



DATE OF ISSUE: 18 JANUARY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 03 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 have been declared in excess in terms of PSCBC Resolution 7 of 2002.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Components are called upon to give preference in the filling 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 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 filling 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 **18 FEBRUARY 2008**

AMENDMENTS : **Provincial Administration: Gauteng: Department of Health:** Kindly note that Post Dental Practitioner Ref No: 70048126 the Directorate should be Health Services Support and not Central Wits Region A as mentioned in PSVC No. 02 of 2008

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DEPARTMENT OF AGRICULTURE

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

APPLICATIONS : ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113.
FOR ATTENTION : ITP Response Handling
CLOSING DATE : 4 February 2008
NOTE : Applications must be accompanied by Z 83 and a recent updated comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. All qualifications will be verified. Successful candidates will be appointed on a probation period of 12 months

OTHER POSTS

POST 03/01 : **MONITORING AND EVALUATION SPECIALIST (4 POSTS) (REF.12/2008)**
 Directorate: Monitoring and Evaluation

SALARY : All inclusive package of R369 000 per annum
CENTRE : Pretoria.
REQUIREMENTS : Appropriate B.Sc / B. Degree in Agric Economics or B. Com Degree in Economics and Statistics. Understanding and working experience in Monitoring and Evaluation of development programmes, and projects. Understanding of the Public Finance Management Act. Understanding of the Public Service Regulations and government procedures. Understanding of Batho-Pele principles within the framework of service delivery. Good communication skills (written, verbal and interpersonal). Good research and report writing skills. A valid code EB driver's licence. Candidates are expected to undergo competency tests including oral presentation and a written test.
DUTIES : Develop and maintain a national policy framework for programme performance monitoring in the agricultural sector. Facilitate the design and application of a monitoring and evaluation system. Plan, facilitate and execute programme, projects and service delivery evaluations. Analyse performance in relation to departmental strategic objectives. Provide a reporting framework. Supervise and mentor junior employees.

ENQUIRIES : Mr. M. Seleke, Tel. No. (012) 319-8469

POST 03/02 : **ICT PROJECT MANAGER (OPERATIONS / SYSTEMS DEVELOPMENT) (2 POSTS) (REF.21/2008)**
 Directorate: Information and Communication Technology

SALARY : R 311 358 per annum Inclusive packages
CENTRE : Pretoria
REQUIREMENTS : Relevant Information and Communication Technology Qualification or B.Sc (Computer Science / Informatics), Project Management Qualification and training. Extensive experience in Information and Communication Technology environment. Appropriate experience in Information Technology Infrastructure Libraries (ITIL) policies and standards. Relevant policy development experience. Improvement plan development. A valid drivers' licence. Must be prepared to travel. Applicants must be prepared to undertake appropriate competency test with regard to this post as well as be available for an Interview. This position is subject to rotation and enrichment.

DUTIES : Manage, control, register and prioritise Information and Communication Technology projects and report on such projects. Ensure project delivery on time, budget and quality. Define scope of projects and ensure relevant approval for Information and Communication Technology projects is obtained. Formulate work breakdown structures and schedule Information and Communication Technology projects. Manage and control Information and Communication Technology projects during Implementation. Undertake management control (Intervention) and manage risks during the execution of projects.

Monitor project milestones and reschedule resources if required during execution of Information and Communication Technology projects. Plan, control and co-ordinate government initiatives. Manage change control, knowledge management and Master Information System Plan. Monitor and evaluate contracts and Information and Communication Technology procurement. Assess customer needs and ensure integration of customers needs. Responsible for Information and Communication Technology oversight of major projects running in the Department. Manage mentorship programme of any trainee/mentee that is appointed in Information and Communication Technology. Policy Development and Service Improvement Plan development. Assess and make recommendations on new Information and Communications Technology directions. People Management. Operations of the computer room and Infrastructure management / Systems and application development and management in the Department.

ENQUIRIES : Ms. B. Molathegi, Tel. No. (012) 319-6195

POST 03/03 : **LEGAL ADMINISTRATION OFFICER (REF.20/2008)**
Directorate: Legal Services

SALARY : R196 815 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate B. Proc or a LLB Degree. Admitted attorney with extensive practical experience. Good communication skills. Computer skills. Commercial experience or skills in the drafting of contracts and legislation, research abilities and broad knowledge of the Constitution and Public Service transformation policies, Promotion of Access to Information Act 2 of 2000 and Promotion of Administrative Justice Act 3 of 2000, experience in arguing legal matters in various forums and Code EB driver's licence. Appointment is subject to a skills assessment test.

DUTIES : Responsible for facilitation and coordination the drafting and amendment of legislation and subordinate legislation that are administered by the department. Draft legal documents including contracts and pleadings. Provide legal training or make presentations on the Acts administered by or having bearing on the department. Assist in the application and interpretation of legislation administered by the department. Provide ongoing legal advice/ opinions to the department and Ministry to ensure that the goals of the department are met. Liaise with clients, Counsel, State Attorney, other organs of state and the public. Comment on or make recommendations on policies/ strategies for the department and Public Service/ proposal of this department or other departments. Render support with regard to international trade negotiations and the drafting of international agreements. Provide support on the institution of criminal proceedings. Represent the department in hearings, including Development Facilitation Hearing and arbitrations.

ENQUIRIES : Ms. N. Rabuli, Tel. No. (012) 319-6890

POST 03/04 : **PERSONAL ASSISTANT (REF.25/2008)**
Programme: Engineering Services Resources Management

SALARY : R 132 054 per annum
CENTRE : Pretoria
REQUIREMENTS : Tertiary qualification with extensive appropriate experience in an office Management environment or Grade 12 certificate with extensive experience. Good interpersonal relations. Excellent verbal and written communication skills. Computer literacy. A valid code EB driver's licence. Candidates will undergo a practical typing test.

DUTIES : Manage the office of the Chief Director. Manage all incoming and outgoing mail including e-mails. Compile and update the mail register. Synthesise, send, receive and dispatch e-mail messages. Administer, prioritise and update the diary/time on-line and manual according to the Chief Director's requirements. Obtain, schedule and reschedule all relevant appointments/meetings on a daily/monthly/weekly basis. Confirm appointments/meetings and inform Chief Director accordingly. Prepare and edit correspondence and reports. Bind and distribute reports. Co-ordinate and follow-up the flow of correspondence/files/documents between offices to track and monitor tasks as required by the Chief Director. Gather and prepare information and documentation for appointments/meetings/projects/presentations and reports. Arrange meetings, workshops, conferences, functions, venues (on request) equipment, refreshments, travel and accommodation, parking for visitors, travel documents. Review documents to gain knowledge for follow-up purposes and handling of enquiries, identify and summarise the key issues on the documents (including requests/attention needed) for the Chief Director. Identify due dates for follow-up purposes and as reminders. Obtain information required

by the Chief Director. Collect reports that may be important to the Chief Director. Compile agendas and take minutes at structured meetings, attend to matters arising from minutes, research information, etc. requested by the Chief Director (i.e. internet, etc.). Ensure total quality management of the office of the Chief Director.

ENQUIRIES

: Ms. E. Schalekamp, Tel. No. (012) 319-6136/083 255 9600

POST 03/05

: **SENIOR ADMINISTRATIVE OFFICER (REF.19/2008)**

Directorate: Legal Services

SALARY

: R132 054 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A three-year Bachelor's Degree or recognised Diploma or Grade 12 Certificate coupled with extensive relevant experience in Finance/ Budgeting, Public Finance Management Act (PFMA), Supply Chain Management, supervision of personnel. Computer literacy in MS Office Packages. A valid Code EB driver's licence. Appointment is subject to a skills assessment test.

DUTIES

: Financial planning, control and monitoring in the Directorate. Drafting of replies to audit, ministerial and parliamentary enquiries. Preparation and submission of payment advice for miscellaneous payments. Attend to logistical arrangements for trips for official purposes. Advise Head: Legal and Secretariat Services on procedures and policies affecting the human resources in the directorate. Arrange and manage subsistence and traveling allowance. Manage and co-ordinate the internal filing system. Co-ordinate training. Procurement of office equipment and asset control. Secretarial duties in the directorate. Providing assistance and co-ordinating quarterly reports, annual report, employment equity strategy and affirmative action inputs required from the directorate. Represent Legal Services at departmental forums on general administrative matters. Supervision and management of employees.

ENQUIRIES

: Ms. N. Rabuli, Tel. No. (012) 319-6890

POST 03/06

: **CHIEF ACCOUNTING CLERK (REF 17/2008)**

Directorate: Financial Administration

This is a re-advertisement of No.472/2008. Previous applicants need not apply again as their applications will be reconsidered automatically.

SALARY

: R106 335 per annum

CENTRE

: Stellenbosch

REQUIREMENTS

: Grade 12 Certificate or equivalent qualification with Accounting as a subject (Accounting towards obtainment of a degree or diploma is also acceptable). Experience in a government financial environment. Computer literacy (MS Office). Knowledge and experience in the field of debtor administration. Knowledge of Basic Accounting System (BAS), Public Finance Management Act, 1999 and Treasury Regulations. Good verbal and written communication skills. Good interpersonal skills, strong sense of responsibility and the ability to work independently. Knowledge of PERSAL.

DUTIES

: Recovery of debt. Administer debtor's accounts. Payment of subsistence and transport claims and advances on Basic Accounting System and PERSAL. Cashier and expenditure functions. Monthly reports and statistics. Manage employees.

ENQUIRIES

Ms. S.B. Weeks, Tel. No. (021) 809-1612

POST 03/07

: **CHIEF SECURITY OFFICER (REF.24/2008)**

Directorate: Security Services

SALARY

: R106 335 per annum

CENTRE

: GADI

REQUIREMENTS

: Grade 12 or equivalent qualification and/or a National Diploma in Security Management. A National Intelligence Agency (NIA) Security Management Course and qualifications in Crime Investigation. Extensive knowledge in security management. Supervisory, leadership and presentation skills. The ability to work independently and under pressure. Computer literacy, conflict resolution and negotiation skills. Knowledge of financial and human resource related matters and report writing skills. Thorough knowledge of all security legislation including the Minimum Information Security Standards (MISS), Health and Safety, Fire-fighting and First-Aid skills. Must be willing to work extensive hours and must have a valid driver's licence.

DUTIES

: Render a protection and security management service for the Department in terms of all the relevant security legislations. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS. Maintain and implement physical security measures to minimise risks. Monitor and inspect

security control registers. Research on new security technology to update equipment regularly and the maintenance of security equipment. Inspection to officer internally and other building. Investigation of losses and damage of assets. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with other security agencies. Performance management reporting. Manage and provide training opportunities to employees. Administer the evaluation of personnel and human resource related matters in the Directorate. Manage and execute all financial and administrative matters related to the function in the Directorate. Conduct investigations and write reports. Ensure compliance and Implementation of security policies including the MISS.

ENQUIRIES : Mr. M. Steffen Tel. No. (012) 319-7338

POST 03/08 : **ADMINISTRATIVE OFFICER (REF. 11/2008)**
Programme: Livelihoods Development Support

SALARY : R106 335 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelor's Degree in Public/ Economic Management or equivalent qualification plus appropriate experience coupled with good communication and writing skills and computer literacy. A valid Code EB driver's licence and the ability to drive. Ability to work under pressure and adhere to deadlines. Good interpersonal skills and proven ability to work independently.

DUTIES : Render management support to the Chief Director. Provide administrative support services with regard to: Financial Administration, Human Resources Management and Supply Chain Management. Render specific support to the Chief Director with regard to monitoring and evaluation of the Chief Directorate's activities. Take minutes and records of proceedings of the Chief Directorate's meetings and follow up on activities. Arrangements of seminars, conferences and workshops.

ENQUIRIES : Mr. S.S. Malatji, Tel. No. (012) 319-6530

POST 03/09 : **PRINCIPAL HUMAN RESOURCES OFFICER (REF 26/2008)**
Directorate: Human Resources Management

SALARY : R106 335 per annum
CENTRE : Pretoria
REQUIREMENTS : A B. Degree or National Diploma in Human Resource Management coupled with practical experience related to the duties within a Human Resources environment. Knowledge and experience of: Recruitment and Selection practices pertaining to the drafting of advertisements in alignment with the job descriptions and relevant Core, arranging short-listings and interviews, drafting of submissions, offer letters and the appointment of candidates on the PERSAL System, response handling, verification of qualifications, information management and report writing. Good communication skills (both written and verbal) and Computer skills (MS. Office as well as PERSAL implementation). Ability to liaise and interact with Senior Management Services in rendering advice and interpretation of legislative prescripts and policies. Good interpersonal relations and supervisory skills. A pre-interview test will be conducted to test the required skills and knowledge.

