Lohatla, Private Bag X 3001, Postmasburg, 8420.
<u>FOR ATTENTION</u>	:	Maj D. Victor
<u>POST 21/106</u>	:	<u>TELECOM OPERATOR GR I</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, 4 SAI-Middelburg.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment- and good inter-personal skills.
<u>DUTIES</u>	:	The canalising of incoming and outgoing calls to appropriate person/division. The answering of general enquiries. The making of calls on behalf of members. The record keeping of private calls (make on the behalf). The handling of international calls, connection of lines and ring. The note down and giving of messages.
<u>ENQUIRIES</u>	:	For attention: Maj J.W. Squire Tel: (013) 756-2547.
<u>APPLICATIONS</u>	:	Department of Defence, RSC Mpumalanga, Private Bag 11277, Nelspruit, 1200.
<u>FOR ATTENTION</u>	:	Maj J.W. Squire
<u>POST 21/107</u>	:	<u>SENIOR MESSENGER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	CMIS Ops Formation, Youngsfield.
<u>REQUIREMENTS</u>	:	ABET Level 1 – 4. Special requirements (skills needed): Numeric-, interpersonal relationship-, organise- and literacy skills.
<u>DUTIES</u>	:	Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.
<u>ENQUIRIES</u>	:	For attention: Lt Col D. Janse van Rensburg Tel: (021) 787-1700.
<u>APPLICATIONS</u>	:	Department of Defence, RSC WC, Private Bag 1, Kenwyn, 7790.
<u>FOR ATTENTION</u>	:	Lt Col D. Janse van Rensburg

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 : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.

FOR ATTENTION : Ms P Diphaha

CLOSING DATE : 09 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 21/108 : **DEPUTY DIRECTOR: COMPLIANCE INFORMATION MANAGEMENT (AP84/2008)**

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

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree in Information Technology or equivalent qualifications and must have appropriate experience in information management systems. The incumbent should have the following knowledge: Designing information management systems compatible with most government institutions, ability to gather and analyze information from inspections and emergency incidents reports, develop compliance trends, link national compliance monitoring information management system with provincial and local government information systems, present data as information suitable for decision making, ability to work with a multi-skilled teams, government's standard administrative procedures, business planning and budgeting, project management and general management practices. Applicants should also have good interpersonal, communications and organizing skills and be able to work under pressure.

DUTIES : Development and implementation of appropriate procedural systems and data management guidelines within the sub-directorate to facilitate efficient and effective delivery of all sub-directorate outputs to meet the overall performance objective. Ensuring the efficient collection, collation, sorting and storage of data pertaining to compliance with all environmental quality and protection related legislation, regulations authorisations and applied enforcement instruments. Analyses and reporting of data pertaining to compliance with all environmental quality and protection legislation, regulations, authorisations and applied enforcement Instruments.

ENQUIRIES : Mr Sabelo Malaza Tel: (012) 310 3397

NOTE : Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement.

POST 21/109 : **DEPUTY DIRECTOR: LEGAL RESEARCH AND DEVELOPMENT (AP82/2008)**

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

CENTRE : Pretoria

REQUIREMENTS : An LLB or equivalent qualification. Knowledge of environmental, administrative, criminal and constitutional law and procedures. Experience in the research,

		analysis and application of legislation, the provision of legal advice and the development of policies and procedures related to law enforcement activities (experience related to the enforcement of environmental legislation will be an added advantage). Excellent written and verbal communication skills, particularly the ability to interact with a wide range of stakeholders. Strategic, analytical, problem-solving and negotiation skills. Information management and computer literacy. Customer focus and responsiveness. Ability to work long hours and under pressure.
<u>DUTIES</u>	:	Provide legal research and advice to promote effective enforcement actions by the Directorate: Enforcement and other Environmental Management Inspectorate Institutions in the event of non-compliance with national pollution and waste legislation; research, develop and maintain appropriate policies, procedures and information resources in support of the Environmental Management Inspectorate; liaise with internal and external stakeholders (e.g. NPA and SAPS) regarding the enforcement of environmental legislation; provide support to capacity-building programmes of the Environmental Management Inspectorate.
<u>ENQUIRIES NOTE</u>	:	Mr Mark Jardine Tel: (012) 310 3375
	:	Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement.
<u>POST 21/110</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION (AP78/2008)</u>
<u>SALARY</u>	:	An all inclusive flexible remuneration package of R311 358 per annum. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A bachelor degree in Social Sciences or equivalent qualification or practical experience in an executive support position. Applicants should have good organizational, administrative, decision making, problem solving, communication and interpersonal skills. Ability to work interact at a high level. The successful candidate should also be computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Willingness to work after hours when needed and the ability to work under pressure will be an added advantage. The successful candidate must have a sense of responsibility and be able to work under minimal supervision.
<u>DUTIES</u>	:	Provide administrative support in the DDG & Director's office. Liaise with public, other government departments and other stakeholders by providing required information. Make logistical arrangements and prepare reports for meetings, seminars and workshops. Compile the branch budget, quarterly reports and other departmental reports.
<u>ENQUIRIES NOTE</u>	:	Ms Princess Tabata Tel: (012) 310 3314
	:	Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement.
<u>POST 21/111</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AUDITING (AP86/2008)</u>
<u>SALARY</u>	:	R196 815 per annum. Total inclusive package of R 269 042 per annum/conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Bachelor's Degree in Environmental Management, Natural or Physical Sciences, or an equivalent qualification and experience. Knowledge and experience of Environmental auditing/inspection methodologies is essential. Good understanding of the environmental legislation and knowledge of government standard administrative procedure and policies. The following skills are recommended: leadership, project management, good interpersonal relationship, co-ordination and community liaison skills, communication and analytical thinking, computer skills and report writing, and strategic decision – making.
<u>DUTIES</u>	:	Establishment, implementation and maintenance of auditing / inspection tools including, procedures, checklists and standard reporting formats. Planning and conducting environmental audits for prioritised activities, facilities and operations.

Generating and distributing audit reports and determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Handle communication and capacity assessment with Provincial Compliance Monitoring Structures. Provide operational support to the Sub-directorate Compliance Auditing and analyse inspection and incident reports for accuracy and compliance to set standards. Assist in identification of training needs for the sub-directorate, development of training packages and execution of training as per the identified needs.

ENQUIRIES : Mr Anben Pillay Telephone (012) 310 3951
NOTE : Shortlisted candidates will be subjected to screening and Security Vetting to determine the suitability of a person for employment

POST 21/112 : **ASSISTANT DIRECTOR: ATMOSPHERIC NORMS AND STANDARDS (AP40/2008)**

SALARY : R196 815 per annum (Total package R 269 042 of per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree or equivalent in Science, or Engineering or Environmental Management (Post Graduate Degree would be an added advantage but not necessary). In order to fill the post efficiently and effectively, the incumbent must have specialist knowledge of processes resulting in atmospheric pollution. Experience or knowledge of atmospheric standards development will be an advantage. Applicants must also 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 Department of Environmental Affairs and Tourism is looking for a dynamic junior manager within the Atmospheric Policy, Regulation and Planning unit that will ensure that the national air quality norms and standards developed and implemented are of the best quality with a view of protecting and defending the right of all to air and atmospheric quality that is not harmful to health and well-being. . In addition to carrying out standard management functions, the successful applicant will be responsible for ensuring that the department's atmospheric 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) Identification of ambient air quality standards, listed activities emission standards, and controlled emitters' emissions standards that need to be developed, (ii) Development of ambient air quality standards, listed activities emission standards and controlled emitters' standards, (iii) Promulgation of the developed ambient air quality standards, listed activities emission standards and controlled emitters' standards, (iv) Periodic review of ambient air quality standards, listed activities emission standards, controlled emitters and related standards, and (v) Support to Provincial Departments.

ENQUIRIES : Mr. Sibusiso Shabalala Tel (012) 310 3449
NOTE : Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 21/113 : **ASSISTANT DIRECTOR: PROTECTED AREAS LAND MATTER (AP72/2008)**

SALARY : R196 815 per annum Total inclusive package of R 269 042 per annum/conditions apply
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification. Extensive knowledge on land administration procedures is required. Sound knowledge of and ability to interpret relevant legislation and policies associated with protected areas. Good understanding of general administrative and financial procedures. Supervisory skills, excellent writing, interpersonal, communication and organizational skills. Possess policy development, presentation and facilitation skills. The successful candidate should also be computer literate (packages such as Microsoft Excel,

	Power-point, MS Word, Group Wise, Internet, etc) and have good administration. Recommendation: A valid code 8 or B driver's license.
<u>DUTIES</u>	: Ensure effective and speedy resolution of land claims in protected areas and implementation of post settlement processes. Render land administration for purposes of park expansion through declaration, proclamation, de-proclamation, and purchasing of land. Provide support in coordinating departmental functions relating to job content. Coordinate and provide secretariat for all land related meetings. Render general administrative support in managing all land-related projects and functions.
<u>ENQUIRIES</u>	: Ms Leah Ditshego Telephone (012) 310 3664
<u>NOTE</u>	: Shortlisted candidates will be subjected to screening and Security Vetting to determine the suitability of a person for employment.
<u>POST 21/114</u>	: <u>SENIOR ENVIRONMENTAL OFFICER: GOVERNMENT SUPPORT (AP76/2008)</u>
<u>SALARY</u>	: R132 054 per annum (Total inclusive package of R 190 466 per annum/conditions apply)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's degree or an equivalent qualification in environmental or social sciences. Appropriate working experience in the field of pollution and waste management. Basic understanding of the policy and legislative framework governing pollution and waste management. Skills required: Networking skills; organising and planning skills; computer literacy; good interpersonal relations; communication skills (written and verbal); Ability to work independently and efficiently under pressure and ability to work individually and in a team.
<u>DUTIES</u>	: Co-ordinate projects within the Sub-Directorate. Co-ordinate support to provincial and local government on waste management planning. Support the implementation of capacity building programmes at provincial and local government. Act as the focal point for identified provinces. Promote waste reduction and resource recovery initiatives by municipalities. Co-ordinate information exchange between provinces / local government and industry. Promote green procurement in government. Promote government support initiatives. Perform general administrative duties for the Sub-Directorate. Liaise with stakeholders. Attend and participate in meetings of the Sub-Directorate. Disseminate information to staff in the Sub-Directorate, liaise with other Sub-Directorates within the Directorate.
<u>ENQUIRIES</u>	: Mr R Moatshe Tel: (012) 310 3648
<u>NOTE</u>	: Shortlisted candidates will be subjected to screening and security Vetting to determine the suitability of a person for employment.
<u>POST 21/115</u>	: <u>OFFICE ADMINISTRATOR II: OFFICE OF THE CHIEF DIRECTOR: TRANSFRONTIER CONSERVATION AND PROTECTED AREAS (TFC & PA) (AP74/2008)</u>
<u>SALARY</u>	: R106 335 per annum (Total package of 159 260per annum/ Conditions apply)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants should be in possession of grade 12 certificate, a Secretarial Diploma or equivalent qualification and must have practical experience related to the duties. Good interpersonal, communication, decision-making and organising skills and be computer literate with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet. Good administration, diary management, mail and telephone screening skills. Typing skills and the ability to compile reports and line function documents are also essential to this post. The incumbent should have an understanding of the Public Service Systems and procedures and have the ability to work without supervision. Willingness to work after hours when needed will be an added advantage.
<u>DUTIES</u>	: Render secretarial services to the Manager which entails: diary and document management, e-mail management; travelling and accommodation arrangements, draft submissions; typing documents, compiling and submitting claims for approval; developing and maintaining an accessible and user-friendly filing system; compiling presentations and reports; responsible for logistical arrangements for the Manager; organizing workshops, seminars and meetings, dissemination of information, procurement of goods and services for the office, taking minutes of meetings, performing any other office administration related activities and assisting the

ENQUIRIES
NOTE

Manager with personal tasks within an agreed framework between the Manager and the official.

: Ms Leah Ditshego Tel (012) 310 3664

: 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.*

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 9 June 2008

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

OTHER POST

POST 21/116 : **STATE ACCOUNTANT**
Directorate: Finance

SALARY : All-inclusive salary package: R159 259 per annum Commencing salary: R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Qualifications and experience: BCom or equivalent qualification with Accounting as a major subject and at least 5 years experience in a bookkeeping section. Knowledge: Must have excellent knowledge of BAS. Knowledge of PERSAL will be an added advantage. Knowledge of Public Finance Management Act and Treasury Regulations. Experience in bookkeeping will be to your advantage. Skills: Computer literacy (Excel, Word and Power Point), interpersonal skills and good communication skills both written and verbal. Proven supervisory skills

DUTIES : Manage the bank account of GCIS. Manage income and monthly payment of income to National Treasury. Do monthly funds requisition. Candidate is responsible for daily clearance of bank exceptions. Supervise the Bookkeeping Section, including the Cashier and ensure that there is sufficient cash at all times, cash received is regularly banked and properly accounted for, receipts are properly and timeously allocated and ensure that daily cash reconciliations are done. The candidate also manages the reconciliation of inter-departmental projects. Manages the suspense account and follow up outstanding balances. Regular correspondence with client departments as well as internal clients. Ensure that the monthly Departmental Project Committee Meetings take place and that minutes are done and distributed. Monitor GCIS suspense accounts and ensure that exceptions are cleared daily as well as incorrect transactions and balances are cleared with month-end closing. Provide report on suspense accounts in the monthly Financial Control Forum meeting.

ENQUIRIES : Erik Nieman, tel: (012) 314 2104

GOVERNMENT EMPLOYEES PENSION FUND

<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
<u>FOR ATTENTION</u>	:	Ms UC Viljoen
<u>CLOSING DATE</u>	:	6 June 2008 No faxed / e-mailed / late applications will be considered.
<u>NOTE</u>	:	Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POSTS

<u>POST 21/117</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT (REF: ASD/CM/200/04)</u> Employee Relations <i>One Assistant Director: Change Management position is currently available at the Government Employees Pension Fund: Employee Relations Unit. This position will be filled as a permanent position</i>
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<u>SALARY</u>	:	R196 815 per annum (Basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Human Resources/Social Sciences or an equivalent qualification in Human Resources / Social Sciences. At least 5 years experience specialising in Change Management and Project Management in the public service. Supervisory experience will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office Products. Knowledge of the public service regulations. Experience in the research and development of policies. Experience in culture change and development interventions. Valid code 8 driver's license. Competencies: Communications skills both written and verbal. Ability to maintain confidentiality. Analytical skills. Coordination and organizing skills. Report writing skills. Negotiation skills. Research skills. Monitoring and evaluation skills. Presentation and facilitation skills. Good interpersonal relations. Ability to work independently and in a team. Ability to work under pressure. Innovative and creative

<u>DUTIES</u>	:	Key Result Areas: The incumbent will be responsible for a wide variety of administrative tasks which includes the following: Coordinate and facilitate training on Change Management matters. Manage the employee health and wellness sub-unit. To conduct continuous research and development of appropriate Organisational Development interventions and tools. Handle complex and sensitive Change Management interventions. Maintain good customer relations. Identify change management gaps and counteract by interventions. Develop a systematic approach in managing the impact of change in the organization. Lead changes of culture, systems and processes. Be responsible for preparing affected business areas transition to the new ways of working. Develop a communication plan to ensure consistency of information flow relayed to targeted audiences. Responsible for gender mainstreaming, transformation and diversity management. Develop policies that promote a harmonious working environment. Responsible for the development of Culture change interventions. Responsible for a successful transformation strategy and affirmative action process through sound policies, system and strategies and ensure adherence to Employment Equity Act. Facilitate, maintain and manage the Change Management Forum. Prepare and present monthly Change management progress report. Assist with preparing and interpreting departmental trends. Ensure provision of overall change management interventions in GEPPF. Responsible for gender mainstreaming, transformation, diversity management. Manage the coordination of proper scheduling of all change management interventions and ensure availability and attendance of all stakeholders. Give advice and facilitate change management interventions in GEPPF. Prepare and present monthly Change Management progress report to senior management.
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<u>POST 21/118</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS (REF: ASD/LR/2008-04)</u> Government Employees Pension Fund Labour Relations <i>One Assistant Director: Labour Relations position is currently available at the Government Employees Pension Fund: Employee Relations Unit. This position will be filled as a permanent position.</i>
<u>SALARY</u>	:	R196 815 per annum (Basic salary)
<u>CENTRE</u>	:	Pretoria
<u>DUTIES</u>	:	Key Result Areas: The incumbent will be responsible for a wide variety of tasks which includes the following: Manage the Labour Relations sub-unit. Ensure compliance with labour relations framework, procedures and legislation. Ensure proper and accurate record keeping mechanisms in respect of all disciplinary and dispute processes handled within the Department. Facilitate resolution of grievances and the code of conduct. Conduct misconduct investigations and represent the Department at disciplinary hearings. Coordinate and facilitate training on Labour Relations matters. Manage the development and implementation of an electronic case management system. A sound understanding of Public Service prescript and stay abreast with legislative changes. Manage the coordination of proper scheduling of all cases and ensure availability and attendance of all stakeholders. Ensure procedural compliance during disciplinary enquiries. Ensure effective conflict management and facilitating bilateral and multicultural relationship with relevant employee organizations. Assist with ER developments, particularly with regard to areas that require policy and procedural changes. Represent the Department at conciliation and arbitration at relevant bargaining councils. Provide labour relations advice to all stakeholders within the GEPF. Facilitate and coordinate the implementation of collective agreements. Monitoring of strikes, lock-outs, picketing and protest actions. Build capacity of management and employees on the employment legislation.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Labour Law and/or Labour Relations or an equivalent qualification within the Human Resources field. At least 5 years experience in Labour Relations within the Public Service with specific reference to the handling of grievances and disputes. Knowledge of the Public Service regulatory framework, especially to HRM and labour relations. Competency to provide advice Labour Related matters. Thorough understanding and skills of negotiation, mediation, arbitration etc. Supervisory experience will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office Products. A valid code 8 driver's license. Willingness to travel. Competencies: Ability to work under pressure. Communications skills both written and verbal. Ability to maintain confidentiality. Analytical skills. Coordination and organizing skills. Report writing skills. Negotiation skills. Monitoring and evaluation skills. Presentation and facilitation skills. Good interpersonal relations. Ability to work independently and in a team. Ability to work under pressure. Innovative and creative

DEPARTMENT OF HEALTH

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

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

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

OTHER POSTS

POST 21/119 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (SECTOR CONDITIONS OF SERVICE AND REMUNERATION) (REF.NDOH.68/2008)**
Cluster: Human Resources Development and Management: Directorate: Workforce Management: Sector Conditions of Service and Remuneration

SALARY : An all inclusive remuneration package of R369 000 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines. (Persons who are already on salary level 12 are also invited to apply for this position. Should any candidate on salary level 12 be successful, he/she will retain his/her current salary position on transfer to the Department)

CENTRE REQUIREMENTS : Pretoria.
A three-year tertiary qualification in Public/Human Resources Management or related discipline. Training as a job analyst (Equate system). At least three years exposure to human resources management practices in the public health sector at middle management level with specific reference to remuneration and conditions of service, job evaluation and organisational development. Experience in developing human resources policies. Excellent communication skills (written and verbal). The ability to work independently and in a team and be able to apply analytical thinking skills and initiative. Complete proficiency in the spreadsheet applications to perform data manipulation for cost calculations and development of reports on health personnel remuneration and employment trends. A valid code 08 (Code B) driver's licence. (The incumbent of this post will play a pivotal role in the development of remuneration and career progression models and related policies for implementation in the sector. The successful candidate will often have to work irregular hours and travel to provinces to perform some of the duties attached to the post. A high degree of frustration and conflict tolerance is essential to be effective in the post).