DUTIES : Rendering professional human resources administrative functions in the Division Recruitment and Selection pertaining to: the drafting of advertisements, submissions and offer letters, arranging short-listings and interviews, and appointment of candidates on the PERSAL System. Rendering advice and interpretation of the relevant legislative prescripts in respect of Recruitment and Selection practices. Liaison with line functionaries/ Senior Management Services and employees within the department. Managing employees under his/her supervision. Keeping of statistics of vacancies and filled posts and writing of monthly reports.

ENQUIRIES : Ms. S. Adams, Tel. No. (012) 319-7208

POST 03/10 : **AGRICULTURAL PRODUCT TECHNICIAN (REF: 7/2008)**
Directorate: Food Safety and Quality Assurance

SALARY : R85 362 per annum
CENTRE : Stellenbosch
REQUIREMENTS : An appropriate three-year National Diploma or Bachelor's Degree or equivalent qualification with at least one of the following major subjects: Chemistry/ Analytical Chemistry (you are requested to furnish a credit certificate and /or statement of results). Knowledge of chromatographic instrumental analysis techniques (e.g. Gas and Liquid

	Chromatographs). Computer literate with have experience in MS Office software. Knowledge and experienced in maintenance of laboratory equipment. Familiarity with the ISO 17025 and GLP (good laboratory practice) systems.
<u>DUTIES</u>	: Routine analysis or agrochemical/ pesticides residues in agricultural products of plant origin as required by the Agricultural Products Standard Act and Liquor Products Act, using chromatographic analysis techniques e.g. Gas Chromatography and High Performance Liquor Chromatography. Instrument maintenance and calibration, preparation of standards, evaluation and reporting of analytical test results, assisting with development, validation and implementation of new methods of analysis, implementation and maintenance of the Laboratory Quality System in compliance with the ISO 17025 standards. Procurement of goods and services, asset control and health and safety assessments.
<u>ENQUIRIES</u>	: Mr. J. Goosen, Tel. No. (021) 809-1674
<u>POST 03/11</u>	: <u>AGRICULTURAL PRODUCT TECHNICIAN (REF: 8/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	: R85 362 per annum
<u>CENTRE</u>	: Stellenbosch
<u>REQUIREMENTS</u>	: An appropriate three-year National Diploma or Bachelor's Degree or equivalent qualification with at least one of the following major subjects: Chemistry/ Analytical Chemistry, plus relevant and applicable experience in wet chemistry analysis of liquor products (you are requested to furnish a credit certificate and /or statement of results). Experience in automated analysis techniques, evaluation of analytical results and maintenance of laboratory equipment. Computer literate with experience in MS Office software. Familiarity with Laboratory Information Management System (LIMS), ISO 17025 and GLP (Good Laboratory Practice) systems.
<u>DUTIES</u>	: Routine analysis of liquor products as required by the Liquor Products Act, using automation techniques like e.g. Auto- Analyzer, Autotitrator and wet chemistry. Further responsibilities will include: instrument maintenance, preparation of standards, evaluation and reporting of analytical results, assisting with development, validation and implementation of new methods of analysis, compliance with the laboratory standards. Procurement of goods and services, asset control and health and safety assessments.
<u>ENQUIRIES</u>	: Ms. X. Tlali, Tel. No. (021) 809-1691
<u>POST 03/12</u>	: <u>CHIEF AUXILLARY SERVICE OFFICER (REF 18/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	: R85 362 per annum
<u>CENTRE</u>	: Stellenbosch
<u>REQUIREMENTS</u>	: A Grade 12 Certificate with Mathematics and Science as passed subjects. Sufficient appropriate experience of Wet Chemistry analyses of Liquor products. Computer literacy (MS Office packages), experience in automated analyses techniques, evaluation of analytical results as well as maintenance of laboratory equipment.
<u>DUTIES</u>	: Routine analysis Liquor products as required in terms of the Liquor Products Act. Assistance in the installation and commissioning of new instrumentation, capturing results into LIMS, evaluation of analytical results as well as assistance with line function administrative tasks.
<u>ENQUIRIES</u>	: Ms. X. Tlali, Tel. No. (021) 809-1691/ 13
<u>POST 03/13</u>	: <u>SENIOR ACCOUNTING CLERK (REF 10/2008)</u> Directorate: Financial Administration
<u>SALARY</u>	: R68 955 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent qualification with Accounting as a subject (Accounting towards obtainment of a degree or diploma will be acceptable). Experience in 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 in the Public Finance Management Act (PFMA) and Treasury Regulations. Good interpersonal skills, strong sense of responsibility and the ability to work independently.
<u>DUTIES</u>	: Recovery of dept. Administer debtor's accounts, and entity registration on the BAS.
<u>ENQUIRIES</u>	: Ms. A.M. De Lange, Tel. No. (012) 319-7011

<u>POST 03/14</u>	:	<u>ADMINISTRATION CLERK (REF 1/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or N3 plus extensive appropriate experience in Administration. Computer literacy (MS Word, Excel, and Outlook), typing skills. Good communicator (verbal and written). Strong skills in finances.
<u>DUTIES</u>	:	Handling of administrative tasks with regards to purchases, store orders, petty cash, quotes, S & T claims, GG transport arrangements and inventory control of the Deputy Director. Maintain the hand system and database with regards to the Manager's expenditure. Keep and file records. Coordinate and consolidate financial, personnel, line function inputs relating to the Sub-Directorate: FSQA. Liaison with divisions and directorate on behalf of the Director.
<u>ENQUIRIES</u>	:	Mr. A.M. Serumula, Tel. No. (012) 319-6004
<u>POST 03/15</u>	:	<u>OFFICE ASSISTANT (REF 16/2008)</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 equivalent qualification. Ability to work independently, under pressure and be flexible. Good communication skills (verbal and written). Experience in Housekeeping Executive duties.
<u>DUTIES</u>	:	Render an effective cleaning service to the DoA in respect of office, passages, stairs, entrances, conference rooms, kitchens, windows and waste bins, etc. To perform other housekeeping and related duties as requested. Cleaning and filing of aqua coolers when required. Provide drinking water to conference rooms and personnel. Preparation of tea/ coffee as and when required. Clean, uphold, protect and safeguard equipment and tools. Collect and deliver letters to different directorates in the department. Make copies, fax and bind documents.
<u>ENQUIRIES</u>	:	Ms. N. Raghase, Tel. No. (012) 319-7396

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 : Mr V Blose

CLOSING DATE : 05 February 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 POST

POST 03/16 : **OFFICE ADMINISTRATOR III: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: CORPORATE AFFAIRS (AP 01/2008)**

SALARY : R 132 054 (Total salary package of R 190 466 p.a./conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year qualification in Public Administration or a Senior Certificate plus appropriate training and experience in Office Administration; Experience in finance and procurement procedures and knowledge of the relevant policies and processes ; Experience in facilitating travel and accommodation arrangements; Good interpersonal and organizational skills ;Good communication skills (written and verbal) ; Computer literacy (packages such as Microsoft Excel, Power-point, Ms Word, Group Wise Internet etc) ; Good research and analytical skills; Ability to work in a team and independently; Willingness to work after hours when needed will be an added advantage.

DUTIES : The successful incumbent will be responsible for providing a high level office administration support to the Office of the Deputy Director-General: Corporate Affairs. This role will include: Management of the office diary; receive visitors; Document management; Liaising with relevant stakeholders; Assist with the procurement of good and services; handling basic enquiries and assisting clients; Making logistical arrangements for the Deputy Director-General's meetings, Branch meetings, seminars and workshops. Assistant the Deputy Director-General with personal tasks within agreed framework. Work together with Director: Coordination and Administration in the Branch:CA on other Branch Administration related matters.

ENQUIRIES : Ms A Mnisi Tel: (012) 310-3908

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

MANAGEMENT ECHELON

- POST 03/17** : **DEPUTY DIRECTOR-GENERAL: STRATEGIC HEALTH PROGRAMMES (5 YEAR CONTRACT POST)**
National Department of Health. Office of the Deputy Director-General: Strategic Health Programmes
(This is a re-advertisement of a post previously advertised with reference number 88899/4 with closing date 27 November 2006. Candidates who previously applied for the post need not re-apply as their applications will still be considered).
- SALARY** : Remuneration package of R 770 823 per annum (including choice of basic salary between (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 applicable guidelines of the Senior Management Service.
- CENTRE** : Pretoria.
- REQUIREMENTS** :
*An appropriate tertiary qualification with at least seven (7) years' applicable experience at senior management level
*Proven record in managing developmental programmes
*Exceptional understanding of the developmental issues and health sector challenges
*Competence in managing projects preferably health projects
*In-depth knowledge and understanding of the health programmes and the challenges pertaining to the provision of primary health care
*Excellent communication and conceptualisation of policy skills
*High-level managerial skills and experience
*Willing to travel frequently, work long hours and the ability to function under pressure
*A valid code 08 (Code B) driver's licence.
- DUTIES** :
*Provide strategic direction to the Branch in line with the objectives in the following areas: Communicable Diseases, Non-Communicable Diseases, TB Control and Management, HIV and AIDS and Maternal, Child and Women's Health
*Overall co-ordination and macro- management of the Branch
*Act as an interface between the political and technical aspects across the above areas of specialisation
*Act as a principal contact and provide support to the offices of the Director-General and the Ministry
*Establish and maintain an effective monitoring and evaluation system for Strategic Health Programmes
*Manage the formation of government policies in respect of the relevant programmes
*Management of the branch's finance and management resources.
- ENQUIRIES** : Mr T D Mseleku at tel (012) 312-3196.
- CLOSING DATE** : 11 February 2008 (Applications received after the closing date will not be considered).

<u>POST 03/18</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SPECIAL PROGRAMMES AND HEALTH ENTITIES MANAGEMENT (5 YEAR CONTRACT POST)</u> National Department of Health. Office of the Deputy Director-General: Special Programmes and Health Entities Management <i>(This is a re-advertisement of a post previously advertised with reference number 88899/3 with closing date 27 November 2006. Candidates who previously applied for the post need not re-apply as their applications will still be considered).</i>
<u>SALARY</u>	:	Remuneration package of R770 823 per annum (including choice of basic salary between (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 applicable guidelines of the Senior Management Service.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria. *An appropriate tertiary qualification with at least seven (7) years' applicable experience at senior management level *Proven record in managing developmental programmes *Exceptional understanding of the developmental issues and health sector challenges *In-depth knowledge and understanding of the health industries operations and the challenges pertaining to the provision of primary health care *Excellent communication and conceptualisation of policy skills *High-level managerial skills and experience *Willing to travel frequently, work long hours and the ability to function under pressure *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Provide strategic direction to the Branch in line with the objectives in the following areas: Environmental Health Promotion and Nutrition, Legal Services, Occupational Health, Communication, Public Entities Management and Health Industries and the provision of primary health care *Overall co-ordination and macro- management of the Branch *Act as an interface between the political and technical aspects across the above areas of specialisation *Act as a principal contact and provide support to the offices of the Director-General and the Ministry *Establish and maintain an effective monitoring and evaluation system for the provisioning of primary health care and public health entities *Manage the formation of government policies in respect of the relevant programmes *Management of the branch's finance and management resources.
<u>ENQUIRIES</u>	:	Mr T D Mseleku at tel (012) 312-3196.
<u>CLOSING DATE</u>	:	11 February 2008 (Applications received after the closing date will not be considered).
<u>POST 03/19</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER AND CORPORATE SERVICES (5 YEAR CONTRACT POST)</u> National Department of Health. Office of the Deputy Director-General: Chief Financial Officer and Corporate Services
<u>SALARY</u>	:	Remuneration package of R 770 823 per annum (including choice of basic salary between (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 applicable guidelines of the Senior Management Service.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria. *A tertiary qualification and appropriate post-graduate qualification in finance with at least seven (7) years' applicable experience at senior management level *The following will serve as strong recommendations: -Membership of the Institute for Public Finance (IPFA), -Strong managerial and administrative skills, -Strong knowledge of accounting and internal auditing, -Revenue, expenditure, asset and liability management , - Transactional and Developmental finance *A strategic thinker who is able to work with individuals and teams at both executive and operational level *Excellent verbal, liaison and writing communication skills *Strategic leadership and co-ordination skills *High level ability to analyse and synthesise information and formulate policies and strategies *A good track record of managing strategic programmes/projects of national interest *Sound knowledge of Government protocol, processes and regulations *Willing to travel frequently, work long hours and the ability to function under pressure *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Manage the financial services in the Department which includes the Office of the Chief Financial Officer (Revenue, Expenditure, Asset and Liability Management, Supply Chain Management, Internal Control), the Chief Directorate: Financial Transactional Services and the Chief Directorate: Internal Audit *Oversee the development of financial models that facilitate the selection of optimised funding options for transport projects across the three spheres of Government relating to transport public entities *Advise on the strategic financial planning of the health sector by analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operations and estimates of future revenues and expenditures *Advise on the restructuring of public entities by

mergers, acquisitions or capital restructuring *Assess whether infrastructure spending by the spheres of Government and health public entities are spent optimally and advise as necessary *Implement a contract management system and oversee the management of contracts in the department *Maintain a system of internal control and ensure that policies and processes are developed, reviewed, communicated and implemented *Facilitate a risk management process in the department *Maintain an internal audit system and external audit processes and systems *Implement fraud prevention structures *Maintain a system of financial management, including revenue, expenditure, asset, liability and cash flow management, management of financial records and the maintenance of financial delegations *Manage and co-ordinate the budget planning processes and maintain the performance budget monitoring system *Manage the Supply Chain Management system, which includes the maintenance of a supplier database, a contract management system and the maintenance of procurement delegations *Ensure that the department complies with relevant legislation, including the Public Finance Management Act, Treasury Regulations and Division of Revenue Act.

ENQUIRIES
CLOSING DATE

: Mr T D Mseleku at tel (012) 312-3196.
: 11 February 2008 (Applications received after the closing date will not be considered).

POST 03/20

: **CLUSTER MANAGER: OFFICE OF THE DIRECTOR-GENERAL (5 YEAR CONTRACT POST)**
Office of the Director-General

SALARY

: Remuneration package of R 635 874 per annum (including choice of basic salary between (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 applicable guidelines of the Senior Management Service.

CENTRE
REQUIREMENTS

: Pretoria.
: *Bachelor's degree or equivalent qualification *Post graduate qualification will be an added advantage *At least three (3) years experience at senior management level *Extensive experience in Human Resource, Financial Management, policy development and implementation *Good communication and leadership skills *International, national and regional liaison experience *Computer literacy *A valid code 08 (Code B) driver's licence.

DUTIES

: *Advise the Director-General on policy matters, mainly pertaining to the programmes of the Social Cluster but also relating to health sector *Provide high-level secretariat services for FOSAD Social Sector Cluster, including writing of high-level reports and establishing linkages between the Social Sector Cluster and the provincial equivalent structures *Coordinating the FOSAD Social Cluster secretariat *Linking the Social Sector Cluster to other FOSAD Clusters *Coordinate the meetings of Social Sector Ministers *Assist the Director-General in managing the performance of the organisation through the established structures and mechanisms in the Department ensuring that the systems of accountability are functional and effective *Provide overall management of the financial and human resources allocated to the Office *Provide oversight to the management and administration of the Office e.g. developing proper document management systems *Parliamentary support to the Minister and Deputy Minister *Enable the Director-General to provide effectively and efficiently – this includes assuring quality of documents prepared, responses to parliamentary questions, memorandums to Cabinet, briefing notes and speeches *Manages the resources allocated to the Director-General's office, including human and financial resources *Manages the administrative functions of the office, including the decision making flow, work flows and the procurement of goods and services for the Director-General

ENQUIRIES
CLOSING DATE

: Mr T D Mseleku at tel (012) 312-3196.
: 11 February 2008 (Applications received after the closing date will not be considered).

POST 03/21

: **CLUSTER MANAGER: FINANCIAL SERVICES AND DEPUTY CHIEF FINANCIAL OFFICER**
Office of the Deputy Director-General: Chief Financial Officer and Corporate Service
(This is a re-advertisement of a post previously advertised with reference number 30199/3 with closing date 28 May 2007. Candidates who previously applied for the post must re-apply if they are still interested).

SALARY

: Remuneration package of R 635 874 per annum (including choice of basic salary between (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 applicable guidelines of the Senior Management Service.

CENTRE

: Pretoria.

REQUIREMENTS

: *An appropriate three-year Bachelor's degree/ National Diploma or equivalent qualification *At least five (5) years experience at senior management level *Knowledge of all areas of functional responsibility of the Department *Experience in preparation of financial accounts, budgets and statements *Exposure to the development and implementation of accounting policies *Extensive knowledge of GRAP, GAAP, PFMA and Treasury Regulations *The appointee must be an effective communicator, have general management abilities and leadership skills, computer literate, decision maker and able to initiate strategic plans *Knowledge of the Preferential Procurement Policy Framework Act (PPPFA and its associated Regulations), the State Tender Board Act and the State Information Technology Act *Knowledge and experience of the Logistical Information System (LOGIS) and the Basic Accounting System (BAS) *Willing to travel, work long hours and have the ability to function under pressure *A valid code 08 (Code B) driver's licence.

DUTIES

: *Manage the Cluster's finances and human resources *Develop and implement internal control mechanisms to ensure compliance *Develop financial policies to ensure efficient, effective and economic utilisation of financial resources *Provide leadership regarding finances for the National Department of Health *Provide budgeting and monitoring inputs to the Provincial Health Administrations and the utilisation of the Donor Funding *Manage the preparation annual financial statements and reconciliation of finance reports *Provide input into the annual report to the Department *Provide advice to the Department regarding budget compilations and financial information to Scopa, Donors and the CFO *Manage the Supply Chain Management system which includes the maintenance of a supplier database, a contract management system and the maintenance of procurement delegations.

ENQUIRIES

: Mr F G Muller at tel (012) 312-0717.

CLOSING DATE

: 11 February 2008 (Applications received after the closing date will not be considered).

OTHER POSTS**POST 03/22****SENIOR SECRETARY GRADE IV**

: Cluster: Primary Health Care, Districts and Development. 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).

SALARY

: R106 335 per annum (plus competitive benefits)

CENTRE

: Pretoria.

REQUIREMENTS

: *A Senior Certificate (Grade 12) plus at least six (6) years experience as a secretary or a three-year Secretarial/National Diploma or equivalent qualification plus three (3) years experience as a secretary *Experience in office administration and management *Knowledge and experience in procurement procedures and financial management *Ability to work independently, in a team and under pressure *Computer literacy (MSWord, Excel, PowerPoint, Internet, GroupWise) *Good interpersonal relations *Good communication skills (written and verbal) *Good filing and organisational skills *Valid code 08 (Code B) driver's licence will be an added advantage.

DUTIES

: *Render secretarial and administrative support service to the Cluster Manager *Receive the Cluster Manager's visitors *Manage the Cluster Manager's diary and appointments *Maintain a good filing system *Handle telephone calls and messages *Draft letters, submissions and memoranda *Arrange meetings and workshops and order refreshments *Take minutes at meetings *Make travel, accommodation and other logistical arrangements for the Cluster Manager *Process expenditure claims (S+T and petty cash) *Communicate with various stakeholders *Assess documentation addressed to the Cluster Manager, prioritise and ensure that appropriate action is initiated in the absence of the Cluster Manager *Order and purchase stationery and obtain quotations for equipment *At the request of the Cluster Manager, find information from facilities, individuals and the internet and collate it *Undertake other tasks on request to facilitate the work of the Cluster Manager and the department *Monitor expenditure against budget for the Office of the Cluster Manager and prepare appropriate draft budgets for each financial year.

ENQUIRIES

: Ms A M Potgieter at tel (012) 312-0340.

CLOSING DATE

: 4 February 2008 (Applications received after the closing date will not be considered).

POST 03/23

: SENIOR SECRETARY GRADE II

Cluster: HIV and AIDS and STI: Directorate: HIV Prevention Strategies

(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post).

**SALARY
CENTRE**

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

REQUIREMENTS

: A Senior Certificate (Grade 12) or equivalent qualification. Working knowledge and proven experience of secretarial skills. Good communication skills (written and verbal). Computer skills proficiency essential. Good interpersonal and organisational skills.

DUTIES

: *Manage Director's diary *Receive and screen calls for Director and staff members
Receive guests and visitors *Logging and tracking of submissions and other documents
*Organising meetings, workshops and events for Director *Order refreshment for guests of Director *Handling all incoming documentation to and from the Director and distribute among staff members *Make telephone calls on behalf of Director *General telephone enquiries *Support to staff members with organising workshops and meetings *Support staff with computer skills *Typing documents for the Director *Filing for the Director *Planning and setting up displays *Perform other tasks as and when required.

ENQUIRIES

: Ms L Mahlasela at tel. (012) 312 0942.

CLOSING DATE

: 18 February 2008 (Applications received after the closing date will not be considered).

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, 1996 (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.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000
- CLOSING DATE** : 01 February 2007
- 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. A SAQA evaluation report must accompany foreign qualifications. The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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 03/24** : **DEPUTY DIRECTOR: AREA COURT MANAGER (REF: 08/01/KZN)**
- SALARY** : R311 358 – R360 909 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Nongoma
- REQUIREMENTS** : An appropriate three-year Bachelor's degree or equivalent qualification; At least three years management or supervisory experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communications (written & verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA).
- DUTIES** : Co-ordinate and manage the financial and human resources of the offices; strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Act as Manager; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with the internal and external stakeholders.
- ENQUIRIES** : Ms T.M. Ramela ☎ (031) 301 53309
- POST 03/25** : **SENIOR REGISTRAR (REF: 08/02/KZN)**
- SALARY** : R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Registrar of the High Court, Pietermaritzburg
- REQUIREMENTS** : An appropriate four year legal qualification, which includes at least the following courses: Law of evidence, Civil procedure and Criminal procedure, Criminal law and Interpretation of statutes; Minimum of five years relevant experience which includes Management; A valid Driver's license code EB. Skills and Competencies: Numeracy skills; Office management skill, planning and organization skills; Conflict and resolution management; Computer literacy (MS Office); Good communication (verbal and written); Leadership and management skills; Good interpersonal relations; Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management Support processes to judiciary and prosecution at area level; Issue all processes initiating court proceedings; Co-ordinate Interpretation Services, Appeals and Reviews; Process unopposed divorces and facilitation of pre-trial conferences; Check criminal record books; Consider Judgment by default; Appoint

Sheriffs of the Court on 'ad hoc' basis; Authenticate signatures of Legal Practitioners, Notaries, Sworn Translators; Supervise subordinates and evaluate their performance and any other official duties requested by the Area Court Manager.

ENQUIRIES

: Mr M.V. Hlatshwayo ☎ (033) 3458211

POST 03/26

: **ADMINISTRATIVE OFFICER: PIETERMARITZBURG (REF: 08/03/KZN)**

SALARY

: R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE

: Magistrate Court, Pietermaritzburg

REQUIREMENTS

: A Bachelor's degree or equivalent qualification OR Grade 12 Certificate with ten years experience in office and district administration; Knowledge and experience in Human Resources; Knowledge in records / archive management; Knowledge of the Public Service Regulations, 2001 the Public Service Act, 1994, and other statutory enacted or government and Departmental Financial Instructions, policies, manuals and codes applicable to the work of the Department. Recommendations: A valid driver's license will serve as an advantage. Skills and Competencies: Computer literacy (MS Office); Good communications (written& verbal); Good interpersonal relations; Continual learning and information search; Able to work accurately and under pressure and work independently; Ability to interpret and apply policies; attention to detail.

DUTIES

Manage personnel related activities. Deal with all Human Resources related issues and documents; Supervise, train and discipline staff.; Liaise with Senior Managers and colleagues regarding the application of prescripts; Provide advice and guidance regarding the application of prescripts and service benefits; Participate in management meetings; Check administration done by incumbents; Draft of memoranda, submissions and reports; Manage Performance Agreements to ensure high service standards; Responsible for the following sections: Library, Switchboard, Typists, Messengers and General Office.

ENQUIRIES

: Mr M.A. Naicker ☎ (033) 3555172

DEPARTMENT OF LAND AFFAIRS

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhiten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POSTS

- POST 03/27** : **ASSISTANT DIRECTOR: FINANCE AND ADMINISTRATION (Reference: S8/3/2008/12)**
Note this post was advertised in the newspaper

- SALARY CENTRE REQUIREMENTS** : R157 686 per annum
Office Of The Chief Registrar Of Deed: Johannesburg And Pretoria
: * Grade 12 Certificate plus a recognised three (3) year degree or diploma in Finance and/or Public Administration. * Three years experience in Financial Management and/or Supply Chain Management which includes knowledge of General Acceptance Accounting Principles (GAAP). Public Finance Management Act (PFMA), Treasury Regulations. * Knowledge of/and experience in preparing budgets. * Knowledge of and practical experience in financial system particularly ACCPAC will be an added advantage. * Computer literacy. * Ability to write reports. * Ability to work independently and under pressure

- DUTIES** : * Prepare financial reports and statements according to PFMA principles, Supply Chain Management and GAAP. * Manage the debtors and creditors account. * Manage the procurement and provisioning processes, assets and contracts. * Supervise the finance personnel. * Draft memorandums with regards to procurement and finance issues. * Perform and assist with regards to the budget and MTEF projections. * Perform duties/functions as delegated by the Registrar and his delegate
- CLOSING DATE** : 27 February 2008

- POST 03/28** : **SENIOR REGISTRY CLERK (REFERENCE: S8/3/2008/10)**

- SALARY CENTRE REQUIREMENTS** : R85 362 per annum
Office Of The Chief Registrar Of Deed: Pretoria
: * Senior Certificate or equivalent qualification. * Two years experience in a records management environment, information and Records Management course will be a recommendation. * Good organising and excellent communication (written and verbal) skills. * Supervisory skills. * Ability to prioritise urgent matters is a recommendation so as confidentiality. * Be computer literate (MS Office, Word, Excel).