DUTIES : *Development and presentation of conceptual models to support occupational specific remuneration and career progression dispensations for health professional occupational categories as well as appropriate costing models, including sector/occupational specific performance and competency appraisal systems
*Development of strategies and directives to facilitate the implementation of occupational specific dispensations for health professional categories
*Provide technical assistance to the Chief Negotiator in the Public Health and Social Development Sectoral Bargaining Council regarding occupational specific

		dispensations and other transversal conditions of service and service benefits *Provide expert assistance and advice to employers in the public health sector regarding service benefits and conditions of service *Coordinate all sector specific job evaluations within the current regulatory framework for human resources management in the public service.
<u>ENQUIRIES</u>	:	Mr HJP Groenewald at tel. (012) 312 0723.
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/120</u>	:	<u>DEPUTY DIRECTOR: HEALTH INSURANCE (REFERENCE NUMBER NDOH 70/2008)</u> <i>Cluster: Health Financing and Economics. Directorate: Health Insurance.</i>
<u>SALARY</u>	:	An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year Bachelor's degree in Economics or equivalent qualification in a related field *Three to five years managerial experience *Knowledge of Health Financing Policy and experience in the field of Health Economics or Health Insurance *A good understanding of the public and private health care market *Good communication skills (written and verbal) *Good interpersonal relations *Good organisational and leadership skills *Computer literacy *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Assist in the development of policy, legislation and measures for the implementation of mandatory health insurance system *Interact with the Council for Medical Schemes in the development of policy and the monitoring of all legislation and regulations governing the medical schemes industry *Oversee appropriate research into alternative financing and provision approaches to achieve universal coverage in the South African context *Liaise with relevant stakeholders within and outside the department on all policies related to Mandatory Health Insurance, and the medical schemes industry *Summarise and comment on all documents related to private health financing and mandatory health insurance for the Director, Director-General and the Minister's consideration *Supervision and support to the Assistant Directors.
<u>ENQUIRIES</u>	:	Mr Moremi Nkosi at tel (012) 312-0751.
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/121</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (REFERENCE NUMBER NDOH 60/2008)</u> <i>Cluster: Health Economics. Office of the Cluster Manager (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R157 686 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate recognised three (3) year degree/diploma plus relevant experience (At least three (3) years experience on salary level 8) *Appropriate knowledge of procurement, finance, human resources and office administration *Sound knowledge and experience in the application of the Public Finance Management Act, 1999, Preferential Procurement Policy Framework Act, 2000 and Treasury Regulations *Knowledge and understanding of health sector priorities *Good planning, organisational (compiling of reports) and supervisory skills *Good interpersonal relations and ability to work effectively with officials across all levels within the department *Good communication skills (written and verbal) *Advanced computer literacy (MSWord, Excel, PowerPoint, MS Project and databases) *Valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Co-ordinate and facilitate financial documents, reports, submissions, cabinet memoranda, parliamentary questions etc pertaining to the Cluster: Health Economics *Budget Management and Control, Medium Term Expenditure Framework (MTEF) *Manage and supervise a sizable number of staff *Take responsibility for the performance assessment and development of staff *Manage

		all internal communication and liaison *Play a supportive role in the Cluster *Advice and give guidance on administrative issues *Compile and take full responsibility for regular reports forwarded to the Cluster Manager *Manage the co-ordination and facilitation of statutory bodies i.e. Pricing Committee, Advisory Committee on Reference Price List, Counsel for Medical Schemes.
<u>ENQUIRIES</u>	:	Dr Anban Pillay at tel (012) 312-3290.
<u>CLOSING DATE</u>	:	9 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/122</u>	:	<u>ASSISTANT DIRECTOR: FOREIGN WORKFORCE MANAGEMENT (REF. NDOH. 63/2008)</u> Cluster: Human Resource Development and Management: Directorate: Workforce Management
<u>SALARY</u>	:	R157 686 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Public/Human Resources Management or related discipline. At least three years experience at salary level 8 in human resources management practices in the public service. Knowledge or exposure to Immigration Legislation and human resources management in the public health sector would be added advantages. Excellent communication skills (written and verbal). The ability to work independently and in a team. Computer literacy. The ability to manage high volumes of work and to perform under pressure. Proven supervisory skills. A valid code 08 (Code B) driver's licence. (The incumbent will work in a high production environment and will have to provide supervision and leadership to a number of personnel, to ensure a high standard of service delivery. The successful candidate must be willing to work irregular hours from time to time).
<u>DUTIES</u>	:	*Management of the implementation of practices, procedures, guidelines and policies with the aim of achieving strategic objectives within the foreign workforce management unit *Develop and oversee the development and maintenance of a comprehensive foreign workforce database and supporting websites *Co-ordinate the recruitment and employment of foreign health professionals within existing and future recruitment agreements *Technical and administrative screening of all applications for employment/permanent residence in South Africa received from foreign health professionals *Preparation of reports, responses to media and parliamentary enquiries *Provide supervision and leadership to a number of personnel, including on-going development and quality improvement interventions as required.
<u>ENQUIRIES</u>	:	Ms R Mogatusi at tel. (012) 312 0437
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/123</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF. NDOH. 64/2008)</u> Cluster: Human Resource Development and Management: Directorate: Workforce Management
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Public/Human Resources Management or related discipline. At least three years experience (on level 7) in human resources management practices in the public service. A sound knowledge of Immigration Legislation as well as recruitment and selection would be added advantages. Excellent communication skills (written and verbal) as well as supervisory skills. The ability to work independently and in a team. Computer literacy. The ability to manage high volumes of work and to perform under pressure. A valid code 08 (Code B) driver's licence. (The incumbent will work in a high production environment and will have to provide supervision to a number of personnel, to ensure a high standard of service delivery. The successful candidate must be willing to work irregular hours from time to time).
<u>DUTIES</u>	:	*Co-ordinate the recruitment and employment of foreign health professionals within existing and future recruitment agreements *Technical and administrative screening of all applications for employment/permanent residence in South Africa received from foreign health professionals *Preparation of reports, memorandum and responses to media and parliamentary enquiries *Provide supervision to a number of personnel, including on-going development and quality improvement

		interventions as required *Co-ordinate the foreign workforce management call centre operations.
<u>ENQUIRIES</u>	:	Ms R Mogatusi at tel. (012) 312 0437
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/124</u>	:	<u>SENIOR SECRETARY GRADE IV (REF.NDOH 45/2008)</u> Cluster: Occupational Health: Directorate: Medical Bureau for Occupational Diseases <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R106 335 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Johannesburg.
<u>REQUIREMENTS</u>	:	Three-year Secretarial Diploma or equivalent qualification. Three-five years experience in secretarial duties. Good communication skills (written and verbal). The ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy and typing skills. Sound organizational skills. Good interpersonal relations. The ability to do research and analyze documents and situations. The ability to act with tact and discretion.
<u>DUTIES</u>	:	*Receives telephone calls in an environment where, in addition to the calls for the Director, discretion is required to decide to whom the calls should be forwarded and in the process the job incumbent should finalise some enquiries *Performs advanced typing work *Operates and ensures that office equipment, e.g. fax machine and photocopiers are in good working order *Records the engagements of the Director *Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessment importance and urgency of the matter *Coordinates and advises the Director regarding engagements *Compiles realistic schedules of appointments *Ensure the effective flow of information and documents to and from the office of the Director *Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies *Scrutinizes routine submissions/reports and make notes *Collects analyses and collates information requested by the Manager *Clarifies instructions and notes on behalf of the Director *Ensure that travel arrangements are well coordinated *Handles the procurement of standard items like stationery, refreshments, etc. for the activities of the Director *Arrange meetings, serve refreshments and welcomes visitors *Scrutinizes documents to determine information/other documents required for meetings *Collects and compiles all necessary documents for the Director to inform him/her on the contents *Records minutes/decisions and communicates to relevant role-players, follow-ups on progress made *Prepare briefing notes for the Director as required *Coordinate logistical arrangements for meetings when required.
<u>ENQUIRIES</u>	:	Ms D Leseyane at tel. (011) 403 6322.
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/125</u>	:	<u>SENIOR BURSARY CLERK GRADE III (REF.NDOH 43/2008)</u> Cluster: Human Resources Development and Management: Directorate: Sector Education and Training <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R85 362 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Experience in Bursary Administration and systems, financial management and human resources management. Good communication and interpersonal skills (written and verbal). Good planning and organizational skills. The ability to work under pressure and independently. Knowledge and experience in office administration. Computer literacy e.g. Ms Word, MS Excel, MS PowerPoint, MS Access, Novell GroupWise 6.5, Internet us and other applications. Knowledge of the application of the public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations, Skills Development Act will be an added advantage.

DUTIES : *Administration of Study Grants and Skills Development Policy inputs *liaise with institutions of higher learning e.g. Universities/Colleges on regular basis to promote the smooth functioning of grants *Do follow-up and ensure that registration and tuition fees are paid *Advise the Financial Management Directorate on officials that are in breach of contract and amount owed to the department by the said officials *Advise the Skills Development Facilitator and Senior Management on actions to be taken on extensions of studies and queries for study assistance *Maintain study grants database *Maintain a quality management system which ensures that study grants are managed in line with policies and the PFMA guidelines *Assist with management of Internship Programme *Act as a mentor to Interns *Administration of NDOH/WHO and EU Fellowships *Take minutes during the Steering Committee and study assistance committee meetings *Assist with listing of priorities *Assist with the screening and selection of application *Assist fellows to complete the Fellowship contracts *Assist in the monitoring of fellowship budget *Assist in the maintenance of database for approved fellows.

ENQUIRIES : Ms MM Mohohlo at tel. (012) 312 0746.
CLOSING DATE : 17 June 2008 (Applications received after the closing date will not be considered).

POST 21/126 : **SENIOR SECRETARY GRADE II (REF.NDOH 42/2008)**
Cluster: Non-Communicable Diseases: Directorate: Chronic Diseases, Disabilities and Geriatrics
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R68 955 per annum (plus competitive benefits).
CENTRE : Pretoria.
REQUIREMENTS : A Senior Certificate (Grade 12) with typing as a subject or equivalent qualification. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communications skills. Ability to act with tact and discretion. Good grooming and presentation. (Short listed candidates will perform Competency or typing test).

DUTIES : *Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager-follow-up on behalf of the Director *Arrange and manage the diary of the manager, including recording appointments and events *Types documents for the director and only if required for other staff with the directorate *Liaise with travel agencies to make travel arrangements *Checks the arrangements when the relevant documents are received *Arranges meetings and events for the Director and when applicable for the staff in the directorate *Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events *Processes the travel and subsistence claims *Processes all invoices that emanate from the activities of the work of the Director *Record basic minutes of the meetings of the Director when required *Drafts routine correspondence and reports *Does filing of documents for the Director *Receives, records and distributes all incoming and outgoing documents *Handles the procurement of standard items like stationery, refreshment, petty cash, etc. *Collects all relevant documents to enable the Director to prepare for meetings and conduct routine follow-up when required *Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly *Remains abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr H Machaba at tel. (012) 312 0680.
CLOSING DATE : 9 June 2008 (Applications received after the closing date will not be considered).

POST 21/127 : **SENIOR SECRETARY GRADE II (REF.NDOH 44/2008)**
Cluster: Human Resources Policy Research and Planning: Directorate: Human Resource Policy and Planning
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R68 955 per annum (plus competitive benefits).
CENTRE : Pretoria.

<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Knowledge of administrative and financial procedures and regulations. Knowledge and experience of provisioning administration. Knowledge and experience in taking minutes. Knowledge and experience in office administration. Experience in government procurement systems. Excellent knowledge of Microsoft Office package and Office management skills. Good organizational, planning and communication skills (written and verbal). The ability to work under pressure and beyond normal office hours when required. Good interpersonal skills. The ability to coordinate task and also work independently. Good telephone etiquette. The ability to act with tact and discretion. Filing and record keeping skills. Knowledge of the Public Service Acts will be an added advantage.
<u>DUTIES</u>	:	*Assist in managing the day-to-day activities of the Director which includes prioritising and submission of documents *Manage the diary of the Director *Record keeping (Manual as well as on computer) and follow-up on instructions given by the Director *Capture requests on LOGIS *Organise meetings, workshops including venues and refreshments *Taking of minutes during meetings *Provide all administrative support services in the office of the Director *Ensure that all incoming and outgoing documents are kept in good filing system *Compile submissions, letters and memorandums to stakeholders as required by the Director *Make travelling arrangements and other logistical arrangements for the Director as required *Process subsistence and advances claims for the Director *Operate office equipments such as fax machine and photocopies.
<u>ENQUIRIES</u>	:	Mr D Siganunu at tel. (012) 312 3325.
<u>CLOSING DATE</u>	:	9 June 2008 (Applications received after the closing date will not be considered).
<u>POST 21/128</u>	:	<u>SPECIALIZED AUXILIARY SERVICES OFFICER (REF.NDOH 47/2008)</u> Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R58 290 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) with mathematics and science on standard grade. Skills in the handling of basic scientific equipment. Skills in the mathematical calculations. Computer literacy in word processing and spreadsheets. Exposure to a laboratory environment. Candidates will be subjected to a practical test to determine their ability to handle basic scientific equipment, their ability to do mathematical calculations and to determine their computer skills.
<u>DUTIES</u>	:	*Assist analysts in the preparation of samples for analysis *This includes assisting in activities such as opening, grinding weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry and microwave) *Assist in doing repetitive analyses based on standardised methods *Recording of sample information and do calculations by means of simplistic mathematical formulae *File results and methods *Data capturing *Assist with routine tasks for efficient laboratory operation.
<u>ENQUIRIES</u>	:	Ms A Grove or Ms C Deysel at tel. (012) 322 6600.
<u>CLOSING DATE</u>	:	17 June 2008 (Applications received after the closing date will not be considered).

DEPARTMENT OF HOME AFFAIRS
The Department of Home Affairs is an equal opportunity employer.



- APPLICATIONS** : Forward applications, quoting the relevant reference number to the following address: The Director-General, Department of Home Affairs, Private Bag X114, Pretoria, 0001, Alternatively, applications may be hand delivered to the Department of Home Affairs at 270 Maggs Street, Waltloo,
- FOR ATTENTION** : Ms B Mckue, Directorate: Human Resource Management.
- CLOSING DATE** : 30 May 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Directions To Candidates: Applications must be submitted on the Application for Employment form (Z.83) obtainable from any Public Service Department and should be accompanied by a comprehensive CV and certified copies of qualifications (including at least two contactable referees, these should be people who have recently worked with the applicant). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results of the South African Qualification Authority. In cases where applications are for more than one position, separate documentation must be submitted for each position. If no contact has been made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful. No faxes or e-mail will be accepted. It would be appreciated if the contents of this Circular Minute could be brought the attention of officers under your supervision. Successful candidates will be subjected to security clearance procedures and must be prepared to undergo for competency assessment.

MANAGEMENT ECHELON

- POST 21/129** : **CHIEF EXECUTIVE OFFICER: FILMS AND PUBLICATION BOARD REF NO: HRMC P1/08/1**
- SALARY** : An all inclusive salary package of R635 874 per annum which consists of a Basic Salary (60% of package), State's contribution to the Government Employee Pension Fund. (13% of basic salary) and flexible portion that may be structured in terms of the applicable rules)
- CENTRE** : Films and Publications Board
- REQUIREMENTS** : A relevant recognised three year post Matric qualification as well as extensive applicable experience. A post graduate qualification in Business Administration will be an added advantage. Understanding of the Films and Publications Act and Regulations, the Children's Act, Sexual Offences Act as well as the Constitution of the Republic of South Africa. Knowledge and understanding of the functions of the Independent Communications Authority of South Africa (ICASA). Understanding of the impact of Media content on the general public. Understanding of global perspective in terms of trends and content delivery modes and devices. Computer literacy. A valid driver's licence and willingness to travel are essential. Core Management Competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis as well as Change Management.
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for the following specific tasks: Ensuring compliance with the interpretation and implementation of the Films and Publications Act. Providing support to the Council and Executing Authority on strategic matters affecting the Board as well as the development, preparation and implementation of the strategic plan of the Board. Ensuring the rendering of professional and effective administrative support services. Ensuring the preparation, auditing and submission of annual reports to Parliament and National Treasury in consultation with the Council and the Executing Authority. Implementing the Board policies, programmes and projects in respect of promoting good governance and legal compliance. Liaison with various

stakeholders and providing input into the development of the Film and Publication Board strategy on the provision of classification of services towards the Distributors, Producers and Exhibitors. Ensuring research capacity to build relevant and appropriate body of empirical evidence to inform the work of the Board. Promoting and marketing the Board in order to appropriately position the national classification authority. Ensuring accountability in the utilisation of resources in term of the Public Finance and Management Act (PFMA).

ENQUIRIES

:

Mr W D Hlongwane, Tel No: (012) 810 8606

INDEPENDENT COMPLAINTS DIRECTORATE

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

APPLICATIONS : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001
FOR ATTENTION : Ms T. Marumo
CLOSING DATE : 02 June 2008
NOTE Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications and ID as well as a comprehensive CV in order to be considered. Valid driver's license will serve as an added advantage. 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 POST

POST 21/130 : **PRINCIPAL COMMUNICATION OFFICER**

SALARY : R132 054 per annum

CENTRE : Pretoria

REQUIREMENTS : A Bachelors Degree in Communication Science/ Public Relations/ Marketing or equivalent. Appropriate experience in a similar field. Good command of at least three official languages. Excellent written and verbal communication skills. Good interpersonal and organizational skills are essential. Report writing and basic computer skills are essential. Willingness to travel. Ability to function well under pressure. An understanding of principles, values and methodologies underpinning government communication.

DUTIES : Assist with the development and implementation of the organization's communication strategy. Write and distribute media statements and releases. Monitor print and electronic media and prepare a weekly media analysis. Maintain a media database. Render a news clipping service. Participate in government programmes to enhance the image of the department. Represent the department at government forums. Develop exhibition material for departmental events. Market the department to external stakeholders. Updating of departmental website.

ENQUIRIES : Ms D Phiri (012- 392 0430)

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 : 09 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.

OTHER POSTS

POST 21/131 : **ASSISTANT MASTER, REF: 08/199/MAS**

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

CENTRE : Master of the High Court: Port Shepstone

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 : 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 21/132 : **SENIOR LEGAL ADMINISTRATION OFFICER: CONSTITUTIONAL DEVELOPMENT, REF: 08/198/DG**

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

<u>CENTRE REQUIREMENTS</u>	: National Office, Pretoria : An LLB Degree or four year Legal qualification; Minimum of five years post graduate experience in Legal Administration; Knowledge of the Promotion of Equality and Prevention of unfair Discrimination Act, 2000 and the Regulations thereof; Experience in the field of constitutional law and human rights, in particular on the right to equality; Sound knowledge of the South African legal system as well as the application of constitutional Law; Knowledge of the Public Finance Management Act and Treasury Regulations; A post graduate legal qualification and relevant experience gained after obtaining an appropriate legal qualification would be an advantage; A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Project management; Presentation skills; Interpretation of Law and excellent report writing; Problem solving and Creative thinking; Proven ability to analyze and conceptualize policy and to apply policy successfully.
<u>DUTIES</u>	: Provide leadership and strategic direction to the Secretariat to the Equality Review Committee; Co-ordinate and facilitate the implementation of the Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act No 4 of 2000); Oversee the functioning of the designated equality courts; Liaise with other government departments and institutions, particularly Chapter 9 institutions with regard to all matters affecting the implementation of the Act; Conduct research on behalf of the Equality Review Committee; Monitor cash flow in the Unit and compliance with the Act; Oversee the training of the equality court personnel and conduct public awareness campaigns; Facilitate the development of regular reports to the Minister as required by the Act; Oversee the business and activities of the Equality Review Committee; Co-ordinate and facilitate Equality Review Committee meetings.
<u>ENQUIRIES APPLICATIONS</u>	: 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.
<u>POST 21/133</u>	: <u>SENIOR STATE LAW ADVISER: CONSTITUTIONAL DEVELOPMENT (2 POSTS) REF: 08/197/DG</u>
<u>SALARY</u>	: R369 000 – R427 836 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office, Pretoria : An LLB Degree or four-year legal qualification; Extensive experience in legal research or other extensive appropriate experience; A post graduate legal qualification and relevant experience gained after obtaining an appropriate legal qualification would be an advantage; Experience in the field of constitutional law and human rights; In depth knowledge of the Constitution of the Republic of South Africa, 1996. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Project management; Interpretation of law and excellent report writing; Assertive and professional approach; Ability to work independently and under pressure, yet function as part of a team when required; Proven ability to analyse and conceptualise policy and to apply policy successfully.
<u>DUTIES</u>	: Promote the Constitution and its values; Facilitate and monitor the implementation of the Constitution; Conduct constitutional research; Analyse constitutional issues and trends; Facilitate the implementation of constitutionally mandated legislation such as the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)(PAJA); Facilitate the implementation of a program on Constitutional Education; Provide strategic assistance and support to Chapter 9 Institutions; Co-ordinate and facilitate the implementation of the African Peer Review Mechanism's (APRM) Programme of Action, in so far as it relates to the Department of Justice and Constitutional Development.
<u>ENQUIRIES APPLICATIONS</u>	: 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.

<u>POST 21/134</u>	:	<u>ESTATE CONTROLLER, REF: 08/193/MAS</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Bisho
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Two years' relevant working experience; A valid code EB drivers' license. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Attention to detail; Problem solving; Customer focus.
<u>DUTIES</u>	:	Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES</u>	:	Mr G Masingi ☎ 012 – 315 1893
<u>APPLICATIONS</u>	:	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 21/135</u>	:	<u>SENIOR PERSONNEL OFFICER, REF: 08/189/MAS</u>
<u>SALARY</u>	:	R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; At least 5 years experience in Human Resource related work; The following will serve as a recommendation: Knowledge of the Public Service Act, Human Resource policies and Labour Relations; Knowledge of core functions of the Master's office. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good organizing; Ability to work under pressure; Good interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Deal with appointment of permanent and temporary staff; Handle performance agreements for staff; Process applications for leave; Ensure that staff is informed of new HR policies and changes; Conduct research on identified HR issues to respond to staff enquiries; Keep staff records and files; Keep record of circulars and general minutes related to HR.
<u>ENQUIRIES</u>	:	G Masingi ☎ (012) 315 1893
<u>APPLICATIONS</u>	:	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.

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Mr H Marakalala / Ms E Lethole

CLOSING DATE : 06 June 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 21/136 : **SENIOR ENVIRONMENTAL OFFICER**

SALARY : R132 054 per annum

CENTRE : Welkom

REQUIREMENTS : A / An appropriate Bachelor's Degree in Environmental Sciences or equivalent qualification and appropriate experience. Candidates must be in possession of a valid drivers licence PLUS the following key competencies: ☐ Knowledge of:

- Environmental management and the function of ecological processes
- Earth Sciences
- Various mining and mineral processing methods and environmental impacts thereof
- Mitigation methods, goals, standards and actions including rehabilitation and pollution control measures
- Balanced understanding of environmental Management and conservation
- Ability to interpret and apply provisions of the Mineral & Petroleum Resources Development Act of 2002, now largely Repealed Act, 1991 and related legislation against the practical observations made during field investigations and inspections

☐ Skills:

- Ability to interpret and analyse legislation requirements
- Sound written and verbal communication
- Computer skills
- Negotiation and conflict resolution
- Presentation skills

☐ Communication:

- Ability to interact with persons on various levels
- Sound written and verbal communication

☐ Creativity:

- A creative, assertive and confident approach
- Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management. ability to work under pressure

DUTIES : KRA's:

- Evaluate and monitor environmental impacts caused by the mining industry
- Conduct site inspections
- Assess and manage environmental degradation and controlled mine closure
- Investigate and resolve problems, enquiries and complaints
- Evaluate Environmental Management Programme Reports and Environmental Management Plans, Closure Plans, Performance Management Plans, Environmental Risk Assessment Reports, etc.

ENQUIRIES : Ms K Kewuti ☎ 057 391 1300

POST 21/137 : **SENIOR ADMINISTRATION CLERK (X5)**

SALARY : R68 955 per annum,

CENTRE : Head Office

REQUIREMENTS : Grade 12 years and relevant experience PLUS the following key competencies:

☐ Knowledge of:

- Administrative procedures and policy
- Knowledge of the Petroleum Industry

☐ Skills:

- Computer literacy
- Interpersonal skills
- Ability to interpret and apply legislation

☐ Creativity:

- Analytical thinking ability
- Information evaluation

DUTIES : KRA's:

- Keep track of all incoming and outgoing documents and do filing.
- Maintain the Head Office database of all files from and to Regions
- Conduct Regional visits to assist with backlogs as and when required
- Check completeness and adherence to timeframes of application files received from regional offices.

<u>ENQUIRIES</u>	:	Mrs Gosetseone Leketi ☎ 012 317 8658
<u>POST 21/138</u>	:	<u>SPECIAL PROJECTS OFFICER: CHILDREN</u> (1 Year Contract)
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A relevant B Degree/ National Diploma or equivalent with relevant experience PLUS the following key competencies: ☑ Knowledge of: • Community Development ☑ Skills: • Report writing • Organizing ☑ Communication: • Ability to communicate at all levels • Good Interpersonal skills ☑ Creativity: • Initiative • Creativity • Innovation
<u>DUTIES</u>	:	KRA's: • Plan, organize, monitor and evaluate projects related to the status of children • Coordinate and facilitate children's development projects in conjunction with the Presidency • Conduct needs analysis and investigation for all projects related to the status of children at the communities and compile a report thereon to ensure effective community development practice • Represent the Department in intra and inter departmental community task teams • Co-ordinate the Special Projects briefing sessions and provide logistical support Services for this • Conduct research locally and internationally on issues pertaining to the status of Children and provide inputs on policy development/ Strategy • Facilitate and co-ordinate community sustaining projects.
<u>ENQUIRIES</u>	:	Ms N Lisa ☎ 012 317 8203
<u>POST 21/139</u>	:	<u>SPECIAL PROJECTS OFFICER: YOUTH</u> (1 Year Contract)
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	DME Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A relevant B Degree/ National Diploma or equivalent with relevant experience PLUS the following key competencies: ☑ Knowledge of: • Working with the youth ☑ Skills: • Negotiation, mobilizing • Organizing • ☑ Communication: • Effective communication ☑ Creativity: • Initiative
<u>DUTIES</u>	:	KRA's: • Plan, organize, monitor and evaluate projects related to youth development in communities • Represent the Department in intra and inter departmental community tasks team • Co-ordinate and facilitate youth developmental projects in conjunction with the National Youth Commission and Department of Social Development • Conduct needs analysis and investigations for all projects related to youth at the communities and compile a report thereon to ensure effective community development practice • Conduct research locally and internationally on issues pertaining to youth • Development Projects and provide inputs on policy development strategy • Co-ordinate the Special Projects briefing sessions and provide Logistical Support Services for this.
<u>ENQUIRIES</u>	:	Ms N A Lisa ☎ 012 317 8203

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

OTHER POSTS

- POST 21/140** : **DEPUTY DIRECTOR: CONSULTATIVE EVALUATIONS (REF: DD/CE/05/08)**
- SALARY** : An all – inclusive remuneration package of R 369 000 per annum. The package includes a basic salary (60% of package), State's contribution to Government Employees Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : •An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification in the Public Sector Management and Administration and/or Development Management •Knowledge of the Public Service regulatory framework •A thorough understanding of the values and principles governing Public Administration •Knowledge of the discipline of monitoring and evaluation •Proven experience in and knowledge of service delivery policies and systems •Proven experience in research, data analysis and presentation •Good human relations and people management skills •Good writing and communication skills •Ability to prepare concise and accurate research reports •Proven project management skills •Ability to think analytically and creatively •Ability to conduct intensive data checks •Computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint and exposure to statistical data analysis packages •A valid driver's license and willingness to travel are essential •Candidates should list in their CVs the publications they authored or to which they made a substantial contribution.
- DUTIES** : Key Performance Areas: Evaluate service delivery programmes, including the design and conduct of Citizens Satisfaction Surveys, facilitate Citizen Forums •Monitoring, evaluation and management of other public participation practices, their outcomes and impact •Plan and manage the execution of projects •Design necessary instruments to collect and analyze data •Apply appropriate evaluation methodologies •Devise creative solutions for service delivery and consultation challenges •Prepare evaluation reports •Promote public participation practices in the Public Service •Manage service providers.
- ENQUIRIES** : Ms Irene Mathenjwa (012) 352 1002
- CLOSING DATE** : 13 June 2008
- POST 21/141** : **PRINCIPAL STATE ADMINISTRATION OFFICER (REF.PSAO/NC/O5/08)**
- SALARY** : R157 686 per annum
- CENTRE** : Northern Cape Regional Office (Kimberley)
- REQUIREMENTS** : Ideal candidate's profile: •A relevant, recognized three-year degree/diploma or equivalent qualification in Administration, Political Science, Economic Science or Law •Knowledge of Human Resource Management, financial management and organizational development •Verifiable, above-average service delivery record •Sound understanding and commitment to the Public Service and transformation challenges •Creative self-motivated, results and project oriented •Assertive,

professional and trustworthy •Effective problem-solving and analytical skills at both strategic and operational level •Effective organizational and research skills •Effective written and verbal communication skills at all levels •Developed working PC skills in MS Office, especially Word, Excel, PowerPoint and Outlook •Ability to work under sustained pressure and deliver satisfactory results •Ability to lead, empower and develop junior staff •A valid Code 08 driver's licence and willingness to travel will be added advantage

DUTIES

: Key Performance Areas• Assist in research, studies and investigating any aspect of the Public Service and Administration •Assist in formulating proposals/reports regarding possible action, decisions, measures and directives concerning Public Service and Administration• Assist in monitoring and evaluating matters pertaining to service delivery •Assist in handling matters pertaining to Heads of Department evaluations in Provincial Departments •Assist in the handling of grievances •Act as an external liaison when necessary in order to obtain information and opinions, explain the Public Service Commission's policy and points of view and effect co-ordinated action in the Office of the Public Service Commission •Provide a needed advisory service on behalf of the Public Service Commission •Participate in projects conducted by the Office.

ENQUIRIES

: Mr J Malan Tel: 053 832 6222

CLOSING DATE

: 30 May 2008

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention of the DPSA to promote representation through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities, will receive preference.

- APPLICATIONS** : Forward applications, quoting the relevant reference number, to the Head of HR: Private Bag X916, Pretoria, 0001 or deliver between 07:00am and 17:00pm daily to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Monday, 2 June 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

- POST 21/142** : **DIRECTOR: ANTI – CORRUPTION PROGRAMMES AND PROJECTS (REF: DPSA/00011)**
The Chief Directorate: Public Sector Anti-corruption is responsible to establish and implement strategies to fight corruption and improve ethical conduct and practices. The Chief Directorate manages the implementation of various national and international anti-corruption programmes. The Director: Anti-corruption Programmes and Projects will work closely with the Directors: Anti-corruption Policy and Anti-corruption Monitoring and Evaluation.
- SALARY** : An all inclusive package of R540 429 per annum Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate 3-year degree or equivalent qualification in Law, (preference will be given to candidates with International Law, Constitutional Law and Interpretation of Statutes subjects), Extensive experience of the design and implementation of projects with multiple stakeholder participation, A thorough understanding of the national and international anti-corruption frameworks
- DUTIES** : Develop and implement national anti-corruption programmes including the National Anti-corruption Programme, Develop institutional capacity in the public sector to prevent and combat corruption, Ensure implementation of anti-corruption bi/tri-lateral agreements and international instruments
- ENQUIRIES** : Mr R Kitshoff Tel. (012) 336-1009.
- POST 21/143** : **DIRECTOR ANALYSIS (REF: DPSA/0008)**
Chief Directorate: Planning Monitoring and Evaluation
Reporting directly to Chief Director: Planning, Monitoring & Evaluation, the incumbent will ensure the development and maintenance of a system for the analysis and publication of monitoring and evaluation reports with regard to the transformation of the Public Service in order to meet its developmental goals.
- SALARY** : An all inclusive package of R540 429 per annum Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The

	all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
<u>REQUIREMENTS</u>	: An appropriate tertiary qualification or equivalent, Working experience/knowledge of M&E Analytical and research skills, Proven writing skills, Proven management competencies Competent knowledge in computer application, Good communication skills, Presentation and networking skills.
<u>DUTIES</u>	: To provide an analytical and report writing service to the DPSA and the G&A cluster to provide assistance in the prevention of the deterioration in services , To develop, implement and maintain a system to assist the different programmes within the DPSA and G&A Cluster to monitor and evaluate the impact of their programmes to assist with the successful implementation of these programmes, The analysis and the publishing of regular reports related to public management matters to the national oversight departments in order to facilitate decision-making •Manage the M&E Unit to ensure that an efficient and effective service is delivered through the efficient and effective utilisation of human resource.
<u>ENQUIRIES</u>	: Henk Serfontein, tel. (012) 336-1210.
<u>POST 21/144</u>	: <u>DIRECTOR: E-HRM (REF: DPSA/0009)</u>
<u>SALARY</u>	: An all inclusive package of R540 429 per annum Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate recognized three-year degree or equivalent qualification (Minimum NQF 6) in Human Resource Management/Social Sciences/ICT or related fields and extensive experience in Human Resource Management and Development. Extensive knowledge and understanding of the various legislative frameworks governing HRM&D, HR systems Knowledge backed by appropriate experience and working knowledge of government human resource systems and database and management information systems. Technical knowledge and understanding of database platforms and personnel databases. Experience at management level of HRIS. In-depth understanding of HR Systems and Project Management. A knowledge of IT/IS implementation and reporting methodology is essential, Knowledge of e-governance, e-services and e-business. Understanding of integration and interface methodology is essential, Strong conceptualization, analytical, co-coordinating and planning skills are essential, General management of day to day activities of the Directorate, Knowledge and experience in policy formulation and implementation, service delivery improvement, strategic planning and change management. Proactive and creative problem solving approach, Advanced business and report writing; facilitation and presentation skills. Advanced communication and negotiation skills, client orientation and customer focus, Ability to build and motivate teams, people management and empowerment, financial and management skills , Ability to work in an open, team-oriented environment and react to changing priorities, Ability to work under pressure and communicate effectively at all levels, A valid South African driver's license. The appointee should demonstrate: •A systems view to HR and its relation to the public service environment •Knowledge of systems concepts as they apply within an HR Context in the public service •Knowledge and skills in Managing and growing an e-HRM, HRIS, HR Metrics and an understanding of the relationship and the interfaces between HR functions and information systems •Computer and HR skills and knowledge in understanding the interface between HR functions and ICT •An understanding of the current systems (government and vendor COTS) and current issues in the e-HRM and HRIS fields.
<u>DUTIES</u>	: Develop and manage the implementation of an e-HRM strategic framework in support of the public service human resource policies and legislative framework. Oversee the development and implementation of HR information systems, as well as e-HRM guidelines, policies, regulations, and standards in line with the National HR and IT strategies and policies. Provide advice on the e-HRM. Represent the Department in the fora. Provide support and assist with IFMS and skills database implementation and roll out. Provide strategic guidance to management on HR information systems. Ensure proper control, maintenance and development of such

systems and networks. Promote effective management of HR information and management systems. Manage relationships with SITA and various service providers/vendors. Data mine, analyse data, prepare reports and make recommendations on skills utilisation, supply and demand. Promote data consistency and improve integrity of the data and monitor system performance Benchmark and make recommendations on areas of application requirements and soft ware installations. Maintain constant interaction and consultation with the Chief Information Officer's office in the department. Design and manage HR early warning reports and HR dashboard. Undertake detailed systems/process analysis work and supervise the population of the new database as well as all aspects of ongoing roll out, and accurate maintenance. Provide support during the design and system set-up, including the development of workflow processes and report design. Support the cleansing and migration of existing data from the existing legacy Systems.

ENQUIRIES : Mr G. Pillay, tel. (012) 336-1328.

OTHER POSTS

POST 21/145 : **DEPUTY DIRECTOR: HIV & AIDS AND TB MANAGEMENT (Ref: DPSA/0007)**
Chief Directorate: Employee Health & Wellness

SALARY : An all inclusive package of R311 358 per annum (level 11) Annual progression up to a maximum salary of R360 909 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : An appropriately recognised degree/diploma in Clinical and or Occupational Health or equivalent. Qualification in Public Health will be highly recommended-Thorough knowledge and experience in HIV&AIDS and TB policy and programme management- Occupational Health, Disease Management, Management of Incapacity due to ill health, Management of Compensation of Occupational Injuries and Diseases and Management of other Chronic Diseases. Sound understanding of functioning of the Public Service, especially policy research, formulation, implementation, monitoring and evaluation. Knowledge of and experience in Work Place HIV&AIDS and Wellness Policy formulation. Knowledge of the HIV and AIDS National Strategic Plan 2007-2011 and TB Management Strategies. Sound analytical, interpretative and high level communication skills (writing and presentation). Computer Literacy, Ability to manage people, processes and finances. Good knowledge of the project management principles and techniques. Valid Drivers License

DUTIES : Reporting to the director: Occupational Health, the incumbent will: Research, develop, implement and review HIV&AIDS and TB Policies, implementation guidelines and standards operating procedure, M&E. Develop and implement the guidelines for workplace HIV&AIDS and TB programme management. Document best practices, gaps, barriers in the implementation of the HIV&AIDS and TB policies, programmes and projects. Support the implementation of public service HIV&AIDS and TB programmes. Design and implement the projects that will help departments to overcome barriers to implementation of workplace HIV&AIDS and TB policies through workshops, road shows, focus group discussions etc. Formulate, implement and review innovative communications strategy on workplace HIV&AIDS and TB management in the public service. Provide individualised support based on the individual needs of the departments and provinces. Compile submissions and manage human and financial resources.

ENQUIRIES : Dr. S.A Senabe, tel. (012) 336 1048, e-mail: siphos@ dpsa.gov.za

POST 21/146 : **JOB EVALUATION ADVISOR (REF: DPSA/0006)**

SALARY : R157 686 per annum (Level 9). Annual progression up to a maximum salary of R183 066 per annum is possible subject to satisfactory performance

CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year degree (or equivalent qualification) at NQF Level 6 in Human Resources Management or related fields. Experience in job evaluation, remuneration and reward management. Strong verbal and written communication

skills, Policy development skills, Well-developed interviewing skills, Analytical skills, including job analysis skills, Computer literacy, with knowledge of Microsoft Office software. Initiative and the ability to think creatively, The ability to work well under pressure and in a team. Understanding of the Public Service human resource management framework and practices. Preference will be given to persons with experience in utilizing the Equate job evaluation system or other computerized job evaluation systems. It will be required from the successful candidate to travel.

DUTIES : Assist in developing job evaluation, grading and job description practices, policies and guidelines for the Public Service. Provide advice and support to departments and other clients on the application of job evaluation, grading of jobs and the development of job descriptions. Assist in maintaining the Equate job evaluation system .Serve in project and task teams dealing with a variety of subject areas relating to the remuneration and reward fields.

ENQUIRIES : Mr G. Oelofsen, tel: (012) 336-1204

POST 21/147 : **ADMINISTRATOR: VARIOUS COMPONENTS OF THE DEPARTMENT (REF: DPSA/00010)**

Purpose: The Department of Public Service and Administration is Looking for reliable, hardworking persons to provide secretarial and general administrative support to various Directorates within the Department.

SALARY : R85 362 per annum Annual progression up to a maximum salary of R99 108 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : Senior certificate (or equivalent) and a post-matric qualification in General Office Administration or equivalent at NQF level 5. Knowledge of and experience in all aspects of office administration, organization and management. Good interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to details and deal with confidential and sensitive matters. Good telephone etiquette. Good verbal and written communication skills with the ability to communicate across levels and ranks. Ability to handle multiple tasks, manage time well and work under pressure. Computer literacy and proven experience in and knowledge of MS Office packages, (MS Word, PowerPoint, Excel, Outlook and the Internet).

DUTIES : Render administrative and secretarial support to the staff of the relevant Directorate, including, but not limited to:. General office management. Arranging meetings and workshops. Preparing agendas, files and briefing documents. Taking minutes. Managing the diary and phone calls of staff. Making travel arrangements. Typing documents. Processing travel claims and invoices for services. Managing incoming and outgoing documents. Managing the filing system, including document filing. Managing stationery/equipment and component library. Assisting with managing budget and budget expenditure. Conducting basic research activities. Responding to office queries telephonically and by mail.

ENQUIRIES : Mr T Ntsiko, Tel. No. (012) 336-1163

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 this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

APPLICATIONS : Please forward your application, quoting the relevant reference number, to: The Personnel Administrator, Human Communications, tel. (011) 807-3260, PO Box 1305, Rivonia 2128 or fax: 086 619 7693 or e-mail: humancv@humancommunications.co.za (MS Word).

CLOSING DATE : 30 May 2008

OTHER POST

POST 21/149 : **HUMAN RESOURCE DEVELOPMENT OFFICER**
Branch: Corporate Services

SALARY : R68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's degree or equivalent qualification in Human Resource Management/Development. Experience in Human Resources Management and Development discipline will be an advantage. The candidate will further possess the following inherent requirements: Knowledge of Skills Development Act, all labour legislation, Public Service Act, Public Services Regulation Act and computer literacy, Excellent communication skills, accuracy and attention to detail, planning and organizing, ability to work in a team and basic office administration skills.

DUTIES : The successful candidate will be responsible for: Effective management of the office of the Senior Manager: HRD Conduct training needs analysis Co-ordinate in-house and external training interventions. Maintain statistics of all training interventions. Develop quarterly reports on employment equity statistics, training interventions and labour relations cases. Ensure that HRD policies and labour legislation requirements are adhered to. Assist with labour relations issues. Co-ordinate and audit HRD Systems, and Provide secretarial services for HRD internal structures.

ENQUIRIES : Mr A Tau tel. (012) 334 0756

SPORT AND RECREATION SOUTH AFRICA

Sport and Recreation South Africa is an equal opportunity and affirmative action employer. It is our intention to promote representivity in the Department through the filling of posts and we reserve the right not to fill a position.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Human Resource Directorate, Sport and Recreation South Africa, Private Bag X896, Pretoria 0001. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. For hand deliveries: 66 Regent Place, Cnr Queen and Vermeulen Streets, Pretoria
- CLOSING DATE** : 8 June 2008 @ 16:00 (no late or faxed applications will be accepted)
- NOTE** : All successful candidates will be required to enter into an employment contract and performance agreement with the relevant manager. All candidates must be South African Citizens. Short listed candidates will be vetted. Applications must be submitted on form Z.83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications. Correspondence will be limited to successful candidates only. Each application must be accompanied by the relevant documentation as indicated above. Applicants with foreign qualifications must ensure that their applications are evaluated by the South African Qualifications Authority (SAQA) before submission. We welcome applications from persons with disabilities. Note: We welcome applications from persons with disabilities.