- DUTIES** : Opening of all mail. * Draw files. * Receive files. * Handle all files and documents according to Registry and the prescripts of National Archives. * File documents. * Keep registries for all monies received and registered mail. * Control and manage franking machine. * Manage incoming/outgoing Courier Services. * Handle and manage incoming and outgoing Courier registers. * Supervise subordinates and their routine and develop a

CLOSING DATE

: schedule of their activities. * Alternative duties may be added as decided by the Deputy
Director: Corporate Support Services
3 February 2008

NATIONAL TREASURY

- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- APPLICATIONS** : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5920
- CLOSING DATE** : 01 February 2008

OTHER POSTS

- POST 03/29** : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REFERENCE NUMBER: S004/2008**
Division: Corporate Services

- SALARY CENTRE REQUIREMENTS** : R311 358 (all-inclusive) per annum
Pretoria
• A degree / diploma in Financial Management • 4 - 6 years experience of budgets and financial management • Computer literacy in PERSAL, BAS, MS Excel and MS Word • Development of staff.

- DUTIES** : It would be expected from the candidate to: • Manage the Department's annual budget • Compile the internal budget of the National Treasury • Develop, maintain and implement appropriate budgeting systems to ensure effective, efficient and economic management in the National Treasury • Ensure compliance with the provisions of the Public Finance Management Act, 1999 and the Treasury Regulations • Assist the Director in strategic and operational financial matters • Manage the section.

- POST 03/30** : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: POLICY DEVELOPMENT AND INTERNAL CONTROL REFERENCE NUMBER: S003/2008**
Division: Corporate Services

- SALARY CENTRE REQUIREMENTS** : R157 686 per annum
Pretoria
• A degree / diploma or equivalent qualification in Finance / Management Accounting • 3 - 5 years experience in a financial management environment.

- DUTIES** : It would be expected from the candidate to: • Develop and maintain financial policies, procedures and prescripts • Ensure the relevance, reliability and integrity of financial information (bath control) • Account for and administer Departmental losses • Effectively and efficiently administer the entity databases, ie LOGIS and BAS • Prepare National Treasury's annual financial statements on the modified cash basis of accounting in accordance with the formats prescribed by the National Treasury.

- POST 03/31** : **FINANCIAL ADMINISTRATION SPECIALIST: REMUNERATION REFERENCE NUMBER: S008/2008**
Division: Corporate Services

- SALARY CENTRE REQUIREMENTS** : R132 054 per annum
Pretoria
• A degree / diploma in Finance / Management Accounting • Extensive knowledge and experience in Financial Management, with specific reference to personnel remuneration, payroll management and debtors management • Sound knowledge of BAS (Basic Accounting System) and PERSAL • Knowledge of the Public Finance Management Act, Treasury Regulations, Tax legislation, Public Service Act, Regulations and Resolutions • Advanced computer literacy in MS Word and MS Excel • Knowledge of Project Management • Good oral and verbal communication skills, commercial awareness, action orientation, flexibility and personal motivation.

- DUTIES** : It would be expected from the candidate to: • Efficiently and effectively process accounting transactions relating to the Department's payroll (deductions and allowances) • Distribute payrolls and schedules • Account for and administer amounts owed to the Department (debtors management) • Process subsistence and travel advances and claims payable to staff • Administer service terminations (resignations and transfers) • Ensure that tax is deducted from service providers / consultants • Monitor and ensure that amounts allocated to control / suspense accounts are cleared and reconciled on a

timely basis • Prepare monthly and annual reports pertaining to personnel remuneration as required may be required.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
- FOR ATTENTION** : Ms A West
- 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.

MANAGEMENT ECHELON

- POST 03/32** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**
- SALARY** : R717 045 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized, appropriate Bachelor's Degree in Commerce or equivalent qualification •A strong financial background •Sound knowledge of Human Resource Management, Information Technology and Systems Management, Procurement and Logistical Services, Communication and Information Services •Effective communication and strong interpersonal and writing skills •Strategic decision-making and management reporting skills •Managerial and leadership ability as well as commitment to transformation •Independence, initiative and willingness to travel regularly.
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for: Being a Chief Financial Officer and acting as the principal advisor to the Accounting Officer on all financial management matters and directing the overall financial plan and accounting practices •Overseeing accounting systems, controls, standards and timely statutory financial and management reporting for the Office •Overseeing the treasury, budgeting, taxation, payrolls, purchasing, internal control and audit activities of the Office •Being the organizational custodian and facilitator for Financial resourcing, Human resourcing and Physical resourcing within the portfolio •Improving operational infrastructure and maintaining statutory compliance •Facilitating the organizational strategic planning and execution of the business plan within the portfolio •Leading the development of internal policies and procedures regarding Human Resources, Financial Management, Procurement, Communication and Information Services, Information Technology and Facilities management •Facilitating the empowerment of staff within the Office by leading, developing, coaching and mentoring staff members •Managing staff members in the portfolio key performance areas in order to ensure the achievement of their agreed organizational objectives •Ongoing review of financial performance against business plan and budgets •Pro-actively building and strengthening a sound working relationship with key stakeholders •Overseeing the transformation of the Corporate Services from an administrative and transactional-based component into a customer-focused, premier corporate services provider •Leading, management and development of Communication and Information Services strategies for the Office.
- ENQUIRIES** : Ms OR Ramsingh (012) 352 1005
- CLOSING DATE** : 01 February 2007

OTHER POSTS

- POST 03/33** : **PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT**
- SALARY** : R106 335 per annum
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	Ideal Candidate Profile: •Applicants must be in possession of a three-year Degree/ National Diploma in Supply Chain Management/ Provisioning Administration/Purchasing/Economics PLUS the following key competencies: Knowledge and experience in Supply Chain Management procedures, LOGIS, Public Financial Management Act (PFMA) and Treasury Regulations •Skills: Supervisory, Organisational, Computer literacy e.g. MS Office Suite and accuracy •Good written and verbal communication skills •Good interpersonal and problem solving skills •A valid Code 08 drivers license.
<u>DUTIES</u>	:	•Prepare documents for advertisement of bids, submissions to the Departmental Control Committee (DCC), Information Technology Committee (ITC), Departmental Standing Bid Committee (DSBC) and other stakeholders, Bids Management, Contract Management, Monthly reporting to National Treasury and DEAT, Obtain quotations for the procurement of goods and services through the Iqual System, Manage Supplier Performance, Co-ordinate, control, monitor and evaluate activities of subordinates, Determine and provide training, Approve Procurement Advices (PA), Update supplier details including banking details, Ensure compliance PPPFA, BBBEE, PFMA and Treasury Regulation
<u>ENQUIRIES</u>	:	Ms Adrie Coetzer (012) 352 1111
<u>CLOSING DATE</u>	:	08 February 2008
<u>POST 03/34</u>	:	<u>ADMINISTRATIVE SECRETARY TO THE COMMISSIONER</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Western Cape Regional Office
<u>REQUIREMENTS</u>	:	Ideal Candidate Profile: •A Senior Certificate coupled with typing competency •A certificate or three-year Secretarial Diploma in Office Administration will be an advantage •Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook •Effective administrative, organizational, and communication skills at all levels •Assertive, trustworthy, professional with integrity •Good interpersonal relations •Creative, motivated, self-driven, results-oriented and have initiative •Ability to work both independently and as part of a team •Commitment to transformation. Valid code 08 driver's license will be an added advantage
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Providing administrative support functions to the Commissioner. Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports •Administering office correspondence/documents/reports •Administering office expenditure for the Commissioner including submission of claims for subsistence and travel •Drafting and typing correspondence/documents including PowerPoint presentations •Maintaining and managing the filing system for the Commissioner •Organizing meetings/workshops and taking minutes during the meetings •Administering the Commissioner's diary •Organizing logistical matters including travel arrangements and acting as a receptionist for the Commissioner •Liaising with internal and external stakeholders on behalf of the Commissioner regarding office operation.
<u>ENQUIRIES</u>	:	Mr RS Erasmus (021) 421 3998
<u>CLOSING DATE</u>	:	15 February 2008

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

MANAGEMENT ECHELON

- POST 03/35** : **DIRECTOR: LITIGATION AND CONTRACT MANAGEMENT**
Chief Directorate: Legal Services
- SALARY** : R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ An appropriate recognised law degree or equivalent qualification PLUS credible management experience in the legal field with specific focus on contract management and litigation. ☐ Admission as an attorney will be an added advantage. ☐ Knowledge and experience of the law of evidence, civil procedure, interpretation of statutes and constitutional law. ☐ Knowledge and experience of litigation processes and court rules. ☐ Broad knowledge of the social development sector. ☐ Understanding of the relevant public service and social development legislative framework. ☐ Knowledge and experience of the Promotion of Administrative Justice Act. ☐ Knowledge of and experience in the drafting of contracts and other legal instruments. Competencies needed: ☐ Research and policy formulation skills. ☐ Presentation skills. ☐ Communication (written, verbal and liaison) skills. ☐ Planning and organising skills. ☐ Analytical and problem-solving skills. ☐ Strategic capability and leadership skills. ☐ Project and programme management skills. ☐ Financial management skills. ☐ Client orientation and customer focus skills. ☐ People management and empowerment skills. ☐ Computer literacy. Attributes: ☐ Confident. ☐ Trustworthy. ☐ Integrity. ☐ Accurate. ☐ Adaptable. ☐ Diplomacy. ☐ Assertiveness. ☐ Participative. ☐ Compliant. ☐ Systematic. ☐ Ability to work under pressure.
- DUTIES** : Key Responsibilities: ☐ Oversee the institution and defence of legal proceedings by and against the Department, both at national as well as provincial level. ☐ Provide legal advice or written legal opinions and prepare legal documentation for the Department. ☐ Draft, vet, negotiate and manage contracts and agreements for the Department. ☐ Draft, review and edit contracts, agreements and legal instruments. ☐ Render legal advice both verbal and in writing on contracts, agreements and legal instruments. ☐ Develop, review, implement, monitor and evaluate the litigation management strategy.
- ENQUIRIES** : Mr P Loselo Tel no: (012) 312-7564

OTHER POSTS

<u>POST 03/36</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE MONITORING</u> Chief Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R311 358 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Degree in the Social Sciences (or equivalent qualification) plus credible relevant experience in Monitoring and Evaluation, information management and programme performance monitoring. <input type="checkbox"/> Knowledge of Software packages such as SPSS and SAS. <input type="checkbox"/> Experience in strategic management. Competencies needed: <input type="checkbox"/> Information management skills. <input type="checkbox"/> Statistical analysis skills. <input type="checkbox"/> Ability to customize and target information to user requirements. Coordination skills, <input type="checkbox"/> Excellent Communication (written, verbal, presentation and liaison). skills <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Ability to function independently. <input type="checkbox"/> Computer user knowledge <input type="checkbox"/> Analytical and research skills. <input type="checkbox"/> Strategic management skills.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Manage a data to support institutional performance. <input type="checkbox"/> Ensure that data is processed, screened and analysed statistically in readiness for dissemination to national and provincial managers. <input type="checkbox"/> Oversee the dissemination of research results in a customised format to appropriate role players. <input type="checkbox"/> Responsible for producing quality and reliable institutional performance. <input type="checkbox"/> <input type="checkbox"/> coordinate Monitoring and Evaluation functions between the Department, provinces and agencies.
<u>ENQUIRIES</u>	:	Mr C Mulaudzi Tel no: (012) 312-7819
<u>POST 03/37</u>	:	<u>SOCIAL WORK ADVANCED SPECIALIST: PARTIAL CARE</u> Directorate: Orphans, Vulnerable Children and Early Childhood Development
<u>SALARY</u>	:	R311 358 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> Appropriate recognized Bachelors Degree(or equivalent qualification) in social work and registration with the South African Council for Social Service Professions PLUS sufficient experience in the field of partial care. <input type="checkbox"/> Advanced knowledge and understanding of human behaviour and social systems, <input type="checkbox"/> Extensive knowledge of related child care legislation and policies. <input type="checkbox"/> Knowledge of the Public Service legislative framework and Policies pertaining to partial care. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> Planning and organizing skills. <input type="checkbox"/> Research monitoring & evaluation skills. <input type="checkbox"/> Analytical and project management skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Communication (written & verbal) skills. <input type="checkbox"/> Policy development skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Counselling skills. <input type="checkbox"/> Quality management skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Positive. <input type="checkbox"/> Confident. <input type="checkbox"/> Assertive <input type="checkbox"/> Accurate. <input type="checkbox"/> Independent. <input type="checkbox"/> Drive <input type="checkbox"/> Ethical. <input type="checkbox"/> Patient. <input type="checkbox"/> Ability to work in a team.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Facilitate the development and implementation of policies and strategies in respect of partial care. <input type="checkbox"/> Facilitate the development and implementation of norms and standards. <input type="checkbox"/> Review existing policies, regulations, practice guidelines and norms and standards and registration procedures. <input type="checkbox"/> Support the facilitation and coordinate the mainstreaming of partial care into social service to children and families. <input type="checkbox"/> Ensure monitoring, quality assurance and evaluation of programmes and services, pertaining to partial care at all levels by developing an appropriate monitoring database and monitoring tool. <input type="checkbox"/> Facilitate and ensure coordination of stakeholders as well as maintenance of partnerships in respect of partial care. <input type="checkbox"/> Facilitate the development of an audit of all partial care facilities countrywide. <input type="checkbox"/> Facilitate inputs towards the communication plan focusing on aspects such as policy, norms and standards, monitoring and evaluation as well as developmental quality assurance. <input type="checkbox"/> Represent the Department on forums, committees, task teams and conferences. <input type="checkbox"/> Provide advice and guidance on issues pertaining to policy monitoring and evaluation, developmental quality assurance and norms and standards. <input type="checkbox"/> Manage subordinates, work plans and conduct performance assessments as well as quality control of work delivered by staff. <input type="checkbox"/> Establish, implement and maintain efficient and effective communication internally and externally.
<u>ENQUIRIES</u>	:	Ms PM Maaga Tel no: (012) 312-7397

<u>POST 03/38</u>	:	<u>SOCIAL WORK ADVANCED SPECIALIST: PROGRAMME DEVELOPMENT AND IMPLEMENTATION</u> Directorate: Substance Abuse and Central Drug Authority
<u>SALARY</u>	:	R311 358 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ Appropriate recognized Bachelors Degree (or equivalent qualification) in social work and registration with the South African Council for Social Services Professions PLUS sufficient experience in programme development and implementation. □ Advanced knowledge and understanding of human behaviour and social systems. □ Knowledge of legislation pertaining to the field of Substance Abuse. □ Willingness to travel.</p> <p>Competencies needed: □ Project management skills. □ Programme development skills. □ Analytical skills. □ Monitoring and evaluation skills. □ Communication (written and verbal) skills. □ Financial management skills. □ Planning and organizational skills. □ Presentation skills. □ Negotiation skills. □ Counselling skills. Attributes: □ Willingness to work in a team and independently. □ Self-starter. □ Assertive. □ Diversity commitment. □ Willingness to work under pressure.</p>
<u>DUTIES</u>	:	<p>Key Responsibilities: □ Facilitate the development, implementation, monitoring and review of substance abuse programmes. Develop the frameworks for the development and implementation of substance abuse programmes. □ Facilitate the development, review and monitoring of minimum norms and standards for substance abuse programmes and services. □ Develop, review and facilitate implementation of welfare sectoral business plan within the context of the National Drug Master Plan. □ Facilitate the management and administration of national projects and National Councils. □ Coordinate drug related research. □ Assist with international liaison as it relates to Substance Abuse.</p>
<u>ENQUIRIES</u>	:	Mr M Kalaeamodimo Tel no: (12) 312-7448
<u>POST 03/39</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE</u> Directorate: Service Standards
<u>SALARY</u>	:	R196 815 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ A recognised Bachelor's Degree in Social Work or equivalent qualification PLUS sufficient experience in social development sector. □ Knowledge of quality assurance processes and procedures. □ Knowledge of the Public Service Legislative Framework. □ Registration with South African Council for Social Service Professions. Competencies needed: □ Client orientation and customer focus skills. □ Negotiation skills. □ Social work skills. □ Analytical skills. □ Public relation skills. □ Project management skills. □ Communication (written, verbal and presentation) skills. □ Monitoring and evaluation skills. □ Presentation and facilitation skills. □ Coordination skills. □ Research skills. □ Computer literacy. Attributes: □ Ability to work under pressure. □ Ability to work independently and as a part of a team □ Adaptability. □ Confident. □ Compliant. □ Self-starter. □ Accurate. □ Diplomatic.</p>
<u>DUTIES</u>	:	<p>Key Responsibilities: □ Participate in the development of policies, legislation and strategies pertaining to social services and monitor the implementation thereof. □ Provide advice to social service providers to ensure an efficient , effective and economic social services. □ Undertake social research and develop policies. □ Ensure that all administrative functions required in the unit are performed to the required standard.</p>
<u>ENQUIRIES</u>	:	Ms C Legodu Tel no: 312-7548
<u>POST 03/40</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE</u> Directorate: Information Technology
<u>SALARY</u>	:	R157 686 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ An Information Technology Diploma (or equivalent qualification) PLUS credible experience in quality management. □ Knowledge of system development life cycle. Competencies needed: □ Quality management skills. □ Technical report writing skills. □ IT Research skills. □ Project management skills. □ Presentation skills. □ Negotiation skills. □ Planning and organising skills. □ Computer literacy. □ Quality assurance skills. □ Analytical skills. □ Communication (written and verbal) skills. □ Ability to work under pressure.</p>

<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Develop and implement IT quality management systems, policies, procedures and methodologies. <input type="checkbox"/> Develop, implement and measure the IT quality standards in the Department. <input type="checkbox"/> Render a technical and functional quality assurance service to the project management team. <input type="checkbox"/> Analyse quality assurance trends.
<u>ENQUIRIES</u>	:	Ms S Ntsioa Tel no: (12) 312-7756
<u>POST 03/41</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION AND IMPACT ASSESSMENT</u> Directorate: Impact Assessment
<u>SALARY</u>	:	R157 686 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> A Bachelors Degree in Social Science (or equivalent qualification) PLUS credible experience in research or monitoring and evaluation field. <input type="checkbox"/> Experience in the design and implementation of evaluation programmes. <input type="checkbox"/> Practical experience in using SPSS for data analysis. <input type="checkbox"/> A thorough grounding in quantitative and qualitative research methodologies and monitoring and evaluation. <input type="checkbox"/> Good understanding of how government policies and programmes aim to address poverty. <input type="checkbox"/> Thorough academic and practical understanding of research design, implementation and analysis. Competencies needed: <input type="checkbox"/> Quantitative and qualitative research skills. <input type="checkbox"/> Monitoring and evaluation skills, in particular impact assessment and evaluation. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Research reporting writing skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Computer user knowledge and experience. <input type="checkbox"/> Statistical analysis skills. Attributes: <input type="checkbox"/> An eye for detail. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> A high level of strategic sense.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Design and implement impact evaluation studies for programmes in the Department. <input type="checkbox"/> Design and implement programme evaluation plans for the purposes of evaluating Social Development policies and programmes. <input type="checkbox"/> Design and implement social sector evaluations in order to evaluate social sector performance. <input type="checkbox"/> Design and implement diagnostic evaluation studies in order to provide in depth knowledge into specific problems identified through the monitoring processes.
<u>ENQUIRIES</u>	:	Mr T Buthelezi Tel no: (12) 312-7880
<u>POST 03/42</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (2 POSTS)</u> Directorate: NPO Compliance and Capacity Building
<u>SALARY</u>	:	R132 054 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree (or equivalent qualification) in the financial field PLUS credible experience. <input type="checkbox"/> Knowledge of the PFMA and Treasury Regulations. <input type="checkbox"/> Knowledge of the Non Profit Organisations Act and other related legislation will be an added advantage. Competencies needed: <input type="checkbox"/> Ability to analyse and interpret financial statements. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Customer care skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work under pressure and to cope with a high work load.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Monitor financial compliance of Non Profit Organisations (NPO) in terms of the NPO Act. <input type="checkbox"/> Register organisations in terms of the NPO Act. <input type="checkbox"/> Assist with the capacity building of NPOs to enable organisations to meet the registration and reporting requirements. <input type="checkbox"/> Liaise with the public, donor community and other organisations that want to register in terms of the NPO Act.
<u>ENQUIRIES</u>	:	Ms V Meyer Tel no: (012) 312-7687
<u>POST 03/43</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Chief Directorate: HIV/AIDS
<u>SALARY</u>	:	R132 054 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate recognised Bachelors Degree or equivalent qualification PLUS credible experience in administration. Knowledge of / experience in financial management. Ability to interpret government guidelines and policies. Competencies needed: <input type="checkbox"/> Interpersonal skills. Administrative skills. Organising and planning skills. Computer literacy. Communication (written and verbal) skills. Problem-solving skills. Attributes: <input type="checkbox"/> Ability to cope with a high work load. Ability to work independently and as part of a team.

<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Render an administrative support service to the Chief Directorate, which will include organising and planning meetings. <input type="checkbox"/> Process claim forms and order stationery. <input type="checkbox"/> Arrange travel bookings and accommodation for staff in the Chief Directorate. <input type="checkbox"/> Prepare monthly expenditure reports of the Chief Directorate. <input type="checkbox"/> Draft letters, submissions and compile agendas. <input type="checkbox"/> Take minutes at meetings and distribute to members. <input type="checkbox"/> Represent the Chief Directorate at the Inter Departmental committee meetings on HIV/AIDS workplace programme.
<u>ENQUIRIES</u>	:	Dr M Kganakga Tel no: (12) 312-7962
<u>POST 03/44</u>	:	<u>FINANCIAL ASSISTANT</u> Chief Directorate: HIV/AIDS
<u>SALARY</u>	:	R132 054 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate (Grade 12) and/ or an appropriate recognised three year Bachelor's degree or equivalent qualifications PLUS credible experience (depending on the qualification obtained) in financial management as well as government provisioning and procurement procedures. Competencies needed: <input type="checkbox"/> Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 & ST36) as well as the Division of Revenue Act. <input type="checkbox"/> Management skills. <input type="checkbox"/> Organising and planning skills. <input type="checkbox"/> Communication (written, verbal and liaison skills. <input type="checkbox"/> Computer software knowledge and experience. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Exposure to project management and strategic processes will be an added advantage.
<u>DUTIES</u>	:	Key Responsibilities: Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by - <input type="checkbox"/> Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. <input type="checkbox"/> Facilitating the compilation of the zero based budget inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. <input type="checkbox"/> Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. <input type="checkbox"/> Compiling a monthly report on the financial position of the Chief Directorate which reflects the expenditure trends according to the Basic Accounting System (BAS) expenditure reports and the manual expenditure system with projections for the remainder of the financial year, for tabling at the EXCO meetings. <input type="checkbox"/> Maintaining the day to day expenditure records on the manual system according to source documents received. <input type="checkbox"/> Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. <input type="checkbox"/> Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. <input type="checkbox"/> Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirector: Logistics. <input type="checkbox"/> Liaising with the Sub Directorate: Internal Control in terms of the implementation of departmental policies, procedures, processes and internal control mechanisms in line with the Public Finance Management Act, 1999, Treasury Regulations and other related prescripts and guidelines which will affect the Chief Directorate. <input type="checkbox"/> Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. <input type="checkbox"/> Facilitating the timeous response to audit queries and ensuring that set due dates are met. <input type="checkbox"/> Providing assistance with the completion and controlling of payment advices, VAS2's, travel and subsistence advances and claims.
<u>ENQUIRIES</u>	:	Dr M Kganakga Tel no: (012) 312-7962

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference.

CLOSING DATE : 01 February 2008
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. 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 03/45 : **DIRECTOR: AFRICA RELATIONS**
 (5 year contract)

SALARY : R540 429 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicant should be in possession of a three-year degree or equivalent qualification couple with appropriate experience in international relations. the following key competencies are essential: knowledge and understanding of South Africa's water and forestry priorities and South Africa's relations with African and other multilateral organisations; leadership and management, strategic planning skills; people management skills; innovative and analytical thinker; research orientated person; good communication (Written and verbal) and networking skills; financial management skills; interpersonal and liaison skills; ability to interpret and apply policies; project management and strategic planning skills; conflict resolution, negotiation and co-ordination skills.

DUTIES : Key Performance Areas: Duties of the incumbent will include co-ordination of DWAF's participation in international Shared Watercourse Institution/River Basin Organisation; coordination of DWAF's bilateral relations with African Countries in the water and forestry sector; coordinate the participation of DWAF in the Bi-National Commission/Committees with African countries created by DFA; coordination of DWAF's multilateral relations in the Water and Forestry sector in Africa (SADC, African Union, AMCOW, NEPAD, African Network of Basin Organisations); facilitate the export of South Africa's skills and expertise in the water and forestry sector of Africa; writing speeches and briefing notes for senior management and the Minister. Applicant should be willing to travel internationally, particularly throughout Africa.