MANAGEMENT ECHELON

- POST 21/150** : **DIRECTOR: INFORMATION TECHNOLOGY**
- SALARY** : An all-inclusive salary package of R540 429 pa which is negotiable between R540 429 – R581 880 per annum, (package can be structured according to the Senior Management Service Handbook)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant B Degree in Information Technology (NQF 6) is essential. Applicants must already be operating in an information technology environment in the public service on a Director level for at least 3-5 years. This position is suited for a dynamic, self-motivated professional with well-developed proven leadership and management ability in the field of information technology (CIO and GITO). Applicants should have excellent organizational skills and be able to interact at a high level. Applicants must be in possession of a code 08 drivers license and be willing to travel. Hands on knowledge of service level agreements (SLA) with SITA will be an added advantage. Short-listed applicants will be subject to competency testing and security vetting.
- DUTIES** : The successful applicant will *Manage the Directorate by planning and organizing the activities of the Directorate to ensure an optimum information facility. *Align the Department's information strategy with the strategic direction, management plans and business processes of the Department. *Provide strategic leadership pertaining to the provision of an integrated IT department through translating the Department's strategy into IT needs, providing policy analysis and development, communicating the strategic vision and translate this into operational reality by establishing long-range objectives and the strategies to achieve them. *Ensure confidentiality and reliability of SRSA data, proprietary information, and intellectual property. *Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization. *Deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing an information security policy to maintain information security and monitor adherence to information security policy and procedures. *Represent SRSA at the Government IT Officers (Government CIO's) Council and its relevant substructures in respect of present ICT matters pertaining to SRSA's area of responsibility and ensure execution thereof, Adapt GITOC development initiatives and policies to SRSA specific needs and circumstances; introduce into SRSA and manage their interpretation and serve on appropriate work groups and subcommittees. *Manage Business Agreements

(BA's) and Service Level Agreements (SLA's) with SITA and / or other suppliers of information technology goods and services. *Oversee the Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES : For post-related enquiries, please contact Ms LV Sizani , tel: (012) 304-5186.
For general enquiries, please contact Ms SJ Boonzaaier, tel: (012) 304-5007

OTHER POSTS

POST 21/151 : **DEPUTY DIRECTOR: PROPERTY SERVICES**

SALARY : An all-inclusive salary package of R311 358 per annum, (package can be structured according to the Middle Management Service)

REQUIREMENTS : A relevant B Degree (NQF 6) and 3-5 years experience in a clerical/administrative/management capacity. Applicants should have a thorough knowledge of principles and procedures for property and security management, planning and project management skills and effective verbal and written communication skills.

DUTIES : The successful applicant will *Plan and organize the activities of the sub-directorate
*Manage the development and implementation of an accommodation maintenance policy by ensuring that the accommodation needs of SRSA are adequate and that it meets the standards of Occupational Health and Safety Act with regard to safety, maintenance, cleaning and hygiene as well as identifying potential risks in the accommodation of SRSA and put measures in place to address the identified risks and document such risks as per the OHS Act. *Manage the development and implementation of a security policy by continually evaluating the strategy and procedures established and implemented to secure SRSA assets and the safety of staff and visitors *Implement improvements if and when necessary, continually evaluating the services being provided by external service providers to ensure value for money and to implement corrective action if and when necessary
*Consider the recommendations of responsible government agencies and to implement these recommendations if and when necessary. *Manage the procurement, maintenance, and utilisation of office accommodation by drafting needs assessments in collaboration with stakeholders, engaging suppliers of accommodation and relevant parties and providing detailed task directives to SCM for procurement of required accommodation. *Operational leadership pertaining to information security by liaising with NIA on the requirements of information security and developing and implementing internal policies on information security. *Manage the provision of physical security by liaising with SAPS on the requirements for physical security and developing and implementing internal policies on physical security. *Plan and organise the activities of the sub-directorate. *Oversee the sub-directorates budget and resources in accordance with the Public Finance Management Act (PFMA) 1999 and Treasury Regulations

ENQUIRIES : For post-related enquiries, please contact Mr Retief Le Roux, tel: (012) 304-5035.
For general enquiries, please contact Mr Z Bongobi, tel: (012) 304-5247

POST 21/152 : **INFORMATION SECURITY MANAGER**

SALARY : Salary negotiable between R157 686 – R183 066

REQUIREMENTS : A relevant B Degree/ National diploma in Information Technology plus 3 years technical experience or a qualified MCSE (Windows 2000/2003) with 5 years technical experience and Information Technology Security background. The ideal applicant should have knowledge of the Code of Practice for information security management, also known as ISO/IEC 17799/20000, 1-2 years working experience in a information security environment, active directory knowledge and in-depth IT networking knowledge (firewalls). Knowledge of ITIL will be an advantage. He/she must have knowledge of firewall technologies, proven knowledge of IT security infrastructure such as firewalls, web access controls, IPS and IDS, as well as good knowledge of general information technology (IT) issues and the impact of information security on IT.

DUTIES : The successful applicant will *Establish, maintain and improve security administration and procedures to guarantee the reliability, integrity and continuity of IT systems of the Department. *Ensure information security. *Develop, implement and maintain information security policies. *Develop and implement a security

awareness programme. *Identify risks and threats to the Departments information resources. *Assist with the implementation and maintenance of the Disaster Recovery Plan. *Manage disaster recovery functions for information systems. *Arrange and administer security measures to restrict unauthorised use of data systems and databases. *Co-ordinate any security investigations and execute preventative measures. *Organise off-site storage necessary for recovery processes and oversee development of recovery procedures. *Implement all information security measures, based on the best information security measures as outlined by Minimum Information Security Standards and SABS7799, with specific understanding of the impact of current legislation, such as the Regulation of Interception of Communication Act and the Electronic Communication Transaction Act.

ENQUIRIES : For post-related enquiries, please contact Mr S Motshane, tel: (012) 304-5268.
For general enquiries, please contact Mr Z Bongobi , tel: (012) 304-5247

POST 21/153 : **MANAGER: ICT INFRASTRUCTURE**

SALARY : Salary negotiable between R157 686 – R183 066
REQUIREMENTS : A relevant B Degree / National diploma in Information Technology plus 3 years general experience in IT or a qualified MCSE/CNE. Good understanding of ICT infrastructure (servers, desktops, data lines, etc) Good understanding of procurement procedures and the regulations governing them. Good understanding of ITIL processes and their relationships. Policy development knowledge, Ability to communicate at all levels. Knowledge of LAN/WAN network architecture is also essential. Good verbal and written communication skills.

DUTIES : The successful applicant will: * Assist with the alignment of the Department's Information Technology Strategy with the strategic direction of the Department. *Assist with the development of departmental information technology policies and procedures. *Overall management of all information technology resources of the Department. *Maintain an IT asset register. *Investigate and facilitate the procurement of IT software and hardware. *Co-ordinate and manage changes on IT infrastructure. *Research on new technologies that will improve the performance in the IT environment.

ENQUIRIES : For post-related enquiries, please contact Mr M Seloane, tel: (012) 304-5268.
For general enquiries, please contact Ms L Segodi , tel: (012) 304-5233

POST 21/154 : **SENIOR SPORT AND RECREATION CO-ORDINATOR: TECHNICAL SUPPORT**

SALARY : R157 686 per annum
REQUIREMENTS : A relevant recognised National Diploma in any of the built environment disciplines (building, engineering) or related qualification with proven Project Management experience in the planning, coordination and monitoring of projects in the built environment. Computer literacy as well as good verbal and written communication skills are essential. Candidates must possess a valid code 08 driver's license and be willing to travel.

DUTIES : The successful applicant will: *Provide assistance in the management of the Technical Support Sub-Directorate. *Assist with the development and review of the strategic framework for the provision of technical support in the construction and management of sport and recreation facilities. *Assist in the facilitation and implementation of technical support policy framework or programme necessary for proper planning (designs) construction, operating and maintenance of infrastructure. *Provide assistance pertaining to the provision of technical support for sport and recreation facilities. *Assist with monitoring and evaluation of technical support for the building, upgrading and maintenance of sport and recreation facilities and related infrastructure. *Assist with the compilation of documentation to support SRSA with technical processes. *Assist with the monitoring and control of the budget for the sub-directorate. *Advise SRSA management and stakeholders on sport and recreation related technical issues. *Attend project coordination meetings and site meetings. *Interface with the Planning and Advocacy sub-directorate, provincial governments, local government, federations, construction companies, etc

ENQUIRIES : For post-related enquiries, please contact Mr S Mthiyane, tel: (012) 304-5254.
For general enquiries, please contact Ms J Boonzaaier , tel: (012) 304-5007

<u>POST 21/155</u>	:	<u>SPORT AND RECREATION CO-ORDINATOR: SPECIAL PROJECTS</u>
<u>SALARY</u>	:	R106 335 per annum
<u>REQUIREMENTS</u>	:	A relevant recognized National Diploma in Public Management, Sport Management, or Project Management plus at least 3 years experience in sport and recreation. Research skills, computer literacy as well as good verbal and written communication skills are essential. Knowledge of sports law and mainstreaming would be an added advantage. Candidates must possess a valid code 08 driver's license and be willing to travel.
<u>DUTIES</u>	:	The successful candidate will *Formulate a framework for the active children, youth, senior citizens, rural sport and recreation development. *Co-ordinate the active inner city development. *Liaise with various stakeholders nationally on the implementation of the national recreation strategy. *Improve the quality of recreation at all levels of South African sport. *Formulate and monitor a budget and the allocation of funds. *Benchmarking best practice in recreation and evaluation.
<u>ENQUIRIES</u>	:	For post-related enquiries, please contact Ms k Mohlala , tel: (012) 304-5050. For general enquiries, please contact Ms J Boonzaaier, tel: (012) 304-5007
<u>POST 21/156</u>	:	<u>SECRETARY (2 POSTS)</u> Internal Audit Directorate Mass Participation Chief Directorate
<u>SALARY</u>	:	R68 955 per annum
<u>REQUIREMENTS</u>	:	This position is suited for a multi-skilled, dynamic, self-motivated individual with excellent organising skills. Knowledge of and/or experience in project management will be an added advantage. A diploma in Office Administration or any other equivalent qualification in a relevant discipline, coupled with at least 1-2 years' appropriate/relevant experience. Applicants should be good communicators with excellent writing and listening skills and computer literacy (eg MS Word, Excel, PowerPoint, e-mail, etc).
<u>DUTIES</u>	:	The overall purpose of this position is to provide secretarial support including receptionist duties, where applicable. *Diary management *Provide administrative support, including minute-taking, preparing letters, documents and presentations. *Provide logistical support *Manage documents by developing and maintaining a proper filing and record system *Collect and disseminate information.
<u>ENQUIRIES</u>	:	For enquiries, please contact Ms L Segodi , tel. (012) 304-5233

THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001 or hand delivered to the Union Buildings, Main Entrance, Government Avenue, Pretoria.
- NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications and ID as well as a comprehensive CV. It is the responsibility of the applicant to have his/her foreign qualifications evaluated by South African Qualification Authority (SAQA). Your appointment will be subject to a positive security clearance and reference check as well as verification of educational qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will render your application invalid. No faxed or e-mailed applications will be considered.

MANAGEMENT ECHELON

- POST 21/157** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT**
Human Resource Management
- SALARY** : An-all inclusive salary package: R540 429 per annum Salary Scale: R 540 429 – R 581 880 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree, with Organizational Psychology as a minimum. Postgraduate degree will be an added advantage. Minimum of five years in Human Resources management experience, proven ability to successfully handle complex projects from inception to completion, technically competent and knowledgeable in HR best practice strategy design and execution and business partnering. Skills And Competencies: The position calls for a dynamic and committed individual with a professional approach to work. Strong communication skills coupled with managerial skills and ability to mentor, coach and lead teams. Strategic and conceptual orientation is a requirement in the position.. The individual suited for this position should have good interpersonal skills and strong customer orientation. Creative and analytical thinking as well as problem solving and conflict management skills are crucial. It is expected of the incumbent to engage in partnership with Branches and proactively support and advise on HR best practices. Accuracy and attention to detail is of absolute necessity as is stakeholder relationships and project management.
- DUTIES** : The successful candidate will be responsible for aligning and execution of HR Strategic Plan with the organizational strategy. He/she will be responsible for enhancing the business relations between HR and the various Branches of The Presidency. He/she will manage both internal and external relations in such a way so as to optimise, and grow relationships with internal and external stakeholders. The successful candidate will be expected to uphold the values of high performance culture. He/she will attain business results through the implementation and management of sound internal business processes, cost effectively, efficiently and ultimately promote good governance.
- ENQUIRIES** : Ms N Shwala 012 300 5686/ 5679
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 06 June 2008
- POST 21/158** : **SENIOR SECRETARY GR III**
Component: Cabinet Secretariat
- SALARY** : R85 362 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12, a secretarial qualification with typing experience and a working knowledge of Microsoft Office Suite (MS Word, PowerPoint, MS Outlook and Internet Explorer) - Good organizational, interpersonal and communication skills,

good command of the English language - The incumbent must be willing to work irregular hours, will have the ability to work with minimum supervision in a highly pressurized environment and must be willing to perform session duty in Cape Town - Short listed candidates will be required to undergo a Computer test.

DUTIES

: Coordinating the day to day activities of the Directorate: Cabinet Secretariat. Ensuring delivery of secretarial services to the Director - Supporting the Director in taking minutes and typing of documents - Evaluating all incoming faxes / documents and to prioritize them and ensure adherence to set deadlines - Making travel arrangements including submitting claims for subsistence and travel - Keeping the general filing system up to date - Preparing information and supporting data for both internal and external meetings - Assisting with the co-ordination of all the activities that the Director is involved in, including but is not limited to the Cabinet system and conferences - Operating standard office equipment including telephone, fax and photocopy machines - Writing acknowledgement letters; and assisting with the general logistical requirements of the Cabinet Office. Note: The successful candidate will be required to undergo a "Top Secret" security clearance. Women and people with disabilities are especially encouraged to apply.

ENQUIRIES

: Ms Merle Brits/ Mr. NP Lamola Telephone Number: 012 300 5519 / 012 300 5589

CLOSING DATE

: 20 June 2008

POST 21/159

SENIOR SECRETARY

Unit: Public Participation and Public Relations

SALARY

: R85 362 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Ideal Candidate Profile: A Senior Certificate coupled with typing competency - A Certificate or three year Secretarial Diploma will be an advantage - Functional Computer Skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook - Effective administration - Organizational and Communication skills at all levels - Assertive, trustworthy; professional with integrity - Good interpersonal relations - Creative - motivated - self-driven, results orientated and have initiative - Ability to work both independently and as part of a team - Commitment to transformation.

DUTIES

: The successful candidate will be responsible for: Providing administrative support functions to the Directorate within the component - Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports - Administering office correspondence documents/ reports - Administering office expenditure including submission of claims for subsistence and travel - Drafting and typing correspondence/documents including PowerPoint presentations - Maintaining and managing the filing system for the Directorate - Organizing meetings/workshops and taking minutes during the meetings - Administering the managers diaries and coordinating the Office Programme - Organizing office logistics matters including travel arrangements for the Manager and acting as general receptionist - Liaising with stakeholders regarding office operation - Relieving managers in various administrative tasks. NB: Short listed candidates will be required to undergo a Computer Test.

ENQUIRIES

: Mr. NP Lamola tel. Number: 012 300 5588

CLOSING DATE

: 20 June 2008

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 21/160**

: **DIRECTOR: WATER USE EFFICIENCY**
(5 Year contract)

SALARY

: R540 429 per annum (all inclusive salary package)

CENTRE

: Pretoria

REQUIREMENTS

: A four year degree in Civil or Environmental Engineering, Natural and Environmental Science degree or a relevant and appropriate four year degree plus proven applicable experience in the following: Integrated Water Resource Management, Policy Co-ordination, Implementation and Monitoring, Public participation, Consultation and Communication skills around water related issues. Technical skills for developing strategy and plans for water use related issues. Information management skills, Water and Environmental legislation. Co-operative governance. Clear understanding of the water industry needs (Agriculture, Industry, Mining power generation and municipal). Ability to manage in a multidisciplinary development environment and credible experience in Water Conservation/Water Demand Management (WC/WDM). Knowledge of the National Water Act related to the water sector. Understanding of water resource management with particular focus on issues of Water Conservation/Water Demand Management and the efficient use of water. Financial management skills. Ability to translate business strategies into tangible deliverables. Initiate, Support, and Lead organisational change and transformation initiatives. Good communication and team leadership skills as well as extensive experience at management level.

DUTIES

: Key Performance Areas: The position offers you to work in a challenging environment and to make a significant contribution to the sustainable management of water resource in the country. The duties pertaining to this position include: Regulating the efficient and safe utilisation of water resources. Developing and implementing national and sector demand management strategies, as well as an integrated planning framework, for water conservation and demand management. Regulating the quantity and quality of water use required by different water use sectors. Maintain knowledge and capacity around water use technologies in different sectors and their implications for water use efficiency and requirements. Water demand management conservation initiatives at local government and partners with local institutions. Creating awareness and building capacity in DWAF, WMI, WSI and stakeholder groups around water use efficiency. Auditing the implementation and compliance of abstraction and discharge related to water use authorisation policy, regulation and standards. Contribute solutions for reconciling water supply and demand. Providing support with further development and implementation of Water of the WSDP and IDP at local government

ENQUIRIES

: Mrs D G Mochotlhi, Tel (012) 336 7238

APPLICATIONS

: The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

CLOSING DATE

: 06 June 2008

FOR ATTENTION

: Mrs C Mazibuko, Zwamadaka Building Room 610

OTHER POSTS

<u>POST 21/161</u>	:	<u>DEPUTY CHIEF ENGINEER (2 POSTS)</u>
<u>SALARY</u>	:	R369 000 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate and recognised four-year Bachelor Degree in Civil Engineering or equivalent qualification as prescribed in the Engineering Profession Act, 2000 (Act No. 46 of 2000, South Africa), plus appropriate experience. Registration with the Engineering Council of South Africa as a Professional Engineer (PrEng) is a pre-requisite for the appointment as Deputy Chief Engineer. Computer proficiency. Good writing and communication skills. Experience in Planning of Water Resources Management/ Development Projects. Ability to relate with associated professional fields in a multi-disciplinary team. Additional studies or experience in Water Resources Engineering, Water Resource Systems Analysis, Water Resource Management, Hydrology, Geohydrology, Water Quality, Project Management, Engineering Economics, Environment and Law are recommended. Experience in Water Resource Planning related aspects, such as Economic and Environmental Impact Assessment of projects, financing, institutional aspects, negotiation and high level communication.
<u>DUTIES</u>	:	Key Performance Areas: The Deputy Chief Engineer will be responsible for the optimisation and planning of water resource utilisation and development in South Africa through the evaluation of various management/development options. The incumbent will be responsible for: Identification of available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Involvement in the development of water management strategies. Conceptualisation of possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. Analysing and arranging financing, legal and institutional aspects for water resource projects. Coordination and processing of inputs from a wide range of disciplines. Comparative analysis, optimisation and reporting of feasibility investigations of possible water resource development. Selection, appointment and control of professional services providers. Capacity building and mentoring of young engineers. Efficient and effective management of water resources studies/projects within the constraint of the available resources and time. Liaison with other organisations and parties on water resource related matters (at local, regional, national and international level).
<u>ENQUIRIES</u>	:	Mr LS Mabuda, Tel (012) 336 8477
<u>APPLICATIONS</u>	:	Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/162</u>	:	<u>SENIOR WATER POLLUTION CONTROL OFFICER: WATER QUALITY MANAGEMENT (X2) LOWER VAAL</u>
<u>SALARY</u>	:	R132 054 per annum (All inclusive package)
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	• Applicants must be in possession of an appropriate recognized three-year degree or national diploma in chemistry, microbiology or related fields plus appropriate experience, a valid Code 08 driver's licence. The following will serve as recommendations: a keen interest in minimizing the impacts of development on the aquatic environment, proven workload management and communication skills, a clear understanding of the DWAF's role and policy with regard to water quality management and a willingness to work overtime and undertake extensive travelling.
<u>DUTIES</u>	:	The incumbent will be responsible for: the enforcement of relevant sections of the National Water Act 1998, ensuring compliance with DWAF policies, reviewing water use and development applications and drafting recommendations, undertaking routine and special investigations, preparing reports, interpreting water quality monitoring results and serving on various committees.
<u>ENQUIRIES</u>	:	Mr.S Dywili, Tel. (053) 830 8800
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 6010, Kimberley, 8300
<u>FOR ATTENTION</u>	:	Ms. W. Appels

CLOSING DATE : 06 June 2008

POST 21/163 : **COMMUNITY DEVELOPMENT OFFICER: INSTITUTIONAL DEVELOPMENT**

SALARY : R106 335 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : Three year degree / diploma in Development Studies / Human & Social studies / NQF 6 relevant qualification or Grade 12 certificate With three years working experience in a Water Sector Business, Conflict resolution. Report Writing. Computer Literacy. Driver's License is compulsory. The post requires a dynamic, confident, self-motivated individual with good interpersonal relations who is prepared to travel extensively.

DUTIES : Successful candidate will be responsible for the following: Monitoring and promoting of DWAF support to water resource management institutions within the Lower Vaal Water Management Area. Organizing and conducting of meetings, workshops and other communicating strategies to raise awareness and capacity on localized levels.