ENQUIRIES : Ms R Moloi, Tel (012) 336 7054
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

FOR ATTENTION : Mrs C Mazibuko, Zwamadaka Building 610

POST 03/46 : **DIRECTOR: WATER SECTOR SUPPORT**
 (5-year contract)

SALARY : R540 429 per annum (all-inclusive salary package)
CENTRE : Pretoria: Gauteng Regional Office
REQUIREMENTS : An appropriate recognised Bachelor's degree or equivalent qualification. A post graduation qualification will be an added advantage. Extensive appropriate experience in the water sector and Gauteng dynamics. Good understanding of local government and water sector support programme. Ability to co-ordinate at both political and administrative level. Good communication skills, leadership skills, project management skills and financial management skills. Good understanding of the importance of intergovernmental relations and co-operative governance. Computer literacy. Willingness to travel and have valid driver's license code 08. It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

DUTIES : Key Performance Areas: Promotion of IGR; Provide effective support to local government and Water Sector Stakeholders. To co-ordinate capacity building support,

sanitation programmes, planning, operations and maintenance. To co-ordinate a five year local government strategic agenda water related KPI's. to manage support programmes on Water Services, Water Resources, Working for Water and Forestry, Services delivery, Bulk Infrastructure, Free Basic Services, Sector Collaboration, Water Quality Management, Nepad-DWAF, Water for Growth and Development, Water Allocation Reform, 2010 Co-ordination, Monitoring and Evaluation. To prepare Presidential Imbizo reports, Provincial Legislature report, Portfolio Committee, NCOP report, SALGA PEC report and DWAF quarterly reports. To update the Gauteng Water Sector Strategy on an annual basis.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Mr Hennie Smit Tel (012) 392 1301
: Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001.
: Ms K Mathole, 285 Sanlam Plaza East, Schoeman Street, 15th Floor. DWAF Regional Office.

POST 03/47

: **DIRECTOR: WATER SECTOR REGULATION AND USE**
(5-year contract)

SALARY
CENTRE
REQUIREMENTS

: R540 429 per annum (all-inclusive salary package)
: Nelspruit
: A relevant diploma or degree in relevant field plus appropriate experience. General Management presentation skills, negotiation skills, communication/interpersonal skills, Policy and Strategy Development skills, Skills Development knowledge of relevant Acts, Project and Programme management, integrated Water Resources Management, code 08 valid driver's license.

DUTIES

: Key Performance Areas: Provides leadership to Directorate. Develops and shares a vision and mission for the section, promotes team building within and beyond the section, ensure adequate support to subordinates, promote transformation within the section, ensures the culture of innovation and performance improvement suggestions scheme, advises top management and the legislation as well as relevant sector bodies on policies and strategies relevant the directorate, communication effectively with stakeholder in the sector about the functions of the directorate. Conducts strategic and business planning for the Directorate. Participate as a key player in the Water Affairs function strategic plan, develops an expenditure forecast on quarterly basis for the directorate, manages Human Resources within the section of staff, manages the development of individuals in subordinate position, ensures that HRD policies are applied for all staff members within the directorate. Ensure effective development and implementation of policies and strategies for the Directorate functions. Ensures the development and implementation of a financial strategy and budget responsibility for the directorate, provides broad financial strategy development for the directorate. Ensure water use, regulation and efficiency. Ensure equitable water allocation, oversees water registration and licensing. Ensure compliance and enforcement. Manages the compliance of water program with national regulatory framework, ensures the implementation of compulsory licensing programs. Ensure promotion of inter-governmental relations. Oversee and ensure the promotion of all inter-governmental relations. Liaise with stakeholders for planning initiatives. Ensure the planning of interventions for poor performance, ensure regular communication with all relevant stakeholders. Manages and oversees environmental data registry. Monitors and oversees hydrological and geohydrological services, monitors and oversees GIS, oversees the management of water quality data bank, oversees and manages survey services.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

: Mr FA Mntambo, Tel (013) 759 7311
: The Regional Head: Department of Water Affairs and Forestry, Private Bag X111259, Nelspruit, 1200.
: Mr MJ Mamba

POST 03/48

: **DIRECTOR: WATER SECTOR SUPPORT**
(5-year contract)

SALARY
CENTRE
REQUIREMENTS

: R540 429 per annum (all-inclusive salary package)
: Nelspruit
: A relevant diploma or degree in relevant field plus appropriate experience. General Management presentation skills, negotiation skills, communication/interpersonal skills, Policy and Strategy Development skills, Skills Development knowledge of relevant Acts, Project and Programme management, integrated Water Resources Management, code 08 valid driver's license.

DUTIES

: Key Performance Areas: Provides leadership to the Section. Develops and shares a vision and mission for the section, promotes team building within and beyond the section, ensure adequate support to subordinates, promote transformation within the section, ensures the culture of innovation and performance improvement suggestions scheme, advises top management and the legislature as well as relevant sector bodies on policies and strategies relevant the directorate, communication effectively with stakeholder in the sector about the functions of the directorate. Conducts strategic and business planning for the Directorate. Develops and shares a vision and mission for the directorate, promotes team building within and beyond the section, ensures adequate support to the subordinates, promotes transformation within the directorate, ensures a culture of innovation and performance, develops and implements a performance improvement suggestion scheme, advises top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the directorate. Conducts strategic and business planning for the section. Participate as a key player in the Water Affairs function strategic plan, develops an expenditure forecast on quarterly basis for the directorate, manages Human Resources within the section of staff, manages the development of individuals in subordinate position, ensures that HRD policies are applied for all staff members within the directorate. Ensure effective development and implementation of policies and strategies for the Directorate functions. Ensures the development and implementation of a financial strategy and budget responsibility for the directorate, provides broad financial strategy development for the section managers and ensure effective financial planning for water resource management, considering risk to capital and revenue streams. Ensure the rendering of support to institutions. Ensure effective water services institutions, provides direction in S78, represent DWAF on Meto's WCDM strategic meetings, manages and oversees the WSA checklist processes, ensure the creation of awareness on capability building grant, ensures the promotion of Departmental sector support strategy, ensure the promotion of CSO participation and gender and appropriate technology initiatives.

ENQUIRIES

: Mr FA Mntambo, Tel (013) 759 7311

APPLICATIONS

: The Regional Head: Department of Water Affairs and Forestry, Private Bag X111259, Nelspruit, 1200.

FOR ATTENTION

: Mr MJ Mamba

OTHER POSTS**POST 03/49**

: **PROFESSIONAL ENGINEER (DD: PLANNING)**

SALARY

: R369 000 per annum (all-inclusive salary package)

CENTRE

: Nelspruit

REQUIREMENTS

: A relevant diploma or degree in Engineering as prescribed by the Engineering Profession of SA Act, 1990 (Act 114 of 1990) and appropriate experience. Knowledge of sector legislation. Communication skill. Problem solving and analysis. Decision making and knowledge of Engineering code of conduct. Knowledge of Water Resource Management. Registration with Engineering Council (ECSA). Knowledge of dam safety regulations and standards. Risk management. Technical report writing knowledge management. Knowledge of Water Resource Infrastructure and Management.

DUTIES

: Key Performance Areas: Assist in design element. Contribute to design elements by gathering information, designs element or systems and in conjunction with stakeholders, plans at regional level and in conjunction with stakeholders, plans at a provincial level and in conjunction with stakeholders, provides support in management of multi-disciplinary PSP teams, support control of technical standards of work performed. Contributes to planning of engineering projects, activities and systems. Contributes to plans by providing information, plans at a local level independently and in conjunction with stakeholders, plans at regional level and in management and multi-disciplinary PSP teams, support control of technical standards of work performed. Audits, regulates and reports on all projects, activities and design plans. Monitors programmes by testing project and activities against design specifications and project plan, contributions to technical reports by gathering and providing information, contributes to and adds value to draft technical reports by writing parts for the report writes detailed technical reports independently, synthesis technical report by extracting relevant data and preparing overall analysis of projects and activities, provides an objective to the Department, oversees quality management of all projects and activities, oversees performance measures, oversees monitoring of timeframes and deadline on projects and activities in order to ensure that the projects and activities comply with project and activity plans and timing, oversees operations and maintenance of large engineering schemes, oversees all Water Resource Management functions within all project and activities. Communicate

with relevant stakeholders with regards to projects and activities. oversees efficiently on all Engineering projects by ensuring regular communication with all stakeholders. Conducts ongoing verbal communication with design teams, consultants, Deputy Chief Engineer and Chief Engineers by obtaining input into projects and activities and providing feedback on progress, resolves conflicts in projects with design teams, consultants, Deputy Chief Engineer and Chief Engineers by engaging with them and developing solutions. Participate in developing, maintaining and upgrading best practise technology. Participates in maintain or updating existing consulting methodologies and content within his/her area of expertise, ensure that improvements are documented that increases the Department's Intellectual Capital Keeps abreast of and is competent to apply 'state of the art' new products and technology development in his/her are of expertise. Provides leadership to sector. Provides ongoing training and mentoring of other technicians and/or engineers, develops and shares a vision and mission for the Business Unit, promotes team building within and beyond the Business Unit, ensures adequate support to subordinates, promotes transformation within the sector, promotes Employment Equity within the Sector, ensures a culture of innovation and performance, develop and implements a performance improvement suggestion scheme, negotiates protocols and other agreements with partner Departments and relevant sector institutions for implementation of policies and strategies relating to the function of the branch, advises top management and the legislature as well as relevant sector bodies on policies and strategy relevant to the sector, communicates effectively with stakeholders in the water sector about functions of the Business Unit. Conduct strategic and business planning for the sector: formulates strategic and operational business plans and budgets for a specific area, monitors debtor schedules and expedite payment of outstanding fees, participates in the Water Affairs Function strategic plan, develops and expenditure forecast on a quarterly basis for the business Unit participates in the recruitment and selection of staff, manages the development of individuals in subordinates positions, ensures that HRD policies are applied for all staff members within the Business Unit.

ENQUIRIES : Mr FA Mntambo, Tel (013) 759 7311
APPLICATIONS : The Regional Head: Department of Water Affairs and Forestry, Private Bag X111259, Nelspruit, 1200.
FOR ATTENTION : Mr MJ Mamba

POST 03/50 : **DEPUTY DIRECTOR: OPERATION AND MAINTENANCE (2 POSTS)**

SALARY : R369 000 per annum (all-inclusive salary package)
CENTRE : Pretoria: Gauteng Regional Office
REQUIREMENTS : National Diploma in Civil Engineering or equivalent qualification plus appropriate experience in Water Services. Good understanding of local government and DWAF legislative policies. Computer literacy and Driver's license. Managerial experience, Project Management skills, research skills, financial management skills, communication and presentation skills.

DUTIES : Key Performance Areas: To represent DWAF at the municipal, political and official strategic meetings. To co-ordinate DWAF internal projects legislative checklist, free basic services, service delivery Water and Sanitation projects, DWAF transfers, MIG Water and Sanitation projects, Bulk Infrastructure project, Water Conservation and Demand Management, Drinking Water Quality; Water for Growth and development, Water Education projects within the sub-region: to co-ordinate municipal support plans, to prepare ministerial enquiry reports, to represent DWAF on IDP and WSDP meeting and forums, to liaise with other Water Sector Stakeholders such as DLG, SALGA, Water Boards etc, to prepare monthly reports and quarterly reports, and to manage staff under his/her region.

ENQUIRIES : Mr T Mnguni, Tel (012) 392 1511
APPLICATIONS : Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001.
FOR ATTENTION : Ms K Mathole, 285 Sanlam Plaza East, Schoeman Street, 15th Floor. DWAF Regional Office.

POST 03/51 : **DEPUTY DIRECTOR: SANITATION**

SALARY : R369 000 per annum (all-inclusive salary package)
CENTRE : Pretoria: Gauteng Regional Office
REQUIREMENTS : National Diploma in Civil Engineering or equivalent qualification plus appropriate experience in Waste Water Treatment Plants. Understanding of DWAF and local government sanitation policies. Computer literacy and Driver's license. Managerial

	experience, Project Management skills, research skills, financial management skills, communication and presentation skills.
<u>DUTIES</u>	: Key Performance Areas: Manage and co-ordinate Bulk Sanitation Schemes within the Gauteng region. Ensure compliance from municipalities with implementation of sanitation projects in the region. Assist municipalities with the identification and registration of MIG sanitation projects. Evaluate and recommend registered sanitation project on the MIS and generate approval certificates to municipalities, DLG,DPLG and other stakeholders. Regular site visits to sanitation projects. Liaise with municipalities and DLG, DPLG other stakeholders on the status of projects. Co-ordinate the schools and clinics Sanitation project. To collaborate with other Stakeholders in developing sanitation implementation plans, to co-ordinate the development of the Gauteng Sanitation Strategy. Manage Civil Engineering Technicians, Community Development Officer and Assistant Director within Gauteng region. To prepare sanitation monthly and quarterly reports. To advise municipalities on appropriate technology on sanitation.
<u>APPLICATIONS FOR ATTENTION</u>	: Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001. : Ms K Mathole, 285 Sanlam Plaza East, Schoeman Street, 15 th Floor. DWAF Regional Office.
<u>POST 03/52</u>	: <u>DEPUTY DIRECTOR: CORPORATE SERVICES</u> (5-year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R369 000 per annum (all inclusive salary package) : Cape Town : Grade 12. Relevant Honours degree in Public Management or equivalent. Extensive experience in the public service at managerial level in public administration and management. Working experience in public service policies, procedures and practices. Appropriate planning, reporting and presentation skills. Excellent interpersonal and communication skills. Computer literacy and negotiation skills. A valid code 08 driver's licence. Preparedness to travel
<u>DUTIES</u>	: Key Performance Areas: Management of Corporate Services in the Working for Water Programme and general support of personnel. Providing strategic and general management input and consulting with management, interest groups and stakeholders. Responsible for Financial Management of the Programme in compliance with the PFMA and related legislation and financial budgeting. Managing the Human Resources unit with regard to HR planning and strategy, policy and implementation, Talent management, Organisational Design, HRD, Employee Relations, EAP and Transformation. The management of general administration with regard to data management, administrative support, transport and travel logistics and general service delivery to units. Manage Communication and Education in the Programme with regard to advocacy, communication strategy and media relations. Ensuring and developing Legal compliance with regard to contract management, Labour relations, Legislation and litigation.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	: Ms M Mangqalaza,tel (021) 441-2777 : Human Resources Manager, Private Bag X 4390,Cape Town,8000 : Mr A Pretorius
<u>POST 03/53</u>	: <u>ASSISTANT DIRECTOR:MONITORING AND EVALUATION MENTOR NATURAL RESOURCE MANAGEMENT</u> (5- year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R269 04 per annum (all-inclusive salary package) : Cape Town : An appropriate 3 year tertiary qualification. Appropriate working experience and knowledge of monitoring and evaluation in a natural resource management or conservation environment. Excellent verbal and written communication skills. Competency in Microsoft Office suite applications. Extensive knowledge of Project Management and ability to supervise, lead and manage the Unit.
<u>DUTIES</u>	: Key Performance Areas: Design, develop and implement an M&E framework for the Working for Water Programme, specifically focused on the natural resource management impacts of clearing Invasive Alien Plants (IAP's). Establishment and management of monitoring sites where the natural resource management impacts of clearing invasive alien plants can be assessed. Liaise with other support branches on the evaluation of monitoring indicators and their overall impact on the Programme's objectives. Assist in the development of tools and guidelines aimed at improving best practice in the Programme's operations. Compilation of M&E reports for key stakeholders and assisting in the compilation of the Programme's annual review.

		Manage and administer service providers. Facilitation of participatory process to garner insights and inputs into the monitoring of the Programme's activities.
<u>ENQUIRIES</u>	:	Mr A Khan, tel (021) 441-2729
<u>APPLICATIONS</u>	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr A Pretorius
<u>POST 03/54</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION MENTOR SOCIAL AND ECONOMIC DEVELOPMENT</u> (5-year contract)
<u>SALARY</u>	:	R269 042 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification or equivalent. Appropriate working experience and knowledge of monitoring and evaluation in a socio-economic development environment. Excellent verbal and written communication skills. Competency in Microsoft Office suite of applications.
<u>DUTIES</u>	:	Key Performance Areas: Design, develop and implement an M&E framework for the Working for Water Programme, specifically focused on the social and economic impacts of clearing IAP's. Establishment and management of monitoring inputs where sites for the social and economic impacts of the Programme's operations and interventions can be assessed. Liaise with other support branches on the evaluation of monitoring indicators and their overall impact on the Programme's objectives. Assist in the development of tools and guidelines aimed at improving best practice in the Programme's operations, with regard to social and economic interventions. Compilation of M&E reports for key stakeholders. Assist in the compilation of the Programme's annual review. Manage and administer service providers. Facilitation of participatory process to garner insights and inputs into the monitoring of the Programme's activities.
<u>ENQUIRIES</u>	:	Mr A Khan, tel (021) 441-2729
<u>APPLICATIONS</u>	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr A Pretorius
<u>POST 03/55</u>	:	<u>TECHNICAL RESEARCH CO-ORDINATOR</u> (5-year contract)
<u>SALARY</u>	:	R221 565.68 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification or equivalent. Appropriate working experience and knowledge of research and policy development experience preferably within the environmental science field. Excellent verbal and written communication skills. Competency in Microsoft Office suite applications. Willingness to travel. Valid driver's licence would be advantageous.
<u>DUTIES</u>	:	Key Performance Areas: Manage and administer biological control research in the following areas: exploration, importation, screening and permission to release, redistribution and early monitoring of biocontrol agents evaluation of the population dynamics of the agents and their effects on the population dynamics of the target plant optimise the impact of the agents through ecological manipulation, implementation, outreach and co-operative programmes with managers in the field cost benefit analysis of the development and review of effective implementation strategy for utilising biocontrol optimally harnessing of expert input into the biocontrol research aspects of the Programme and its integration into operational policy. Liaise with other support branches on the review of operational policies with regard to biological control assist in the development of tools and guidelines aimed at improving best practice in the Programme's operations. Assist in the compilation of the Programme's annual review. Manage and administer service providers.
<u>ENQUIRIES</u>	:	Mr A Khan, tel (021) 441-2729
<u>APPLICATIONS</u>	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr A Pretorius
<u>POST 03/56</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS-GLOBAL</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification. Experience and knowledge of International Relations and experience or knowledge of Multilateral Relations. Knowledge or a good understanding of principles of the Forestry and/or Water sector, sustainable development and current foreign policies will be advantageous. Excellent

	interpersonal and communication skills. Good written, liaison and organizational skills. Project management skills will be advantageous. Knowledge and experience in MS Office and a driver's license.
<u>DUTIES</u>	: Key Performance Areas: Provide administrative support to DWAF delegations' participation in global multilateral water and forestry forums. Support coordination of public and private involvement in international initiatives. Coordination DWAF's participation and contribution to key multilateral events and water and forestry forums in accordance with national policy and legislation. Support South-South cooperation in Water and Forestry sectors. Draft speeches and briefing notes for senior management. Draft submissions and report for multilateral related activities. Represent DWAF when required in international meetings and host delegations to DWAF in respect to multilateral initiatives. Represent DWAF when required on interdepartmental meetings and committees for multilateral relations. Application should be willing to travel internationally.
<u>ENQUIRIES</u>	: Ms Santha Naiker Tel (012) 336-7331
<u>APPLICATIONS</u>	: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	: Mrs C Mazibuko, Zwamadaka Building 610
<u>POST 03/57</u>	: <u>VALUE ADDED INDUSTRIES CO-ORDINATOR (2 POSTS)</u> (5-year contract)
<u>SALARY</u>	: R190 465.52 per annum(all-inclusive salary package)
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: An appropriate 3 year tertiary qualification in business socio-economic and/or natural resource based development, nature conservation or agricultural or higher diploma in Forestry, Nature Conservation or Agriculture. Excellent verbal and written communication skills. Competency in Microsoft Office applications. Willingness to travel extensively. Appropriate experience in supervisory capacity of Projects/Natural Resource/Agricultural /Forestry projects. Knowledge of Project Management. Valid driver's licence.
<u>DUTIES</u>	: Key Performance Areas: The incumbent is required to: Manage ongoing Professional Service Provider contracts and administration of Implementing Agents. Implementing scientific based development in monitoring, evaluation and maintenance of value added industries and sustainable natural resource use and management strategies. Develop business plans for VAI and the role value added industries and sustainable natural resource use management as a contribution to exit opportunities for WfW beneficiaries. Assist in the development of strategic partnership with relevant Government Departments in the promotion of Intergovernmental Relations
<u>ENQUIRIES</u>	: Ms S Dudumashe, tel (021) 441-2755
<u>APPLICATIONS</u>	: Human Resources Manager,Private Bag X 4390,Cape Town,8000
<u>FOR ATTENTION</u>	: Mr A Pretorius
<u>POST 03/58</u>	: <u>CHIEF ADMIN CLERK</u> (5-year contract)
<u>SALARY</u>	: R159 259.80 (all inclusive salary package)
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: Tertiary qualification in Public Service and Administration or equivalent. Appropriate administration experience. Comprehensive computer literacy in MS Office. Excellent minute taking experience and project management skills. Preparedness to travel and develop a comprehensive understanding of the programme. Sound financial management skills. A valid drivers licence and experience in government and procurement procedures would be advantage.
<u>DUTIES</u>	: Key Performance Areas: Management of staff within the administration and transport department. Address areas of development and ensure relevant training is undertaken. Conduct formal performance evaluations. Conduct needs analysis to ensure there are sufficient suitable vehicles available to meet customer demand. Compile monthly reports with regard to cellular phones, landlines, transport courier costs and office accounts to facilitate vacancy trends and the implementation of interventions. Liaison with Department of Water Affairs and Forestry Head Office and Working for Water regional offices. Management of Unit budgets and cash flow monitoring.
<u>ENQUIRIES</u>	: Mr T Rossouw, tel (021) 441-2769
<u>APPLICATIONS</u>	: Human Resources Manager,Private Bag X 4390,Cape Town,8000
<u>FOR ATTENTION</u>	: Mr A Pretorius