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

FOR ATTENTION : Ms. W. Appels
CLOSING DATE : 06 June 2008

POST 21/164 : **WATER CONTROL OFFICER (893100, 80102.2)**

SALARY : R85 362 per annum
CENTRE : Jan Kemp Dorp
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate with Mathematics as a passed subject or an equivalent qualification or appropriate experience in water control. A valid code B driver's license. The following will serve as recommendations: computer literacy; a boat handling certificate; knowledge of the National Water Act; good verbal and written communication skills; ability to travel extensively and work outside normal working hours; map reading skills; ability to operate a handheld GPS; knowledge of irrigation practices.

DUTIES : Measure and record water use abstractions in the lower Vaal Water management area. Monitoring of water flows in the Lower Vaal River System between Bloemhof and Warrenton. Participate in compliance monitoring and enforcement. Assist in water use licensing and registration. Implement water conservation and demand management. Conduct routine site inspections and submit written reports.

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

FOR ATTENTION : Ms.W. Appels
CLOSING DATE : 06 June 2008

POST 21/165 : **SENIOR ADMINISTRATION CLERK GRADE (WARMS)**

SALARY : R68 955 per annum
CENTRE : Upington Office
REQUIREMENTS : Applicants must be in possession of Grade 12 (or an equivalent certificate) plus one year experience in data management. Good verbal and written communication skills. Knowledge of the water authorisation and registration system (WARMS). Computer literacy and knowledge of Microsoft Office. General administration and office management skills. A valid driver's license. Knowledge of the National Water Act 1998 (Act No 36 of 1998) will serve as recommendation.

DUTIES : Handle all authorised aspects relating to the capturing, amendment and maintenance of water use registration data. Assist registration and licensing applicants with the completion of application forms in terms of the National Water Act. Handle WARMS help desk inquires. Collect and compile all necessary documentation and requirements for license applications prior to capturing on WARMS. Copy and send out water registration certificates to clients after approval. Filling and retrieval of various registration and licensing documents. General office administration.

ENQUIRIES : Mrs. A. Steenkamp, Tel. (054) 338 5800

APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X5912, Upington, 8800
FOR ATTENTION : Mrs. C. De Beer
CLOSING DATE : 06 June 2008

POST 21/166 : **COMMUNITY DEVELOPMENT OFFICER: INSTITUTIONAL ESTABLISHMENT**

SALARY : R106 335 per annum
CENTRE : Upington Office
REQUIREMENTS : Three year degree / diploma in Development Studies / Human & Social studies / NQF 6 relevant qualification or Grade 12 certificate with three years working experience in a Water Sector Business. Previous experience in Community / Rural development will be an added advantage. Ability to communicate in local languages of the Northern Cape. A valid drivers' license. Public facilitation skills and report writing skills.

DUTIES : Facilitate the involvement of communities particularly women and historically disadvantaged individuals in water related development initiatives. Promote farming opportunities to resource poor farmers Assist in promoting co-operative relations with developmental partners and Government Departments. Collate monthly reports of initiatives and channel relevant information to appropriate persons. Facilitate and co-ordinate capacity building initiatives for program beneficiaries. Assist in the facilitation of public participation in the establishment of the Water Management Area 14 Catchments Management Agency and Water User Associations

ENQUIRIES : Mr. R.E Kubayi, Tel. (054) 338 5800
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X5912, Upington, 8800
FOR ATTENTION : Mrs.C. De Beer
CLOSING DATE : 06 June 2008

POST 21/167 : **SENIOR WATER POLLUTION CONTROL OFFICER: WATER QUALITY MANAGEMENT (X2) LOWER ORANGE**

SALARY : R132 054 per annum
CENTRE : Upington Office
REQUIREMENTS : Applicants must be in possession of an appropriate recognised three-year degree or national diploma in chemistry, microbiology or related fields plus appropriate experience, a valid Code 08 driver's licence. Recommendations: The following will serve as recommendations: a keen interest in minimizing the impacts of development on the aquatic environment, proven workload management and communication skills, a clear understanding of the DWAF's role and policy with regard to water quality management and a willingness to work overtime and undertake extensive travelling.

DUTIES : The incumbent will be responsible for: the enforcement of relevant sections of the National Water Act 1998, ensuring compliance with DWAF policies, reviewing water use and development applications and drafting recommendations, undertaking routine and special investigations, preparing reports, interpreting water quality monitoring results and serving on various committees.

ENQUIRIES : Dr. H. Abbott Tel. (054) 338 5800
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X5912, Upington, 8800
FOR ATTENTION : Mrs.C. De Beer
CLOSING DATE : 06 June 2008

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

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

FOR ATTENTION : Ms Arty Singh

CLOSING DATE : 06 June 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 21/168 : **REGISTRY CLERK, CHIEF REF NO: 70051313**
Sub-Directorate: Human Resource Administration
Section/Unity: Human Resource Administration

SALARY : R106 335 per annum (plus benefits)

CENTRE : District: Johannesburg North

REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and skills in archives and mailing procedures (National Archiving Systems), Recording information and maintaining an Document Control System. Communication skills (verbal & written). Computer literacy (MS Word, Excel, Outlook) and typing skills. Ability to work under pressure and work in a team. Good interpersonal relations. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Maintain the filing system. Ensures smooth running of The registry office. Monitor all movement of files. Safekeeping and disposal of documentation in terms of the Archives Act. Quarterly Audit of all files. Storage and retrieval of documents and files. Effective electronic document Management System. Prepare documents on post daily and ensure collection by courier/messenger. Data Capturing. Liaising with other Departments to transfer and dispose records. Compiling of monthly statistics and reports. Supervise Staff.

ENQUIRIES : Ms R Vaughan, Tel No: (011) 694-9378 (JN)

POST 21/169 : **PERSONNEL OFFICER, PRINCIPAL REF NO: 70051312**
Sub-Directorate: Human Resource Administration
Section/Unity: Human Resource Administration

SALARY : R106 335

CENTRE : District: Johannesburg East

REQUIREMENTS : An appropriate Tertiary qualification or equivalent qualification (NQF L6) in Human Resource Management. Applicants with prior learning, either by means of experience or alternative courses may also apply. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure.

DUTIES : Implement and maintain Human Resource Policies And practices. Administer Reward and Retain e.g. Appointments, Payment of allowances, determination of salaries, Leave issues. Compiling of monthly statistics and reports. Drafting of memorandums and submissions. Supervise staff.

ENQUIRIES : Mr. D. Mametse, Tel No: (011) 666-9031 (JE)

<u>POST 21/170</u>	:	<u>LIBRARIAN, SENIOR REF NO: 70051309</u> Sub-Directorate: E-Learning and Curriculum Support Programmes Section/Unity: Multimedia, Learning and Teaching Support Material
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg Central
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years experience in Library service. Applicant with prior learning, either by means of experience or alternative courses may also apply In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure. Facilitation & training skills. Valid drivers license.
<u>DUTIES</u>	:	Administer the district library. Establish library Resource needs of district officials. Acquire library resources. Annual stock taking. Liaise with the Education library to serve the district. Information searching. Advise and coach library users on ways to access library services and products. Supervise Library staff.
<u>ENQUIRIES</u>	:	Mr A Ishmael, Tel No: (011) 983-2210 (JC)
<u>POST 21/171</u>	:	<u>TYPIST, CHIEF REF NO: 70051310</u> Sub-Directorate: Finance & Administration Section/Unity: Office Service Pool
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	District: Johannesburg East
<u>REQUIREMENTS</u>	:	An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure.
<u>DUTIES</u>	:	Acknowledge receipt of draft document in a register. Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typist. Ensure effective utilization of equipment. Up keeping stock levels of stationery.
<u>ENQUIRIES</u>	:	Mr D Mametse, Tel No: (011) 666-9031 (JE)
<u>POST 21/172</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK REF NO: 70051305</u> Sub-Directorate: Finance and Administration Section/Unity: Finance and Procurement
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Districts: Johannesburg Central, Ekurhuleni South
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of SAP,BAS,PFMA and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	:	Provide administration support to the unit. Checking for compliance to both Departmental and provincial policies and procedures in terms of procurement. Co-ordinate and facilitate the administrative support to the institutions and IDSO. Support the Director and other Heads of unit In the execution of their functions in terms of the relevant legislative imperatives (SASA, PFMA, PPPFA, etc.
<u>ENQUIRIES</u>	:	Mr A Ishmael, Tel No: (011) 983-2210 (JC) Mr. N. Shandu, Tel No: (011) 746-8243 (ES)
<u>POST 21/173</u>	:	<u>PROVISIONING ADMINISTRATION CLERK SENIOR REF NO: 70051306</u> Sub-Directorate Finance and Administration Section/Unity Provisioning and Administration for Institutions
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg Central, Ekurhuleni South, Tshwane North
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply, Knowledge of PERSAL, BAS,PFMA and Treasury Regulations, provisioning procedures and other

	legislative frameworks applicable to the Public Sector. Leadership, management and conflict Resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	: Provide administration support to the unit. Checking for compliance to both Departmental and provincial policies and procedures in terms of provisioning. Co-ordinate and facilitate the administrative support to the institutions and IDSO. Support the Director and other Heads of unit in the execution of their functions in terms of the relevant legislative imperatives (SASA, PFMA, PPPFA, etc).
<u>POST 21/174</u>	: <u>ACCOUNTING CLERK, SENIOR RE NO: 70051307</u> Sub-Directorate: Finance & Administration Section/Unity: Finance Management
<u>SALARY</u>	: R 68 955 per annum (plus benefits)
<u>CENTRE</u>	: Johannesburg Central (X2), Johannesburg North (X2)
<u>REQUIREMENTS</u>	: Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL,BAS,PFMA and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	: Implement salary allowances on PERSAL and BAS. Check claims received for correctness. Follow-up on outstanding documentation. Reconcile salary ledger accounts.
<u>ENQUIRIES</u>	: Mr A Ishmael, Tel No: (011) 983-2210 (JC) Mr N Shandu, Tel No: (011) 746-8243 (ES) Ms G Chauke, Tel No: (012) 304-5473 (TS)
<u>POST 21/175</u>	: <u>PERSONNEL OFFICER SENIOR REF NO 70051308</u> Sub-directorate: Human Resource Administration Section/ Unity: Human Resource Administration
<u>SALARY</u>	: R68 955 per annum (plus benefits)
<u>CENTRE</u>	: District: Johannesburg Central (X2), Gauteng North
<u>REQUIREMENTS</u>	: Senior Certificate plus relevant years in Human Resource. Applicants with prior learning, either by means of experience or alternative courses may also apply. Practical experience of PERSAL. Knowledge of HR prescripts and procedures. Organizational, communication skills and computer literacy. Ability to work under pressure.
<u>DUTIES</u>	: Handle administrative process with regard to appointments, promotions and translation in rank, transfers, resignations, PMD's and PILLIR. Receiving and processing applications for advertised posts .Administer salary, memorandums and submitting monthly statistics. Applying and interpreting of regulations and related HR issues. Accept greater responsibility when requested.
<u>ENQUIRIES</u>	: Mr A Ishmael, Tel No: (011) 983-2210 (JC) Ms. A. Venter, Tel No: (012) 326-6821 (GN)
<u>POST 21/176</u>	: <u>ADMINISTRATION CLERK, SENIOR REF NO: 70051311</u> Sub-Directorate: Institutional Development and Support
<u>SALARY</u>	: R68 955 per annum
<u>CENTRE</u>	: District: Johannesburg Central
<u>REQUIREMENTS</u>	: Senior certificate plus relevant years experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Communication skills (verbal & written).Excellent computer (MS Word, Excel, Power point) and typing skills. Office management skills, ability to think fast and creative and planning skills. Ability to work under pressure. Good interpersonal relations.
<u>DUTIES</u>	: Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

<u>ENQUIRIES</u>	:	Mr A Ishmael, Tel No: (011) 983-2210 (JC)
<u>POST 21/177</u>	:	<u>LIBRARIAN ASSISTANT, SENIOR REF NO: 70051316</u> Sub-Directorate: E-learning & Curriculum Support Programmes Section/Unit: Multimedia, Learning and Teaching Support Material
<u>SALARY</u>	:	R 68 995 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg Central
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years experience in Library service. Applicant with prior learning, either by means of experience or alternative courses may also apply. Communication skills, Computer skills, and analytical skills. In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure. Facilitation & training skills. Valid drivers license.
<u>DUTIES</u>	:	Administer the district library. Establish library Resource needs of district officials. Acquire library resources. Annual stock taking. Liaise with the Education library to serve the district. Information searching. Advice and coach library users on ways to access library services and products. Supervise Library staff.
<u>ENQUIRIES</u>	:	Mr A. Ishmael, Tel No: (011) 983-2210 (JC)
<u>POST 21/178</u>	:	<u>REGISTRY CLERK, SENIOR REF NO: 70051314</u> Sub-Directorate: Finance & Administration Section/Unit: Office Service Pool
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	District: Ekurhuleni South, Tshwane North
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Communication skills (verbal & written).Excellent computer (MS Word, Excel, Power point) and typing skills. Office management skills, ability to think fast and creative and planning skills. Ability to work under pressure. Good interpersonal relations.
<u>DUTIES</u>	:	Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.
<u>ENQUIRIES</u>	:	Mr. N. Shandu, Tel No: (011) 746-8243 (ES) Ms. G. Chauke, Tel No: (012) 304-5473 (TN)
<u>POST 21/179</u>	:	<u>ACCOUNTING CLERK SENIOR (FIXED ASSETS) REF NO: 70051318</u> Sub-Directorate: Finance & Administration Section/Unit: Finance & Procurement
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg North
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL,BAS,PFMA and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	:	Implement salary allowances on PERSAL and BAS. Check claims received for correctness. Follow-up on outstanding documentation. Reconcile salary ledger accounts.
<u>ENQUIRIES</u>	:	Ms. R. Vaughan, Tel No: (011) 694-9378 (JN)
<u>POST 21/180</u>	:	<u>ACCOUNTING CLERK, SENIOR (ASSETS MANAGEMENT) REF NO: 70051326</u> Sub-Directorate: Finance & Administration Section/Unit: Finance & Provisioning
<u>SALARY</u>	:	R68 954 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg North (X2)

<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	:	Implement salary allowances on PERSAL and BAS. Check claims received for correctness. Follow-up on outstanding documentation. Reconcile salary ledger accounts.
<u>ENQUIRIES</u>	:	Ms. R. Vaughan, Tel No: (011) 694-9378 (JN)
<u>POST 21/181</u>	:	<u>GENERAL ASSISTANT: MACHINE OPERATOR REF NO: 70051315</u> Section/Unit: Office Service Pool
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg North
<u>REQUIREMENTS</u>	:	ABET (Level 1-3). Good communication and interpersonal relation skills.
<u>DUTIES</u>	:	Perform cleaning services such cleaning of floors, offices, lifts and others as supervised. Undertake inspection on daily basis of the neatness on the building. Handling of equipment and cleaning material properly. Rotate through service points as required.
<u>ENQUIRIES</u>	:	Ms R. Vaughan, Tel No: (011) 694-9378 (JN)
<u>POST 21/182</u>	:	<u>GENERAL ASSISTANT: CLEANER REF NO: 70051317</u> Section/Unit: Office Service Pool
<u>SALARY</u>	:	R43 245 per annum (plus benefits)
<u>CENTRE</u>	:	District: Johannesburg North
<u>REQUIREMENTS</u>	:	ABET (Level 1-3). Good communication and interpersonal relation skills.
<u>DUTIES</u>	:	Perform cleaning services such cleaning of floors, offices, lifts and others as supervised. Undertake inspection on daily basis of the neatness on the building. Handling of equipment and cleaning material properly. Rotate through service points as required.
<u>ENQUIRIES</u>	:	Ms. R. Vaughan, Tel No: (011) 694-9378 (JN)

DEPARTMENT OF HEALTH

<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	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

<u>POST 21/183</u>	:	<u>PRINCIPAL MEDICAL OFFICER (PAEDIATRICS) REF NO: 70051130</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R311 358 per annum (all inclusive package)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as a medical officer. Extensive appropriate experience.
<u>DUTIES</u>	:	Should have adequate experience in managing paediatrics condition, including paediatrics emergencies. Able to manage neonatal conditions. Supervise and train junior doctors. Perform duties assigned by the Head of Department. Be available to do commuted overtime as per department requirements.
<u>ENQUIRIES</u>	:	Dr G. Abrahams, Tel No: (011) 389-0511
<u>CLOSING DATE</u>	:	11 June 2008

<u>POST 21/184</u>	:	<u>PRINCIPAL MEDICAL OFFICER (PAEDIATRICS HIV) REF NO: 70051354</u> Directorate: Medical
<u>SALARY</u>	:	R311 358 per annum (all inclusive package)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Registration as a Medical Practitioner with the HPCSA. Completed Community Service. Qualification in HIV Management. Recommendation: Public Health experience especially in Primary Health Care Services. Special interest and experience in the Management of Patients affected by HIV/ AIDS.
<u>DUTIES</u>	:	Work as part of a team-consisting of the facility Manager. Professional nurses, laboratory staff, Pharmacists, Social workers, Nutritionists, Lay Counselors, Data capturers and PWA representatives to establish standard operating procedures for the service. Manage patient diagnosed with HIV/AIDS/ STI/TB according to national and provincial clinical guidelines and according to the stages and severity of their illness. Establish HIV/ AIDS/ STI/ TB clinics at facilities. Assist in down referral of patients and training of staff of those facilities. Provide technical support to the team at facility level. Ensure accurate data capturing according to the recommended indicators and available data capturing system. Provide reports on a monthly basis to the facility manager, the district office and central information management system. Provide in-service training to the other staff at the clinic. Work with facility manager to ensure quality service and collaboration especially with TBCP, PMTCT, VCT and STI. Ensure effective laboratory service for the management of patients in line with guidelines. Work with Pharmacists to ensure an uninterrupted supply of drugs for the management of these conditions. Submit reports to the district PMO. Ensure TB/ HIV collaboration. Manage Pharmacovigilance and counseling on drug management. Assist in any activities that might be required in the dealing with, and treatment of HIV/ AIDS Patients.
<u>ENQUIRIES</u>	:	Dr M. Swanepoel or Dr L.M. Phalatsi, Tel No: (012) 318-6783/ 318-6502
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 21/185</u>	:	<u>PRINCIPAL MEDICAL OFFICER (ADULT HIV) REF NO: 70051353</u> Directorate: Medical
<u>SALARY</u>	:	R311 358 per annum (all inclusive package)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Registration as a Medical Practitioner with the HPCSA. Completed Community Service. Recommendation: Public Health experience especially in Primary Health Care Services. Special interest and experience in the Management of Patients affected by HIV/ AIDS.
<u>DUTIES</u>	:	Work as part of a team-consisting of the facility Manager. Professional nurses, laboratory staff, Pharmacists, Social workers, Nutritionists, Lay Counselors, Data capturers and PWA representatives to establish standard operating procedures for the service. Manage patient diagnosed with HIV/AIDS/ STI/TB according to national and provincial clinical guidelines and according to the stages and severity of their illness. Establish HIV/ AIDS/ STI/ TB clinics at facilities. Assist in down referral of patients and training of staff of those facilities. Provide technical support to the team at facility level. Ensure accurate data capturing according to the recommended indicators and available data capturing system. Provide reports on a monthly basis to the facility manager, the district office and central information management system. Provide in-service training to the other staff at the clinic. Work with facility manager to ensure quality service and collaboration especially with TBCP, PMTCT, VCT and STI. Ensure effective laboratory service for the management of patients in line with guidelines. Work with Pharmacists to ensure an uninterrupted supply of drugs for the management of these conditions. Submit reports to the district PMO. Ensure TB/ HIV collaboration. Manage Pharmacovigilance and counseling on drug management. Assist in any activities that might be required in the dealing with, and treatment of HIV/ AIDS Patients.
<u>ENQUIRIES</u>	:	Dr M. Swanepoel or Dr L.M. Phalatsi, Tel No: (012) 318-6783/ 318-6502
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 21/186</u>	:	<u>MIDDLE MANAGER HUMAN RESOURCE REF NO: 70051129</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R196 815 per annum (plus benefits)

<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Three years Diploma/ Degree in Human Resource or Public management plus 3 year experience in management. Strong leadership and problem solving skills. Sound knowledge of Persal system and functions.
<u>DUTIES</u>	:	The incumbent will manage establishment control, conditions of service, recruitment HR policy development. Interpret and apply all relevant provisions in order to manage and execute HR administration functions. Provide sound strategic planning for HR department. Advise and consult with line managers on labour issues. Implement and monitor Performance management system. Management and Advise on grievances disciplinary hearing. Monitor employment practices, policies and procedures to ensure compliance with department 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.
<u>ENQUIRIES</u>	:	Mrs P.Mokoena, Tel No: (011) 389-0682
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/187</u>	:	<u>SENIOR DATA TECHNOLOGIST REF NO: 70051158</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	A national Diploma in Information Technology or a combination of A+, N+, MCSE, or equivalent qualification and at least five years experience in health department will be an advantage.
<u>DUTIES</u>	:	To provide application support to the Hospital. Monitor data integrity and develop methods/ procedures to improve system usage. Ensure that the technicians are able to install, support and maintain all computers. Manage call centre. Ensure that all medicom modules are utilized. Initiate system development. System administration. Ensure back-ups of all system and user data. Monitor and supervise the purchasing of computer hardware and software. Render a software/ data recovery system. Communication with GITOC on Local Areas Network (LAN) and Wide Area Network (WAN). Co-ordinate problem solving forums.
<u>ENQUIRIES</u>	:	Ms F. Shikwambana, Tel No: (011) 389-0523
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/188</u>	:	<u>CHIEF RADIOGRAPHER (4 POSTS) REF NO: 7005 REF NO: 70051159</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	National Diploma/B. Tech in Diagnostic Radiography. At least 5 years experience as a Senior Radiographer.
<u>DUTIES</u>	:	Provide 24 hours services according to Batho-Pele Principles. Assist in managing the department. Assist Senior and junior radiographers with problem solving and supervise darkroom operators. Implement quality control measures in the department.
<u>ENQUIRIES</u>	:	Mrs B. Nomnga, Tel No: (011) 389-0667
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/189</u>	:	<u>SENIOR ADMINISTRATIVE OFFICE (PATIENTS AFFAIRS) (7POSTS) REF NO: 70051136</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	3 Year Degree/ Diploma or Grade 12 and appropriate experience. Experience in Financial Management System. Knowledge of the Medicom billing System. Extensive knowledge of Hospital fees. Extensive knowledge of hospital structure Procurement manual and knowledge of patient administration. Knowledge of Treasury Regulation and Financial instruction and PFMA. Communication, computer and supervisory skills.
<u>DUTIES</u>	:	Assist in the development of the income control system. Coordinate the activities of patient's administration, patient's registration and medical record administration.

Apply knowledge of National Archive and record service of South Africa Act (Act no.43 of 1996). Development of stronger capacity in the patient's affairs, through effective provision information, guidance, assistance and training of managers and subordinates. A relevant and update action plan for the development of patient admission policy in line with UPFS. Correct application of patient's admission policy through support and monitoring in accordance with the action plan.	
<u>ENQUIRIES</u>	: Mr P. Mphela, Tel No: (011) 389-0677
<u>CLOSING DATE</u>	: 11 June 2008
<u>POST 21/190</u>	: <u>CHIEF PHYSIOTHERAPIST REF NO: 70051259</u>
<u>SALARY</u>	: R132 054 – 143 001 per annum (plus benefits)
<u>CENTRE</u>	: JHB Metro
<u>REQUIREMENTS</u>	: Bsc degree in Physiotherapy and registration with HPCSA. Three years experience of at least one year in Community Based Rehabilitation. Computer literacy and driver's licence. Managerial experience will be an advantage.
<u>DUTIES</u>	: Plan and implement an effective quality physiotherapy service for the district. Plan disability prevention, promotion and awareness campaigns. Co-ordinate staff management, supervision, evaluating and training. Supervision of community service therapist and assistants, compiling appropriate reports for services, manage budget and equipments for physiotherapy, advocate for disability rights in the district. Assist in establishing disability support groups.
<u>ENQUIRIES</u>	: Mr. O.A. Memee, Tel No: 011 694-3836
<u>FOR ATTENTION</u>	: Ms. Diane Samuels
<u>CLOSING DATE</u>	: 06 June 2008
<u>POST 21/191</u>	: <u>DATA TECHNOLOGIST REF NO: 70051157</u>
Directorate: Ekurhuleni Sedibeng Health Region	
<u>SALARY</u>	: R132 054 per annum (plus benefits)
<u>CENTRE</u>	: Natalspruit Hospital
<u>REQUIREMENTS</u>	: National Diploma information Technology or MCSE, A+, N+ or equivalent qualification. At least one year experience in health information system. Experience in MEDICOM System will be an advantage.
<u>DUTIES</u>	: Provide application support to the end users and management. Provide applications training to end users. Perform quality control to ensure data integrity. Ensure effective and efficient utilization of Hospital information System Training of trainers for the different user groups in the institution. Provide overall system related report on system usage. Ensure back-ups of all system and user data Network troubleshooting and support. Write reports and maintain records. Provide 24hr standby duties.
<u>ENQUIRIES</u>	: Ms F. Shikwambana, Tel No: (011) 389-0523
<u>CLOSING DATE</u>	: 11 June 2008
<u>POST 21/192</u>	: <u>FOOD SERVICE MANAGER REF NO: 70051161</u>
Directorate: Ekurhuleni Sedibeng Health Region	
<u>SALARY</u>	: R132 054 per annum (plus benefits)
<u>CENTRE</u>	: Natalspruit Hospital
<u>REQUIREMENTS</u>	: National Diploma in Food Service Management. Excellent communication, organization and interpersonal skills. Computer literate (Ms Word and Ms Excel). Experience in a Hospital Food Service Unit will be an added advantage.
<u>DUTIES</u>	: Direct control of all activities in the unit that includes planning of menus, recipes, production and distribution processes. Responsible for the procurement of food and other items required in the food service unit. Control and monitor saving measures to stay within the budget. Control and supervision of food service staff. Provide in-service to staff where necessary. Ensure that safe and healthy systems of work are maintained. Apply quality standards. Control and monitor leave and other HR related matters within the unit.
<u>ENQUIRIES</u>	: Ms G.N Dzai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	: 11 June 2008

<u>POST 21/193</u>	:	<u>SENIOR RADIOGRAPHER REF NO: 70051301</u>
<u>SALARY</u>	:	R132 054 per annum (Plus Benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Degree/ Equivalent studies in Radiography. Registration with HPCSA. Working experience in Radiography will be an advantage. Be prepared to work shifts and weekends.
<u>DUTIES</u>	:	Supervise radiography staff and students at times. Contribute to patient management in a 24hrs service. Be responsible for the planning and provisioning of service as a whole in the section. Knowledge in finance and management of resource. Be responsible for planning staff development and evaluation (PMDS). Have knowledge on health policies and regulations like QA, Batho Pele, Patients rights charter etc.
<u>ENQUIRIES</u>	:	Mr. MP Madavha Tel No. (011) 812-5177
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/194</u>	:	<u>CHIEF PHYSIOTHERAPIST REF NO: 70051302</u>
<u>SALARY</u>	:	R132 054 per annum (Plus Benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Bsc Degree in Physiotherapist. Registration with HPCSA. 3 years experience as a Physiotherapist. Managerial experience of a Physiotherapy unit will be an advantage.
<u>DUTIES</u>	:	Supervise Physiotherapy staff and students at times. Be in charge of service in the section. Knowledge in finance and management of resources. Be responsible for planning staff development and evaluation (PMDS). Have knowledge of health policies and regulations
<u>ENQUIRIES</u>	:	Mr. MP Madavha Tel No. (011) 812-5177
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/195</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST REF NO: 70051303</u>
<u>SALARY</u>	:	R132 054 per annum (Plus Benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Degree in Occupation Therapy. Registration with HPSA. 3 years experience as an Occupational Therapist. Managerial experience of an Occupation Therapy unit will be an advantage.
<u>DUTIES</u>	:	Supervise Occupational Therapy staff and students at times. Be in charge of service in the section. Knowledge in finance and management of resources. Be responsible for planning staff development and evaluation (PMDS). Have knowledge of health policies and regulations
<u>ENQUIRIES</u>	:	Mr. MP Madavha Tel No. (011) 812-5177
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/196</u>	:	<u>CHIEF ADMINISTRATION CLERK (PATIENTS AFFAIRS) (13POSTS) REF NO: 70051160</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R106 33554 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications and appropriate experience of records filing system. Experience in Financial Management System. Knowledge of the Medicom billing System. Extensive knowledge of Hospital fees. Knowledge of Hospital structure Procedures manual and knowledge of patient administration. Knowledge of Treasury Regulation and Financial instruction and PFMA. Communication, computer and supervisory skills. Be prepared to work shifts.
<u>DUTIES</u>	:	Manage, co-ordinate and supervise the development and application of an effective patient records filing system. Managing the file retention policy of the hospital according to directives. Apply knowledge of the National Archive and record service of South Africa Act (Act no.43 of 1996). Supervision and development of personnel. Controlling financial resources. Organizing, problem solving, maintaining discipline, conflict resolution and staff evaluation. Correct application of patient's admission policy through support and monitoring in accordance with the action plan.
<u>ENQUIRIES</u>	:	Mr P. Mphela, Tel No: (011) 389-0677

CLOSING DATE : 11 June 2008

POST 21/197 : **SENIOR PHYSIOTHERAPIST (2 POSTS) REF NO: 70051260**

SALARY : R106 335 per annum (plus benefits)
CENTRE : JHB Metro
REQUIREMENTS : Registration with HPCSA. Experience of at least one year in Community Based Rehabilitation. Computer literacy and driver's licence.
DUTIES : Implementing physiotherapy services in the sub district. Supervising of community service therapist and assistants. Establish disability support groups. Plan and execute disability awareness campaigns. Carry out home and community visits and advocate for disability rights in the sub-district.
ENQUIRIES : Mr. O.A. Memee, Tel No: 011 694-3836
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 06 June 2008

POST 21/198 : **SENIOR OCCUPATIONAL THERAPIST (3 POSTS) REF NO: 70051261**

SALARY : R106 335 per annum (plus benefits)
CENTRE : JHB Metro
REQUIREMENTS : Registration with HPCSA. Experience of at least one year in Community Based Rehabilitation. Computer literacy and driver's licence. Managerial experience will be an advantage.
DUTIES : Implementing occupational therapy services in the sub district. Supervising of community service therapist and assistants. Establish disability support groups. Plan and execute disability awareness campaigns and carry out home and community visits. Advocate for disability rights in the sub-district.
ENQUIRIES : Mr. O.A. Memee, Tel No: 011 694-3836
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 06 June 2008

POST 21/199 : **RADIOGRAPHER L7 REF NO: 70051327**
 Directorate: Radiography

SALARY : R106 335/ 123 456 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Appropriate tertiary Radiography qualification. Appropriate registration with Health Professional Council of South Africa. Applicable experience is essential. Must be able to work shifts, night duty, public holidays, etc.
DUTIES : Render a radiography service in all areas. Record keeping and data collection. Take care of equipment. Contribute to budget control in Radiography Department. Apply policies (i.e. Batho Pele, Patients Rights, Code of Conduct, etc.) Attend relevant meetings and training opportunities.
ENQUIRIES : Ms M. Simmonds or J. Graham., Tel No: (011) 321-6064/ 321 6059
CLOSING DATE : 12 June 2008

POST 21/200 : **PROFESSIONAL NURSE REF NO: 70051328**
 Directorate: Nursing

SALARY : R106 086/ 122 982 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Diploma in General Nursing. Registration with the South African Nursing Council. Proven applicable experience will be advantageous. Work shifts in all departments.
DUTIES : Identify patient needs for nursing care. Formulate nursing programmes for the identified needs. Implement and evaluate programmes. Excellent patient care.
ENQUIRIES : Ms P. Chauke, Tel No: (011) 321-6002
CLOSING DATE : 12 June 2008

POST 21/201 : **FINANCIAL CONTROLLER (2 POSTS) REF NO: 70051152**
 Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R106 335 per annum (plus benefits)
CENTRE : Natalspruit Hospital

<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus equivalent appropriate experience. Knowledge of PFMA and Treasury Regulations. Knowledge of aspects specifically related to Accounts Control Expenditure Payments, Pay sheets, PERSAL/ BAS. Computer literate.
<u>DUTIES</u>	:	Dealing with and authorizing payments, reconciling of Supplier statements. PERSAL/ BAS and relevant Transversal Systems (BAS, SAP and PERSAL). Supervise the Expenditure department. Ability to build team and problem solving skills. Ensuring quality of service through planning, controlling and monitoring of allocated budget. Coordinating PMDS. Promote training and development of all staff members.
<u>ENQUIRIES</u>	:	Mrs C.F Smuts, Tel No: (011) 389-0773
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/202</u>	:	<u>HUMAN RESOURCE CLERK (S A C) REF NO: 70051278</u> Directorate: Human Resource
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Gr. 12 or equivalent with at least 5 years experience in HR. Knowledge and working experience of Persal is essential. Computer literacy. Knowledge of legislation applicable to HR.
<u>DUTIES</u>	:	Perform a wide variety of HR administration functions which covers housing, injury on duty, salary administration, source and select, leave, appointments, terminations and other related duties. Submission of mandates to GSSC, ensuring correctness of capturing of mandates on Persal. Maintenance of personal files and records. Filing of documents and general office administration. Typing of correspondence, documents and letters. Prepare reports and statistics. Attend meetings.
<u>ENQUIRIES</u>	:	L.F. van der Linde, Tel (016) 341-1286
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/203</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST (2 POSTS) REF NO: 70051262</u>
<u>SALARY</u>	:	R85 35 per annum (plus benefits)
<u>CENTRE</u>	:	JHB Metro
<u>REQUIREMENTS</u>	:	Appropriate degree and registration with HPCSA. Experience of at least one year. Computer literacy and driver's licence. Community Based Rehabilitation experience will be an advantage.
<u>DUTIES</u>	:	Implementing speech therapy and audiology services in the sub district. Supervision of community service therapist and assistants. Establish disability support groups. Plan and execute disability awareness campaigns. Carry out home and community visits.
<u>ENQUIRIES</u>	:	Mr. O.A. Memee, Tel No: 011 694-3836
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/204</u>	:	<u>NETWORK CONTROLLER REF NO: 70051142</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12, A+, N+ or equivalent qualification. At least one year working experience. Experience on Medicom will be an advantage. Effective technical and communication skills.
<u>DUTIES</u>	:	Provide and service Helpdesk and user training. Provide information Technology user support including LAN, Workstation, Server Applications. Training of trainers for the different user groups in the institution. Provide system user training in computer literacy, MEDICOM, Office applications, E-mail usage, internet and other computer systems.
<u>ENQUIRIES</u>	:	Mr F Shikwambana, Tel No: (011) 389-0523
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/205</u>	:	<u>PRINCIPAL OCCUPATIONAL THERAPY ASSISTANT (2 POSTS) REF NO: 70051263</u>
<u>SALARY</u>	:	R68 955 per annum (plus benefits)

<u>CENTRE</u>	:	JHB Metro
<u>REQUIREMENTS</u>	:	Registration with HPCSA. Experience of three years Community Based Rehabilitation. Driver's licence will be an advantage.
<u>DUTIES</u>	:	Implementing occupational therapy services in the sub district. Under the supervision of an Occupational therapist, accompany therapist on home and community visits, run disability support groups and assist with disability awareness campaigns.
<u>ENQUIRIES</u>	:	Mr. O.A. Memee, Tel No: 011 694-3836
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/206</u>	:	<u>PRINCIPAL PHYSIOTHERAPY ASSISTANT (2 POSTS) REF NO: 70051264</u>
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	JHB Metro
<u>REQUIREMENTS</u>	:	Registration with HPCSA. Experience of three years Community Based Rehabilitation. Driver's licence will be an advantage.
<u>DUTIES</u>	:	Implementing physiotherapy services in the sub district. Under the supervision of a physiotherapist, accompany physiotherapist on home and community visits, run disability support groups and assist with disability awareness campaigns.
<u>ENQUIRIES</u>	:	Mr. O.A. Memee, Tel No: 011 694-3836
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/207</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 70051156</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R68 995 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Ability to communicate at all levels. Good interpretational relations. Good verbal and communication skills.
<u>DUTIES</u>	:	Perform various duties related to Human Resource administration. Attend to HR related enquires such as leave, claims, etc. filling of documents. Typing of submissions for appointment. Serve as a personnel practitioner during short listing and interviews. Compile documents to be sent to GSSC. Ensure correspondence of data captured on persal with data on files. Ensure proper record keeping of all personnel, leave and housing. Carry out instructions and daily tasks allocated by the supervisor.
<u>ENQUIRIES</u>	:	Mr R.D Netshilindi, Tel No: (011) 389-0595
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/208</u>	:	<u>DRIVER LIGHT VEHICLE (4 POSTS) REF NO: 70051134</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualifications. Code 8 or 10 Drivers licence plus Professional Driving Permit (PDP). Good verbal communication skills, be prepared to work shifts and do after hour calls should the need arise. Knowledge of the road traffic Act 93 of 1996.
<u>DUTIES</u>	:	Transporting patients and staff to various destinations. Collecting and delivering of documents, equipments and stock. Routine reporting of any vehicle defects, repairs and maintenance to the transport Officer routine garaging of vehicles. Perform any other task requested by management. Responsible for the prescribed records and logs with regard to the vehicle.
<u>ENQUIRIES</u>	:	Mr G.N Dzai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/209</u>	:	<u>FOOD SERVICE WORKER REF NO: 70051135</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications. Leadership skills. Good communication skills. Work effectively in a team. Extensive experience in food service unit. Prepared to work shifts.
<u>DUTIES</u>	:	Control and supervision of food production staff. Preparing of menus and recipes for normal diets. Ordering of supplies, control of storage and issuing thereof. In-service training of food service aids. Disciplining of staff. Supervise the operation of the department. Supervise general cleaning in the section. Supervise waste control in the wards. General supervision of food service unit equipment. Do all general work allocated by the supervisor. Record keeping.
<u>ENQUIRIES</u>	:	H. Tagana, Tel No: (011) 389-0737
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/210</u>	:	<u>CLIENT INFORMATION (2 POST) REF NO: 70051138</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and equivalent experience. Computer literacy. Good verbal and written communication skills. Good interpersonal relation.
<u>DUTIES</u>	:	Good telephone etiquette. Ensure effective handling of switchboard duties. Ability to work under pressure. Good communication in English. Prepared to work shifts.
<u>ENQUIRIES</u>	:	Mr P Mphela, Tel No: (011) 389-0677
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/211</u>	:	<u>SECRETARY (3 POSTS) REF NO: 70051139</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 362 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Computer literacy. Administrative skills. Good verbal and written communication and sound interpersonal skills.
<u>DUTIES</u>	:	General office management duties: Diary management, receiving clients, managing correspondence, taking minutes, filling and making traveling arrangements. Organizing meetings, workshops and performing other office administration task as required by the head of the unit.
<u>ENQUIRIES</u>	:	Mr M. D Molefe, Tel No: (011) 389-0621
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/212</u>	:	<u>FINANCE CLERK REF NO: 70051148</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent experience in finance. Computer literacy. Good verbal and written communication skills. Good interpersonal relationship. Knowledge of Excel, SAP, BAS and understanding of PFMA and other prescripts will be added advantage.
<u>DUTIES</u>	:	Prepare payment for good received and services rendered to the hospital. Compiling payment advice and individual SAP vendor form. Compiling journals, filing all documents and invoices in order and sequence. Compiling reports. Attend to all officer related queries.
<u>ENQUIRIES</u>	:	Mrs C.F Smuts, Tel No: (011) 389-0773
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/213</u>	:	<u>CLEANER SUPERVISOR REF NO: 70050819</u> Directorate: General&Support
<u>SALARY</u>	:	R58 290-67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Mamaila, Tel No: (012) 373-5033
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/214</u>	:	<u>ADMINISTRATION CLERK (23 POSTS) REF NO: 70051154</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Must be prepared to work shifts, Computer literacy.
<u>DUTIES</u>	:	Registration of patients. Capturing of data on the Medicom system. Complete TPH25 manually in case of computer failure. Update the registering of patients and visits which were not recorded due to computer problems. Record patient's attendance in TPH31 in case of computer failure. Bill patients by registering follow-up visits in the computer daily. Daily administration of patient's administrative duties associated with the task of serving the public. Work in the records department and ensure confidentiality of records.
<u>ENQUIRIES</u>	:	P Mphela, Tel No: (011) 389-0677
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/215</u>	:	<u>LAUNDRY WORKER (LINEN SUPERVISOR) (5 POSTS) REF NO: 70051155</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 10/12 or equivalent qualification. Ability to perform routine tasks, numeracy, routine verbal exchange of information. Good interpersonal relationship.
<u>DUTIES</u>	:	Supervise and control linen bank. Control stock level in wards and other areas. Receive and issue linen. Arrange, manage and assist with regular inventory count. Perform clerical duties, like record keeping. Supervise and control subordinates. Responsible for proper use and care of equipment. Monitor wards, department's curtains and exchange where necessary. Count dirty or clean linen daily. Implement existing linen control measures. Ensure availability of linen to wards and departments.
<u>ENQUIRIES</u>	:	G. N Dzai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/216</u>	:	<u>ADMINISTRATION CLERK (5 POSTS) REF NO: 70051149</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Must be prepared to work shifts. Computer literacy.
<u>DUTIES</u>	:	Registration of patients. Capturing of data on the Medicom system. Complete TPH25 manually in case of computer failure. Update the registering of patients and visits which were not recorded due to computer problems. Record patient's attendance in TPH31 in case of computer failure. Bill patients by registering follow-up visits in the computer daily. Daily administration of patient's administrative duties associated with the task of serving the public. Work in the records department and ensure confidentiality of records.
<u>ENQUIRIES</u>	:	P Mphela, Tel No: (011) 389-0677
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/217</u>	:	<u>HOUSEHOLD WORKER (3 POSTS) REF NO: 70051150</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital

<u>REQUIREMENTS</u>	:	Standard 8. ABET Level 4. Knowledge of Batho Pele Principles. Must be prepared to work shifts. Good written, interpersonal and communication skills.
<u>DUTIES</u>	:	Control and supervision of staff. Operate cleaning machines and maintenance thereof. Check and empty waste bags. Provide and change refuse bags. Make tea for student nurse at night. Attend to visitor's. Ensure that gates are locked at stipulated time. Clean and create an orderly working environment.
<u>ENQUIRIES</u>	:	G.N Dazai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/218</u>	:	<u>REGISTRY CLERK REF NO: 70051140</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 10 Certificate or Equivalent experience. Good verbal and written communication skills. Ability to organize. Be able to maintain confidentiality.
<u>DUTIES</u>	:	Administrate all incoming/ outgoing mail/ photocopies/ circulars and notice. Tracking and opening of files. Filing of personnel records. Keep registry office equipment in good working condition. Assist with other administrative duties.
<u>ENQUIRIES</u>	:	Mr Moriti, Tel No: (011) 389-0653
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/219</u>	:	<u>DRIVER LIGHT VEHICLE (3 POSTS) REF NO: 70051131</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualifications. Code 8 or 10 Drivers licence plus Professional Driving Permit (PDP). Good verbal communication skills, be prepared to work shifts and do after hour calls should the need arise. Knowledge of the road traffic Act 93 of 1996.
<u>DUTIES</u>	:	Transporting patients and staff to various destinations. Collecting and delivering of documents, equipments and stock. Routine reporting of any vehicle defects, repairs and maintenance to the transport Officer routine garaging of vehicles. Perform any other task requested by management. Responsible for the prescribed records and logs with regard to the vehicle.
<u>ENQUIRIES</u>	:	Mrs G.N Dzai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/220</u>	:	<u>MATERIAL RECORDING CLERK (4 POSTS) REF NO: 70051137</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or Equivalent. Computer literate. Knowledge of SAP. Good verbal and written communication skills.
<u>DUTIES</u>	:	Posting, Registration of VA2 on VA4, VA5 and VA6. Recording of transactions on VA8/10 telly cards. Scrutinise and chalking of summaries as PG warehouse. Classification sun (PRECAUTIONARY Factor).
<u>ENQUIRIES</u>	:	Mr W. Chokwe, Tel No: (011) 389-0747
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/221</u>	:	<u>FINANCE CLERK (4 POSTS) REF NO: 70051147</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent experience in finance. Computer literacy. Good verbal and written communication skills. Good interpersonal relationship. Knowledge of Excel, SAP, BAS and understanding of PFMA and other prescripts will be added advantage.
<u>DUTIES</u>	:	Prepare payment for good received and services rendered to the hospital. Compiling payment advice and individual SAP vendor form. Compiling journals,

	:	filing all documents and invoices in order and sequence. Compiling reports. Attend to all officer related queries.
<u>ENQUIRIES</u>	:	Mrs C.F Smuts, Tel No: (011) 389-0773
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/222</u>	:	<u>SENIOR PORTER REF NO: 70050822</u>
	:	Directorate: General & Support
<u>SALARY</u>	:	R49 665-57 663 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Mamaila, Tel No: (012) 373-5033 ext 21
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 21/223</u>	:	<u>PRINCIPLE PORTER (4 POSTS) REF NO: 70051153</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	ABET Level 4 or equivalent experience. Basic literacy, Ability to perform routine/ structured tasks. Basic routine exchange of information, understand routine/ notes/ memos/ written instructions.
<u>DUTIES</u>	:	Supervision of junior staff. Ensure proper allocation of personnel (porters) to critical arrears in the Natalspruit Hospital. Ensure staff discipline and maintain register such as leave, night shift allowance etc. Maintenance and allocation of equipment e.g. wheel chairs, stretchers etc, so that junior staff can perform their duties. Ensure that corpses are taken to the mortuary timeously. Perform any portering related duties as may be required.
<u>ENQUIRIES</u>	:	Mr M.D Molefe, Tel No: (011) 389-0621
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/224</u>	:	<u>LAUNDRY WORKER REF NO: 70051133</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 8 or ABET where applicable, Basic literacy, Basic numeracy, Routine verbal exchange of information, Good interpersonal relationship.
<u>DUTIES</u>	:	Retrieve dirty linen and take linen to the linen bank. Sort and count dirty linen. Pack soiled linen in the bags, seal, date and prepare for dispatch to Laundry. Load and unload linen on and off the truck. Deliver clean linen to wards/ departments. Collect dirty linen from wards/ departments. Assist with stock taking.
<u>ENQUIRIES</u>	:	Mr G.N Dzai, Tel No: (011) 389-0628
<u>CLOSING DATE</u>	:	11 June 2008
<u>POST 21/225</u>	:	<u>HOUSEHOLD WORKER REF NO: 70051145</u>
	:	Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	ABET Level 4. Knowledge of Batho Pele Principles. Must be prepared to work shifts. Good writing, interpersonal and communication skills.
<u>DUTIES</u>	:	Clean and create an orderly working environment. Operate cleaning machines and maintenance thereof. Check and empty waste bags. Provide and change refuse bags. Make tea for student nurses at night. Attend to visitors. Lock gates at stipulated time.
<u>ENQUIRIES</u>	:	G.N Dazai, Tel No: (011) 389-0628

CLOSING DATE : 11 June 2008

POST 21/226 : **FOOD SERVICE AID 1 REF NO: 70051132**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R38 610 per annum (plus benefits)

CENTRE : Natalspruit Hospital

REQUIREMENTS : Grade 11 or equivalent qualification. Good interpersonal relations. Planning in respect of own work. Ability to read and write will be an advantage. Prepared to work shifts. Preferably Male.

DUTIES : All task emanation from the preparation and serving of food. Keep kitchen/ dining hall and food storage areas clean and tidy. Pack supplies received in the food storage areas. Wash dishes. Must be prepared to work under supervision.

ENQUIRIES : H. Tagana, Tel No: (011) 389-0737

CLOSING DATE : 11 June 2008

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- CLOSING DATE** : 06 June 2008
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

MANAGEMENT ECHELON

- POST 21/227** : **SENIOR GENERAL MANAGER: OPERATIONS (REF. NO. P 124/2008)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R770 823 per annum (all inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : *A Degree / National Diploma in Civil Engineering or registration as a Professional Engineer; plus *A minimum of 3 years management experience in a road infrastructure development, construction and the maintenance of the road network environment. Plus *A valid driver's licence (minimum code B). Knowledge, skills, training and competencies required: *Knowledge of Public Service Regulations, Acts, policies and procedures. *Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Practice Notes. *Knowledge of technical policies on construction, contract management and engineering services. *Knowledge of Broad Based Black Economic Empowerment (BBBEE) policies and implementation. *Knowledge of departmental strategic plan and goals. *Understanding of Public Service and departmental policies, research, analysis, objectives and developmental processes. *Knowledge and skills in project management. *Knowledge and skills in financial management. *Understanding of departmental strategies and related operational plans. *Expert knowledge of administrative policies, practices, budgeting and managerial process. *Knowledge of Public Service reporting procedures and work environment. *Computer literacy. *Knowledge of construction and engineering environment, including traffic engineering. *Knowledge of the provincial road infrastructure and applicable standards. *Knowledge of surveying. *Knowledge of structural design, land transportation. *Knowledge of staff development processes. *Knowledge of transformation and empowerment legislation. *Knowledge of all human resource policies and practices, *Strategic planning skills. *Presentation and facilitation skills. *Report writing skills. *Communication skills (Verbal and written).

		*Problem solving and conflict management skills. *Leadership / managerial skills. *Research and policy formulation skills. *Influencing and motivational skills. *Diplomatic skills (visiting foreign countries for use of best practice). *Skills to interpret legislation and departmental policies. *Planning and organising skills. *Negotiation skills. *The ideal candidate should be a team leader with a demonstrated interest in road construction and maintenance, technical, administrative and other related fields. *he/she should also be an innovative thinker, receptive to new ideas and suggestions, creative, reliable, committed to organisational objectives and strategies, believe in openness and transparency and able to work with accuracy.
<u>DUTIES</u>	:	*Provide strategic direction on the implementation of departmental and provincial programmes and projects (including special projects) within the Province. *Ensure the development and implementation of effective operational plans, guidelines, policies, standards and strategies. *Manage the construction rehabilitation of projects and ensure the provision of engineering and technology transfer services within the Province. *Facilitate the implementation of Departmental Regional Services. Manage financial resources, equipment and human resources.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr B C Hlabisa Tel. No.: 033 – 355 8808 Mr B Hornsby It is the intention of the department to fill this post with a person from the disabled community or an African Female. *Short-listed applicants will be required to undergo a competency-based assessment.

OTHER POSTS

<u>POST 21/228</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN (REF. NO. P122/2008)</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Cost Centre, Estcourt
<u>REQUIREMENTS</u>	:	*Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 3years technical / scientific experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of financial matters. * Knowledge of human resources. * Knowledge of construction management. * Knowledge of planning and organizing. * Project management skills. * Conflict management skills. * Good negotiation and facilitation skills. * Computer literacy. * Verbal and written communication skills. * Public speaking skills. * Presentation and facilitation skills. * Planning and organizational skills. * Interpersonal skills. * Ability to chair meetings. * Good organization, management and leadership skills.. * The ideal candidate should be a team builder, responsible, conscientious, and patient. He/she should also lead by example, be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.
<u>DUTIES</u>	:	*Provision of advice and assistance with regard to technical related matters to staff in order to develop and execute plans in line with the departmental strategy. * Assist the Cost Centre Manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. * Supervise / manage materials and services effectively (quality control). * Provide mentorship to the Vukuzakhe contractors as well as the in house teams. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES FOR ATTENTION NOTE</u>	:	Mr B C Matjila Tel. No: 036 – 352 3153 Mr R Marillier It is the intention of the department to fill this post with a person from the disabled community or an African Female.
<u>POST 21/229</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: TECHNICAL SUPPORT (REF. NO P 123/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*A degree / National Diploma in Civil Engineering or equivalent qualification plus, A minimum of 3 years appropriate experience .A valid code B driver's licence. Knowledge, Skills, Training And Competencies Required: *Understanding of Departmental policies and Implementation processes and project management. *In – depth expert technical and engineering policies, procedures and practices.

		<p>*Knowledge of Public service reporting procedures, Acts and Regulations and work environment. * Knowledge in planning and organizing. *Computer Literacy. *A clear conceptual understanding of transformation within the Implementation Directorate .</p> <p>*Knowledge and experience within a technical and engineering environment. *Skills in interpreting and application of policy i.e. technical, engineering, etc. *Problem solving and analytical thinking skills. *Well developed computer skills. Well developed verbal and written communication skills, including the ability to network. Project management skills. * Motivational skills. *The ideal candidate should have a demonstrated interest in technical, engineering and related fields, must be an innovative thinker, and be receptive to ideas and suggestions. * He/she should also be accurate, creative/innovative, a total quality controller, have honesty and integrity, openness, transparency and reliability.</p>
<u>DUTIES</u>	:	<p>*Provide specialist advice/ guidance/ assistance with regard to technical and engineering related matters i.e. RRD projects, Cabinet Projects, Special projects to field support staff/ stake holders in order to achieve departmental goals and objectives. * Supervise contracts. *liaise with officials from the regions provincially, local communities and the general public with regard to road related matters thereby ensuring service delivery with the Department. *Ensure that assigned tasks to various contracts in terms of prescribed policies and programmes as laid down by the department are successfully implemented on time. *Ensure quality control and perform quality checks amongst the stake holders involved in the projects while monitoring their progress on site and liaise with project liaison committees with regard to projects. *Compile monthly and quarterly reports for the Deputy Manager by providing monitoring, review and progress reports of projects in relation to budget and expenditure outputs.</p>
<u>ENQUIRIES</u>	:	Ms P Sithebe Tel. No: 033 355 8987
<u>NOTE</u>	:	It is the intention of the department to fill this post with a person from the disabled community or an African Female.
<u>POST 21/230</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN: ROAD CONTROL AND PROJECT IMPLEMENTATION (2 POSTS) (REF. NO P121/2008)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Cost Centre, Vryheid
<u>REQUIREMENTS</u>	:	<p>*Degree / National Diploma in Civil Engineering; plus a valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of financial matters. *Knowledge of Human Resources. *Knowledge of planning and organising. *Knowledge of construction management. *Project and conflict management ability. *Good negotiation and facilitation skills. *Good report writing and public speaking ability. *Ability to chair meetings. *Good organisation, management and leadership skills. *Computer literacy. *The ideal candidate should be a team player, responsible, conscientious, lead by example, be receptive to ideas and suggestions and believe in fairness.</p>
<u>DUTIES</u>	:	<p>*Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilisation of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects.</p>
<u>ENQUIRIES</u>	:	Mr D Madlala Tel. No: 034-328 4000
<u>NOTE</u>	:	It is the intention of the department to fill this post with a person from the disabled community or an African Female.

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

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

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

OTHER POSTS

POST 21/231 : **CHIEF PHARMACIST**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R 196 815 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

CENTRE : Stikland Hospital, Bellville
REQUIREMENTS : Valid Registration with the South African Pharmacy Council as Pharmacist. Extensive experience in Pharmacy matters. Willingness to do after hour callouts. The ability and willingness to supervise staff. Knowledge of and ability to comply with applicable legislations. The following will serve as recommendations: Good communication and interpersonal skills. Good computer skills (MS Word, Excel and PowerPoint). Extensive previous experience working in a Provincial Hospital. Knowledge of treatment guidelines applicable to Provincial Administration Western Cape. Good management skills.

DUTIES : Ensure quality provision of pharmaceutical care to hospital patients by implementing and monitoring work procedures, policies and guidelines. Overall responsibilities and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy complex and the hospital. Assist with adherence to budgetary control and promote rational drug use. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of public health. Report to Hospital manager in respect of pharmacy matters. General control and assessment of staff. Participate in research by co-operating with other professionals to ensure the quality of care of patients.

ENQUIRIES : Ms S Price, tel. no. (021) 940-4445, e-mail sheprice@pgwc.gov.za
Mr JPM Visser, tel.no. (021) 940-4403, e-mail mjvisser@pgwc.gov.za

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

FOR ATTENTION : Ms B Hermes
CLOSING DATE : 13 June 2008

POST 21/232 : **CHIEF INDUSTRIAL TECHNICIAN (HEAD OF SECTION – IMAGING)**
(Directorate: Engineering and Technical Support)

SALARY : R157 686 per annum.

CENTRE : Clinical Engineering, Goodwood

REQUIREMENTS : National Diploma, (T- or N- or S-stream), Electronics or Mechanical or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Excellent ability to fault find and repair down to component level with respect to x-ray equipment, sonar machines and x-ray processors. Computer literate. Valid driver's licence. Willingness to work overtime, stay away and travel throughout the Western Cape Province. Good written and verbal communication skills. Practical experience with repairs and maintenance of X-ray equipment. Recommendations: Experience with other disciplines of Clinical Engineering. Ability to use lathe, milling machine and welding. Basic knowledge of the LOGIS system. Experience with Digital and PACS systems. Willingness to assist in other sections of Clinical Engineering.

<u>DUTIES</u>	:	To manage all aspects of the Imaging Section. Carry out maintenance, repairs and installation of imaging and related medical equipment. Staff management, evaluation and performance. Administrative duties. Maintain internal records and Maintenance Management System. Write reports, specifications, etc. Liaise with clients and suppliers. Ensure compliance with Occupational Health and Safety Act. Undertake Quality Assurance Test to ensure compliance with legal and safety standards as required by manufacturers and statutory bodies. Training of staff and operators. Budget control of the section.
<u>ENQUIRIES</u>	:	Mr Gary Lee, tel. no. (021) 591-7126.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/233</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (HEAD OF SECTION - ELECTRONICS)</u> (Directorate: Engineering and Technical Support)
<u>SALARY</u>	:	R157 686 per annum.
<u>CENTRE</u>	:	Clinical Engineering, Goodwood
<u>REQUIREMENTS</u>	:	National Diploma, (T- or N- or S stream), Electronics/Electrical – Light Current or Bio-medical or registration as Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Excellent ability to fault find and repair down to component level. Computer literate. Valid driver's licence. Willingness to work overtime, stay away and travel throughout the Western Cape Province. Good written and verbal communication skills. Practical experience with the repair and maintenance of electronic medical equipment. Recommendations: Experience with other disciplines of Clinical Engineering. Ability to use lathe, milling machine and welding. Basic knowledge of the LOGIS system. Willingness to assist with other Sections of Clinical Engineering.
<u>DUTIES</u>	:	To manage all aspects of the Electronic Section. Carry out maintenance, repairs and installation of electronic and related medical equipment. Staff management, evaluation and performance. Administrative duties. Maintain internal records and Maintenance Management System. Write reports, specifications, etc. Liaise with clients and suppliers. Ensure compliance with the Occupational Health and Safety Act. Training of staff and operators. Budget control of the section.
<u>ENQUIRIES</u>	:	Mr Gary Lee, tel. no. (021) 591-7126.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/234</u>	:	<u>PHARMACIST (HIV SERVICES)</u>
<u>SALARY</u>	:	R 153 312 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Ability to be registered with the South African Pharmacy Council as Pharmacist. Knowledge of National and Provincial health policies and pharmaceutical acts. Willingness to assist with training interns and assistants. Knowledge of ARV's. The following will serve as recommendations: Experience in a public health facility. Effective interpersonal and communication skills. Ability to work accurately under pressure and as part of a team and to maintain a high standard of professionalism. Computer literacy. Note: If the service moves from Red Cross War Memorial Children's Hospital to another level of Care or Clinic you will be required to relocate with the service to the relevant level.
<u>DUTIES</u>	:	Supervision and provision of pharmaceutical care, including prescription evaluation, dispensing of medication and provision of information to ensure patients compliance and therapeutic success, particularly in the field of HIV. Effective drug supply management to ensure the safe and reliable procurement, storage and distribution of quality pharmaceuticals. Assistance with monitoring and reporting on pharmaceutical expenditure, adherence to budgetary control measures and promotion of rational drug use. Professional advisory service, including the training, education and development of pharmacy staff. Assistance to the pharmacist-in-charge of management and supervisory functions. Adherence to and

		implementation of legislation policies and standard operating procedures as amended.
<u>ENQUIRIES</u>	:	Ms EE Gordon-Graham, tel. no. (021) 658-5031
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	:	Mr GH van Rooyen
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/235</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (LABOUR RELATIONS AND SKILLS DEVELOPMENT)</u>
<u>SALARY</u>	:	R 132 054 per annum.
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma (or equivalent qualification) in Labour Relations plus appropriate experience. Willing to be trained in Skills Development and Training. Valid driver's licence. The following will serve as recommendations: Excellent interpersonal, communication planning and organisational skills. Ability to function independently and with confidence. Ability to work under pressure. Computer literacy in Persal, MS Word and MS Excel. Ability to educate and impart knowledge and skills effectively.
<u>DUTIES</u>	:	Ensure and promote sound Labour Relations. Facilitate the development, implementation and evaluation of a Work Place Skills Plan (Act as Skills Facilitator of the Hospital). Maintain a database of all training and report on a monthly basis. Co-ordinate induction training of new staff and training in Labour Relations. Facilitate grievance and disciplinary cases. Maintain a database of all Labour Relations cases and report monthly thereon. Work closely with the Finance Section with regard to payments from the Skills Development Fund. Render a secretariat service to the Skills Development Committee as well as the Institutional Management Labour Caucus (IMLC). Attend all relevant meetings.
<u>ENQUIRIES</u>	:	Mr GH van Rooyen, tel.no. (021) 685-5079
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	:	Mr GH van Rooyen
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/236</u>	:	<u>INDUSTRIAL TECHNICIAN (SUPERVISORY LEVEL) (ELECTRONICS)</u> (Directorate: Engineering and Technical Support)
<u>SALARY</u>	:	R132 054 per annum.
<u>CENTRE</u>	:	Clinical Engineering, Goodwood
<u>REQUIREMENTS</u>	:	National Diploma (T- or N- or S- stream), Electronics/Electrical-Light Current or Bio-medical or registration as Engineering Technician in terms of Section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Excellent ability to fault find and repair down to component level. Computer literate. Valid driver's licence. Willing to work overtime, stay away and travel throughout the Western Cape Province. Good written and verbal communication skills. Practical experience with the repair and maintenance of electronic medical equipment. Recommendations: Experience with other disciplines of Clinical Engineering. Ability to use lathe, milling machine and welding. Basic knowledge of the LOGIS system. Willingness to assist with other Sections of Clinical Engineering.
<u>DUTIES</u>	:	To assist the Section Head with managing the Electronic Section. Carry out maintenance, repairs and installation of electronic and related medical equipment. Administrative duties. Maintain internal records and Maintenance Management system. Write reports, specifications, etc. Liaise with clients and suppliers. Ensure compliance with the Occupational Health and Safety Act. Training of staff and operators.
<u>ENQUIRIES</u>	:	Mr Gary Lee, tel. no. (021) 591-7126.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton
<u>CLOSING DATE</u>	:	13 June 2008

<u>POST 21/237</u>	:	<u>SENIOR LIBRARIAN</u> (Chief Directorate: Metro District Health Services)
<u>SALARY</u>	:	R 106 335 per annum.
<u>CENTRE</u>	:	Human Resources Development and Training, Parow Office
<u>REQUIREMENTS</u>	:	Bbibil degree, PGDipLis (or equivalent) library qualification. Good written and oral communication skills. Ability to work both independently and in a team. Accuracy and excellent organisational skills. Effective customer service and interpersonal skills. Knowledge of establishing user's needs. Computer literacy (Word, Excel, Microsoft Publisher, advanced Internet searching skills and e-mail). Initiative and creative thinking. Valid driver's licence. The following will serve as recommendations: Appropriate experience in managing a special library. Good knowledge of medical/health material.
<u>DUTIES</u>	:	Library management. Collection development of various library media. Processing of acquisitions/cataloguing, indexing and classification. Assisting users with information/research requirements. Performing a selective dissemination of information (SDI) services to staff. Maintaining a library lending service and following up on overdue items. Promoting the library service through newsletters and other formats. Managing the Internet Café and assisting with computer literacy and Internet searching where necessary. Performing necessary administrative tasks. Attending relevant meetings as required.
<u>ENQUIRIES</u>	:	Ms K Govender, tel.no (021) 918-1672
<u>APPLICATIONS</u>	:	The Director: Metro District Health Services, Private Bag X7, Woodstock, 7915.
<u>FOR ATTENTION</u>	:	Mr G Barry
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/238</u>	:	<u>INDUSTRIAL TECHNICIAN (PRODUCTION LEVEL) (ELECTRONICS)</u> (Directorate: Engineering and Technical Support)
<u>SALARY</u>	:	R106 335 per annum.
<u>CENTRE</u>	:	Clinical Engineering, Goodwood
<u>REQUIREMENTS</u>	:	National Diploma (T- or N- or S- stream), Electronics/Electrical – Light Current or Bio-medical or registration as Engineering Technician in terms of Section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Excellent ability to fault find and repair down to component level. Computer literate. Valid driver's licence. Willing to work overtime, stay away and travel throughout the Western Cape Province. Good written and verbal communication skills. Recommendations: Experience with other disciplines of Clinical Engineering. Practical experience with the repair and maintenance of electronic medical equipment. Basic knowledge of the LOGIS system. Ability to use lathe, milling machine and welding. Willingness to assist in other sections of Clinical Engineering.
<u>DUTIES</u>	:	Carry out maintenance, repairs and installation of electronic and related medical equipment. Administrative duties. Maintain internal records and Maintenance Management system. Write reports, assist with specifications, etc. Liaise with clients and suppliers. Ensure compliance with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr Gary Lee, tel. no. (021) 591-7126.
<u>APPLICATIONS</u>	:	The Deputy-director: Hospital Engineering Services: Bellville, Private Bag X21, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms L Petersen
<u>CLOSING DATE</u>	:	This advertisement is valid for a period of 6 months up to 14 November 2008. The recruitment process will commence after 13 June 2008.
<u>POST 21/239</u>	:	<u>SENIOR SPEECH THERAPIST</u>
<u>SALARY</u>	:	R106 335 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as Speech – Language Therapist. Tertiary qualification in Speech- Language Pathology. Appropriate current clinical experience. Proficiency in at least two of the three official languages of the Western Cape. Recommendations: Experience in dysphagia management. Experience in a multi-disciplinary team environment.

<u>DUTIES</u>	:	Flexibility and willingness to work in different clinical areas. Computer literacy. Good interpersonal and communication skills.
	:	Provide Speech Therapy services within a multi-disciplinary tertiary hospital setting. Assessment and management of a wide range communication and swallowing disorders in children and adults. Perform client/patient and departmental administrative functions. Attend to in-service training requests. Participate in student clinical supervision.
<u>ENQUIRIES</u>	:	Ms R Lentin, tel no. (021) 404-6458.
<u>APPLICATIONS</u>	:	The Chief Director, Groote Schuur Hospital, Private Bag, Observatory, 7937.
<u>FOR ATTENTION</u>	:	Mr B Brenton (HRM Department)
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/240</u>	:	<u>SENIOR ACCOUNTING CLERK</u> Chief Directorate: Finance, Directorate: Financial Accounting (Section: Banking)
<u>SALARY</u>	:	R58 290 per annum.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate with appropriate experience related to the duties of the post. Computer literacy in MS Office (Word and Excel). Relevant experience of Basic Accounting System (BAS). Recommendations: Accounting or Mathematics as passed subject. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. An aptitude for figures. Ability to work in a team. Good interpersonal skills. Knowledge of the following: Public Finance Management Act. Treasury Regulations and Instructions.
<u>DUTIES</u>	:	Clearing and following-up of amounts on the Paymaster General Account. Clearing of Assets and Liabilities Accounts. Requesting and reconciliation of matching reports. Capturing of journals on BAS. Payment of creditor via Internet. Responding to general enquiries.
<u>ENQUIRIES</u>	:	Ms M Samuels, tel. no. (021) 483-5044.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton
<u>CLOSING DATE</u>	:	6 June 2008
<u>POST 21/241</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (WCA & TRANSVERSAL ADMINISTRATION</u> (Directorate: Human Resource Management)
<u>SALARY</u>	:	R106 335 per annum.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate plus appropriate experience. Valid Code EB/B driver's licence. (Note: Candidates without a valid driver's licence will be considered but it will be expected from the successful candidate to obtain a licence within 12 months). Recommendations: Proven knowledge of and exposure to the duties and responsibilities of a personnel administration section. Knowledge of the Public Service Act, Public Service Regulations, COIDA, Basic Conditions of Employment Act and Collective Agreements. Excellent verbal and written communication skills. Computer skills and knowledge of Microsoft Office. Ability to deal with high volumes of work and to work under pressure. Note: Applicants will be requested to partake in a practical exercise to evaluate their knowledge and exposure to Key Performance Areas.
<u>DUTIES</u>	:	The successful candidate will undertake supervisory functions of the section and will be responsible for the following: Administering all aspects of Injury on duty, overtime, commuted overtime, resettlement costs, travel concessions and allowances (acting, uniform, petrol, night duty and standby). Providing COIDA training to various Institutions of the Department of Health. Transversal matters: Applications for foreign travel and sabbatical leave. Handling telephonic and written enquiries as well as rendering advice and support to line managers. Maintaining COID computerised system. Writing of submissions.
<u>ENQUIRIES</u>	:	Mr D Kannemeyer, tel. no. (021) 483-3174.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton
<u>CLOSING DATE</u>	:	13 June 2008

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
FOR ATTENTION : Mr SI Ntontela

MANAGEMENT ECHELON

POST 21/242 : **EXECUTIVE MANAGER: PROVINCIAL PUBLIC WORKS REF NO: U2/08/042**
Job purpose: To manage the Provincial Property Portfolio and Building Infrastructure Delivery Programme

SALARY : Remuneration package: R770 823.00 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs

CENTRE : Cape Town
REQUIREMENTS : The formal qualification required for these posts is an appropriate Degree (or equivalent qualification). A valid Driver's license is an advantage. The incumbents will be required to travel and work beyond the normal working hours. Experience: Extensive appropriate senior management experience; knowledge of National & Provincial regulatory environment plus extensive knowledge and understanding of Transport and Public Works sector and appropriate management information systems. Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.

DUTIES : Job functions: Manage the immovable provincial property assets: • managing the property planning process • managing the financial property planning process by developing an immovable asset management plan and managing the provincial property register. Manage provincial facilities: • manage the maintenance of provincial property portfolio by managing small capital and current maintenance projects, provincial estates, cleaning, telecom and other property related services • manage the upgrading of provincial property by managing and coordinating provincial property portfolio upgrades and monitoring and evaluation processes • manage the construction of new building infrastructure. Manage provincial properties: • manage development of provincial state property processes such as acquisitions, disposals, refurbishment, development and re-planning • manage operational property administration including that of rentals, renting and municipal services

ENQUIRIES : Mr TW Manyathi Tel (021) 483 2826
CLOSING DATE : 6 June 2008

POST 21/243 : **EXECUTIVE MANAGER: STRATEGIC PLANNING AND CO-ORDINATION REF NO: U2/08/043**
Job purpose: To lead the strategic processes, plan and coordinate integrated strategies and programmes for the Department of Transport and Public Works

SALARY : Remuneration package: R770 823.00 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Cape Town
 : The formal qualification required for these posts is an appropriate Degree (or equivalent qualification). A valid Driver's license is an advantage. The incumbents will be required to travel and work beyond the normal working hours. Experience: Extensive appropriate senior management experience; knowledge of National & Provincial regulatory environment plus extensive knowledge and understanding of Transport and Public Works sector and appropriate management information systems. Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/strategies /frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timely procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.

DUTIES : Job function: • head and manage the integrated planning and coordination of departmental strategies and plans • develop, manage and coordinate departmental strategic, transversal and integrated planning processes and Programmes • manage, coordinate and monitor the Extended Public Works Programme (EPWP) in the Province • manage departmental communication (internal and external) • management of events • manage departmental monitoring and evaluation processes • align departmental programmes with National and Provincial policies and strategies.

ENQUIRIES : Mr TW Manyathi Tel (021) 483 2826
CLOSING DATE : 6 June 2008

POST 21/244 : **EXECUTIVE MANAGER: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT REF NO: U2/08/044**
Job purpose: To plan and coordinate integrated strategies and programmes for the Department of Transport and Public Works.

SALARY : Remuneration package: R770 823.00 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Cape Town
 : The formal qualification required for these posts is an appropriate Degree (or equivalent qualification). A valid Driver's license is an advantage. The incumbents will be required to travel and work beyond the normal working hours. Experience: Extensive appropriate senior management experience; knowledge of National & Provincial regulatory environment plus extensive knowledge and understanding of Transport and Public Works sector and appropriate management information systems. Strategic Management - Participate in the Department's Strategic and

Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/ strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.

DUTIES

: Job function: • manage provincial road networks through planning, design and contract coordination processes • manage provincial transport through traffic law administration, relevant public transport and traffic management processes • head the strategic processes to ensure a holistic and integrated approach to Roads and Public Transport in the Western Cape • reviewing, updating and monitoring the Transport sector in alignment with the Micro Economic Development Strategy • as programme manager, ensure that spending plans are instituted in line with allocated budget and monitor the efficiency of spending.

ENQUIRIES

: Mr TW Manyathi Tel (021) 483 2826

CLOSING DATE

: 6 June 2008

POST 21/245

: **ASSISTANT EXECUTIVE MANAGER: STRATEGIC PLANNING, INTEGRATION AND COORDINATION REF NO: U2/08/040**

Job purpose: To integrate and coordinate the development of Departmental Strategies and Plans.

SALARY

: Remuneration package: R635 874.00 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs

CENTRE

: Cape Town

REQUIREMENTS

: The formal qualification required for these posts is an appropriate degree (or equivalent qualification). A valid Driver's license is an advantage. The incumbents will be required to travel and work beyond the normal working hours. Experience: Extensive appropriate senior management experience; knowledge of National & Provincial regulatory environment; extensive knowledge and understanding of Transport and Public Works sectors; and knowledge of application of appropriate management information systems. Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Transport and Works in the Western Cape by: coordinating and making inputs into relevant legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Transport and Public Works in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing annual business plans linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Recruit and retain adequate staff to achieve the component's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Component • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record

	keeping. Committees/Forums: Serve a member of relevant committees and forums at Provincial and National level.
<u>DUTIES</u>	: Job function: • develop, manage and publish departmental strategic, transversal and integrated plans • manage provincial strategic issues within cluster where the department is the lead agent • manage strategic and integrated departmental planning processes • manage the departmental strategic input processes at National and Provincial level • monitor and evaluate departmental activities as they relate to the Strategic and Annual Performance Plans, targets set in the State of the Province Address and Ministerial Budget Speeches • provide comments on frameworks, strategies and plans developed by other role players • manage research and development into areas which are transversal/strategic in nature • coordinate and report on departmental activities when required.
<u>ENQUIRIES</u>	: Mr TW Manyathi Tel (021) 483 2826
<u>CLOSING DATE</u>	: 6 June 2008
<u>POST 21/246</u>	: <u>ASSISTANT EXECUTIVE MANAGER: PUBLIC TRANSPORT AND TRAFFIC MANAGEMENT REF NO: U2/08/041</u> <i>Job purpose: To manage public transport and traffic law administration including freight, special permits, accident data centre, driver and vehicle fitness and inspectorate/test stations.</i>
<u>SALARY</u>	: Remuneration package: R635 874.00 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: The formal qualification required for these posts is an appropriate Degree (or equivalent qualification). A valid Driver's license is an advantage. The incumbents will be required to travel and work beyond the normal working hours. Experience: Appropriate senior management experience; knowledge of National & Provincial regulatory environment; extensive knowledge and understanding of Transport and Public Works sectors; and knowledge of application of appropriate management information systems. Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Transport and Works in the Western Cape by: coordinating and making inputs into relevant legislative/ strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Transport and Public Works in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing annual business plans linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Recruit and retain adequate staff to achieve the component's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Component • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve a member of relevant committees and forums at Provincial and National level.
<u>DUTIES</u>	: Job function: • head the Departmental processes for the review, development and implementation of policy and strategy with regard to Public Transport • coordinate activities of component together with stakeholders to ensure an integrated public transport system • facilitate the achievement of a public transport service that is safe and compliant • ensure that the public transport industry is institutionally developed and empowered • manage traffic law administration services • undertake management of provincial traffic management systems • manage the provincial vehicle traffic law including freight • assume responsibility for the Accident Data Centre
<u>ENQUIRIES</u>	: Mr TW Manyathi Tel (021) 483 2826
<u>CLOSING DATE</u>	: 6 June 2008

<u>POST 21/247</u>	:	<u>SENIOR MANAGER: COMMUNICATION REF NO: U2/08/046</u> <i>Job purpose: To manage the Department's communication and public relations drive.</i>
<u>SALARY</u>	:	Remuneration package: R 540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Cape Town The formal qualification requirement for this post is an appropriate degree or equivalent qualification in communication or marketing with extensive relevant management experience. Generic Managerial Competencies required for below mentioned posts: Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.
<u>DUTIES</u>	:	Key performance areas: • formulate and develop the communication strategy and policy to support the departmental strategic plan • initiate and lead internal and external communication drives in respect of media coverage, briefings, media liaison, departmental intranet services, etc. • render marketing, brand management and on-line communication services • increase public access to government information/services • manage departmental publications • co-ordinate departmental events in respect of the smooth running of functions, workshops, imbizo's, Matsema conferences and events • manage and co-ordinate departmental input on national and provincial imbizo's • actively participate in budgeting process and prepare annual and adjustment budgets • responsible for management, maintenance and safekeeping of assets • initiate and authorise website development • support top management regarding effective communication • render a language service in respect of translating and editing of documents • define and review the purpose, objectives, priorities and activities of the directorate • develop and manage strategic and business plans for the directorate • evaluate performance against pre-determined key measurable objectives and standards • monitor and ensure compliance with relevant legislation and prescripts. The following competencies will be a recommendation: • ability to lead and direct teams of professionals and service providers • highly developed interpretive and conceptualisation/formulation ability • outstanding planning, organisational and people management skills • excellent written and verbal communication skills • proven computer literacy • ability to develop and maintain networks • proven presentation and facilitation skills • knowledge of policies specific to provincial growth and development strategy • knowledge of constitutional, legal and institutional arrangements governing SA public sector • knowledge of inter-governmental relations • excellent knowledge of communication media management, public relations, public participation and public education • knowledge of financial management processes.
<u>ENQUIRIES</u>	:	Mr TW Manyathi Tel (021) 483 2826
<u>CLOSING DATE</u>	:	13 June 2008

<u>POST 21/248</u>	:	<u>SENIOR MANAGER: HUMAN CAPITAL RELATIONS REF NO: U2/08/048</u> <i>Job purpose: To lead the human rights and transformation agenda of the Department of Transport and Public Works.</i>
<u>SALARY</u>	:	Remuneration package: R 540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Cape Town The formal qualification requirement for this post is an appropriate degree or equivalent qualification in behavioural science with extensive relevant management experience. Generic Managerial Competencies required for below mentioned posts: Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.
<u>DUTIES</u>	:	Key performance areas: • develop, implement and review management strategies to strengthen and improve human relations in the Department • provide directives to Department on impact of national and provincial imperatives relating to transformation, human rights and employee relations • guide departmental interventions for creation of environment conducive to sound employee relations • guide risk management interventions • identify, prioritise and implement health and wellness program for the Department • ensure the establishment of sound labour relations climate • establish human rights environment in line with values of Department • undertake regular reporting to Branch and Department. The following competencies will be a recommendation: • excellent human relations management skills and a highly developed interpretive and conceptualisation/ formulation ability • proven analytical skills and ability to lead during complex applications • excellent communication and interpersonal skills • computer literacy • sound knowledge of change and diversity management • knowledge of applicable legislation.
<u>ENQUIRIES</u>	:	Mr DW Jacobs Tel (021) 483 5098
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 21/249</u>	:	<u>SENIOR MANAGER: KNOWLEDGE MANAGEMENT REF NO: U2/08/047</u> <i>Job purpose: To manage the knowledge systems, processes and information within the Department.</i>
<u>SALARY</u>	:	Remuneration package: R 540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Cape Town The formal qualification requirement for this post is an appropriate degree or equivalent qualification with extensive relevant management experience. Generic Managerial Competencies required for below mentioned posts: Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant

legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.

DUTIES

: Key performance areas: • actively participate in the Department's strategic processes to ensure a holistic approach to knowledge management • define and review objectives and priorities of the knowledge management component • provide strategic leadership and direction in the establishment of a knowledge management environment • manage the co-ordination of integrated departmental information systems • manage and co-ordinate the facilitation and utilisation of transversal systems in use like Rational Portfolio Management, Live link, E-Works, B-Map and Fleetman • effective management of process whereby management, decision making and planning information is generated, analysed and produced • facilitate use and maintenance of cost-effective information technology systems • manage corporate and tacit knowledge • manage packaging and dissemination of corporate knowledge and records, archives and library services • manage planning, creation, archiving and disposal of official records • manage technical library • manage the safeguarding, utilisation and retention of electronic records • develop a business plan • ensure that structure can achieve business plan • ensure effective and economical work procedures • ensure effective and economical utilisation of information, communication and technology and equipment • ensure adequate records are kept of activities and resources employed by it. The following competencies will be a recommendation: • knowledge of legislation, regulations and policies • knowledge of appropriate management information systems • knowledge of record management and knowledge of library services • knowledge of policy development and strategic planning • advanced computer literacy • change and diversity management • innovative thinker and outcomes focused.

ENQUIRIES

: Mr DW Jacobs Tel (021) 483 5098

CLOSING DATE

: 13 June 2008

POST 21/250

: **SENIOR MANAGER: ASSET FIANANCE REF NO: U2/08/028**

Job purpose: The management of the property financial planning process.

SALARY

: Remuneration package: R 540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs

CENTRE

: Cape Town

REQUIREMENTS

: The formal qualification requirement for this post is an appropriate degree (or equivalent) in the financial discipline with extensive relevant technical and management experience. Generic Managerial Competencies required for below mentioned posts: Strategic Management - Participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach to Infrastructure Planning and Systems in the Western Cape by: coordinating and making inputs into relevant legislative/strategies/frameworks/policies and plans • developing, implementing and monitoring structures to ensure efficient and effective functioning of Infrastructure Planning and Systems in the Western Cape • ensuring alignment with other spheres of Government, Parastatals and Private Sector Organisations/Forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental

level. Human Capital Management: Provide professional direction as necessary to senior management in execution of Branch mandates • recruit and retain adequate staff to achieve the Branch's Business Plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial Management: Prepare inputs for Annual and Adjustment Budgets for the Branch • exercise control over the budget • ensure accurate record keeping and reporting of losses and/or damages • ensure timeous procurement of supplies and services • ensure proper utilisation of resources through adequate record keeping. Committees/Forums: Serve as and/ or be a member of relevant committees and forums at National and Provincial level.

DUTIES

: Key performance areas: • lead the Directorate's strategic processes to ensure a holistic and integrated approach to Immovable Asset Management • development and maintenance of an immovable asset management plan for the Province • management of the accounting processes regarding immovable asset finances • conduct feasibility studies relating to optimal use and disposal of asset • management of valuation processes • maintain and manage efficiently and effectively the human, financial and other resources necessary to achieve the purpose and objective of the Directorate • renew, update and monitor the role of the Property Sector within the Micro Economic Development Strategy. The following competencies will be a recommendation: • strong analytical and policy development skills • proven planning and organisational skills • excellent written and communication skills • good systems and computer skills • sound knowledge of all legislation, regulations and policies impacting on activities of the Branch • knowledge of National and Provincial Treasury Regulations and Directives • knowledge of appropriate management information systems.

ENQUIRIES

: Mr HJ Isaacs Tel (021) 483 2186

CLOSING DATE

: 13 June 2008