<u>POST 03/59</u>	:	<u>GIS OPERATOR</u> (5-year contract)
<u>SALARY</u>	:	R138 812 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Tertiary qualification in spatial and non spatial data capturing or equivalent. Appropriate working experience in waterworks spatial database as well as non-spatial database. Analytical ability to interpret and process data. Computer literacy. Excellent interpersonal skills. Working knowledge of Arcview, GIS and Waterworks spatial requirements
<u>DUTIES</u>	:	Key Performance Areas: To maintain waterworks spatial and non-spatial data capturing in line with the Programme's policy. Ensuring up to date operational data contributing to the Programme's goals. Ensuring that contract administration of mapping and data needs are met. Facilitation of APO maps for the Programme based on project management. Ensuring the generation of WIMS Contracts. Service delivery to customers and client stakeholders in the Programme and compiling monthly data reports.
<u>ENQUIRIES</u>	:	Ms T Puling tol (012) 392 1300
<u>APPLICATIONS</u>	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr A Pretorius
<u>POST 03/60</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (8 POSTS)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria: Gauteng Regional Office
<u>REQUIREMENTS</u>	:	National Diploma in Civil Engineering or equivalent qualification plus appropriate experience in Water Services. Computer literacy. Driver's license. project Management, research, interpersonal relations/conflict management, negotiation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Assist with coordination within the MIG programme in the region. Assist municipalities with the identification registration of MIG Water and Sanitation projects. Evaluate and recommend registered projects on the MIS and generate approval certification to municipalities, DLG and DPLG. Monitor and evaluate the implementation of MIG projects. Regular site visits to Water and Sanitation projects. Liaise with municipalities, DLG, DPLG and other stakeholders on the status of projects. Provide Technical assistance to municipalities on request. Technical assistance with the implementation of Bulk Infrastructure projects in the region. Co-ordinate the Transfer process to municipalities in the region. Assist with the Drought Relief programme within Gauteng Region. Assist with the Regulatory Performance management programme with municipalities. To attend WSDP and IDP sessions
<u>ENQUIRIES</u>	:	Mr T Mnguni, Tel (012) 392 1511
<u>APPLICATIONS</u>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria 0001.
<u>FOR ATTENTION</u>	:	Ms K Mathole, 285 Sanlam Plaza East, Schoeman Street, 15 th Floor. DWAF Regional Office.
<u>POST 03/61</u>	:	<u>ADMIN CLERK: VALUE ADDED INDUSTRIES</u> (5-year contract)
<u>SALARY</u>	:	R113 905 per annum (all-inclusive salary package).
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 plus secretarial qualification and/or equivalent qualification. Appropriate experience in a similar field. Computer literacy in MS Office and excellent interpersonal and communication skills. Good verbal and written communication as well as particularly good minute taking skills. Willingness to travel. Valid driver's licence would be an advantage.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative, secretarial and logistical support for meetings. Assist with the supply chain management processes of the Branch. Provide support to the Branch in preparing for meetings and travel itinerary of Branch Manager. Ability to collate Branch's Unit Budget and monthly reports. Follow-up and execute tasks as delegated by Branch Manager.
<u>ENQUIRIES</u>	:	Mr N Ngcobo, tel (021) 441-2749
<u>APPLICATIONS</u>	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr A Pretorius
<u>POST 03/62</u>	:	<u>ACCOUNTING CLERK</u> (5-year contract)
<u>SALARY</u>	:	R113 905.4 per annum (all inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	Grade 12 or equivalent qualification. Computer literacy. Excellent interpersonal and communication skills. Appropriate working experience in financial field. Knowledge of PFMA, BAS and LOGIS. Knowledge of Persal would be an advantage.
<u>DUTIES</u>	:	Key Performance Areas: Process invoices, claims and payments. Request and print BAS reports. Assist with LOGIS and BAS capturing. Provide finance and procurement support to the Finance Unit.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms S Dudumashe, tel (021) 441-2755
	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
	:	Mr A Pretorius
<u>POST 03/63</u>	:	<u>ADMIN CLERK: COMMUNICATION</u> (5-year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R113 905 per annum (all inclusive salary package)
	:	Cape Town
	:	Grade 12 or equivalent qualification. Computer literacy in MS Office. Excellent interpersonal and communication skills. Appropriate working experience in a related field.
<u>DUTIES</u>	:	Key Performance Areas: Offer general administrative support to the Communication team. Logistical management of events and press conferences. Assist with the sourcing of material for articles for publications/newsletters. Perform routine administrative functions within the Unit. Keep a logical filing system of the unit's documents in electronic and hard copy. Assist with the supply chain management processes of the Unit. Collate the unit's monthly report and budget. Follow up and carry out tasks as delegated by the Unit Manager.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr T Rossouw, tel (021) 441-2769
	:	Human Resources Manager, Private Bag X 4390, Cape Town, 8000
	:	Mr A Pretorius
<u>POST 03/64</u>	:	<u>SENIOR LIMNOLOGICAL TECHNICIAN(2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum
	:	Pretoria, Roodeplaat
	:	Candidates must be in possession of a National Diploma in Microbiology, Biotechnology or Water Care. Recommendation: experience in standard analytical techniques for Hydrobiology, Microbiology and Aquatic Toxicity; the use of a Laboratory Information Management System (LIMS) for data handling; the ability to plan, organise and analyse sample; the ability to perform administrative tasks; experience in ISO 17025 and accreditation; knowledge of statistical analysis; knowledge of Occupational Health and Safety Act and safety principles; computer literacy and ability to use various software packages such as MS Word, Excel, PowerPoint, Microsoft Outlook and Internet. A valid driver's licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will be responsible for the following: Analyses of water/sediment sample using microbiological, Hydrobiological and Aquatic Toxicity methods; algal identification; preparation of media, solutions and standards; maintenance of cultures; maintenance of laboratory instruments; maintenance, update and improve the accreditation quality system; training and supervision of subordinates; capturing of data on LIMS and similar software packages; assist with the development, validation, improvement and auditing of analytical methods and standard operating procedures; and purchase of consumable/instruments according to government procedures.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr C Carelsen, Tel (012) 808 9562
	:	The Director, Resource Quality Services, Private Bag X313, PRETORIA, 0001
	:	Ms M L Makhoana
<u>POST 03/65</u>	:	<u>SENIOR SAFETY OFFICER (SAFETY, HEALTH AND ENVIRONMENT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum
	:	Pretoria, Roodeplaat Dam
	:	A National Diploma in Occupational Safety, Health and Environment (SHE) Management with appropriate experience in the field. Certificates in Occupational Health and Safety (Samtrac, etc). Knowledge and understanding of the COIDA Act. Risk Management (Proficiency in emergency preparedness). Computer literacy. Good communication/interpersonal skills. Must be able to work under pressure. Understanding

	of the OHS Act and Risk Assessments. Experience in implementation of the OHS Act and its regulations
<u>DUTIES</u>	: Key Performance Areas: Implement the Department's OHS Policy, rules and regulations. Develop a SHE Management system to ensure a safe working environment. Responsible for the Environmental Management Issues. Conduct internal audits to ensure legal compliance. Collecting and analysing data on Safety incidents and fatalities, injuries on duty and serious incidents. Implement risk identification and provide assessment programmes. Investigate all incidents and fatalities. Provide input on emergency response and evacuation plans. Regulate internal communication at all levels by way of routing meetings and discussions regarding health and Safety issues. Creating, implementing and maintaining a safety administration system. Developing and implementing safety policies and procedures. Plan, co-ordinate and present safety talks and awareness campaigns. Chair the regular (quarterly) internal OHS Committee meetings.
<u>ENQUIRIES</u>	: Mr Paul Botes, Tel (012) 808 9597
<u>APPLICATIONS</u>	: The Director: Quality Services, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	: Ms ML Makhoana
<u>POST 03/66</u>	: <u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	: R106 335 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate / Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added advantage. Willingness to work after hours when required.
<u>DUTIES</u>	: Key Performance Areas: Responsible for the overall administration of the Chief Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Chief Director. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Provide secretarial services to the Chief Directorate and the Audit Committee. Maintain an effective filing system in the office of the Chief Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Chief Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.
<u>ENQUIRIES</u>	: Mr N Marobane, Tel (012) 336 7036.
<u>APPLICATIONS</u>	: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	: Mrs C Mazibuko, ZwaMadaka Building Room 610
<u>POST 03/67</u>	: <u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	: R106 335 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Senior Certificate / Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added advantage. Willingness to work after hours when required.
<u>DUTIES</u>	: Key Performance Areas: Responsible for the overall administration of the Chief Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Chief Director. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Provide secretarial services to the Chief Directorate and the

Audit Committee. Maintain an effective filing system in the office of the Chief Director .Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Chief Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.

ENQUIRIES
APPLICATIONS

: Ms R Moloi, Tel (012) 336 7054
: Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION

: Mrs C Mazibuko, ZwaMadaka Building Room 610

POST 03/68

SENIOR ADMINISTRATION CLERK GRADE III

SALARY
CENTRE
REQUIREMENTS

: R85 362 per annum
: Pretoria
: A senior certificate plus appropriate experience are a requirement. Knowledge in travel reservation or a three year Bachelor's Degree or Diploma in Travel and Touring will be an added advantage. Good interpersonal relation, good communication skills. Computer Literacy (Ms Outlook, Word and Excel). Problem solving skills. Ability to work under pressure.

DUTIES

: Key Performance Areas: The successful candidate will be responsible for checking and administering of accommodation, flight and conference forms. Electronic record keeping, filling, making copies of travel document. Issue order number and submit to in-house travel agency. Attending telephone enquiries. Communicate with the departmental official and travel consultants on travel bookings made.

ENQUIRIES
APPLICATIONS

: Ms Elisa Eeland Tel (012) 336 7581
: Director General, Department: Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001.

FOR ATTENTION

: Mrs C Mazibuko, ZwaMadaka Building Room 610

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 31 January 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 03/69** : **P A TO THE CHIEF DIRECTOR: LEGAL SERVICES REF NO: 70048197**
Directorate: Legal Services
- SALARY** : R106 335 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 and a Secretarial Diploma or equivalent qualification with English/Business Communication as a course; At least three to five years secretarial support experience to senior management and working knowledge of MS Project, MS Word, MS Excel, Access and PowerPoint. Skills: Strong organizational skills, including ability to manage multiple tasks simultaneously; Ability to gather data, compile information, and prepare reports; ability to analyse and solve problems; ability to make administrative/procedural decisions and judgments; ability to create, compose, and edit written materials; records maintenance skills and willingness to work long and irregular hours.
- DUTIES** : Provide administrative, secretarial and office support to the Chief Director: Legal Services, such as logging correspondence, handle queries, preparing acknowledgements, typing-letters, memos, Documents, and reports; answering telephones, emailing, faxing, making, photocopies, filling and ordering of stationery; Receiving of visitors. Manage and maintain the Chief Director's diary, and confirm appointments. Organize meetings and workshops, take and disseminate minutes and workshop reports; Prepare presentations and assist the Chief Director in compiling consolidated reports. Ensure duplication, updating and safe keeping of all records and documents. Assist the Chief Director by sourcing relevant information, internet searches, newspapers, and magazines as required from time to time; Provide financial administrative support; for example, assist in the compilation of budgets and monitoring of expenditure in the Division; with processing of invoices and payments; Provide logistical support such as making travel and accommodation arrangements; Handover delegated tasks from the Chief Director to staff, follow-up on progress and provide feedback to the Chief Director and any other relevant parties; Set up and maintain systems that will contribute towards improving efficiencies in the office; Provide general management and maintain a professional appearance of the office; Perform miscellaneous job related duties as assigned.
- ENQUIRIES** : Mr S Nhlapho, Tel No: (011) 355-8540
- POST 03/70** : **LEGAL: ADMINISTRATOR OFFICER REF: 70048196**
Directorate: Legal services personnel
- SALARY** : R106 335 per annum (plus benefits)
- CENTRE** : Matlotlo house
- REQUIREMENTS** : ND in Office Management, supported by National Archive Certificate; 3-5 years experience in the Legal environment. Skills: Must possess strong computing (MS office Package) report writing skills. Interpersonal, information monitoring Ability to work under pressure.
- DUTIES** : Provide general administrative support to the Directorate: Legal Services. Manage office supplies, manage the contract management system. Handle office correspondence and ensure safe keeping of documents in line with applicable legislation. Travel to and from court to uplift court files for the Directorate. Set up and implement administrative systems for effective management of the office. Provide financial administrative support and assist in the effective management of the budget. Co-ordinate and administer payment of financial and procurement goods and services for the Directorate. Provide coaching and

mentoring to subordinates. Co-ordinate the Directorate's monthly reports and consolidate them, Ensure safe delivery and collection of confidential documents between the offices of the MEC, HOD and Legal Services

ENQUIRIES : Mr S Nhlapho, Tel No: (011) 355 8540

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 03/71 : **HEALTH PLANNER – ARCHITECT REF NO: 70048217**
Directorate: Executive Support Programmes Management (ESPM): Revitalization

SALARY : R369 000 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Central Office, Johannesburg

REQUIREMENTS : 3 year Bachelor's degree in Architecture. High computer proficiency (AutoCAD preferred). Professionally registered or registered as candidate. Valid driver's licence.

DUTIES : Interpreting strategic planning instruments both provincial and national. Undertaking and reviewing needs assessments to ensure strategic fit. Preparing project briefs and concept planning for all projects. Commissioning and supervising business cases. Participating in IDP committees at Local Government and Department of Housing. Developing policy and compliance standards. Leading the proactive planning of projects to reflect national and situational shifts. Providing leadership to the planning unit to ensure rigorous planning & implementation. Ensuring all projects are DORA compliant. Develop planning guidelines to ensure prioritization of projects more objectively. When required, to undertake design and draughting of schemes.

ENQUIRIES : George Kanyika, Tel No: (011) 355 - 3908
CLOSING DATE : 04 February 2008

POST 03/72 : **PROJECT MANAGER REF NO: 70048218**
Directorate: Executive Support Programmes Management (ESPM): Revitalisation

SALARY : R311 358 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : 3 year Bachelor's degree in Built Environment Discipline. Project Management. Proficiency in Microsoft Office suite of programs. CAD (Optional).

DUTIES : Project scope definition. Assisting in the drawing up of health brief with planning team. Assisting in encapsulating needs at ground level with regional stakeholders. Participating in the development of business cases. Monitoring process of packaging project from concept through tender documentation. Management of evaluation of proposals and tenders to departmental specifications. Representing GDoH in decision making processes around projects. Monitoring the project implementation to ensure adherence to standards and norms. Managing information distribution and record keeping, and project close-outs. Assisting in maintenance needs forecasting. Assisting in management of proposed and ongoing maintenance projects. Undertaking ancillary duties as demanded by directorate from time to time.

ENQUIRIES : George Kanyika, Tel No: (011) 355 - 3908
CLOSING DATE : 04 February 2008

POST 03/73 : **MANAGER – QUALITY ASSURANCE REF NO: 70048219**
Directorate: Executive Support Programmes Management (ESPM): Revitalisation

SALARY : R311 358 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Central Office, Johannesburg

<u>REQUIREMENTS</u>	:	3 year Bachelor's degree in Social Science Discipline (or equivalent). Monitoring and evaluation qualification. Data collection and analysis skills. Project management. Valid driver's licence.
<u>DUTIES</u>	:	Facilitating appointments of Quality Improvement Teams at revitalization sites. Provide QIP and implementation thereof. Facilitate access to national packages of services including norms and standards. Facilitate conducting of patient satisfaction surveys and analysis of data. Ensure regular holding of clinical audits. Ensure the implementation and monitoring of an adverse events programme. Ensure institutions have well articulated standardized diagnostic & treatment protocols. Development of monthly & quarterly reports on QA aspects on all revitalization projects. Ensuring all projects are DORA compliant.
<u>ENQUIRIES</u>	:	George Kanyika, Tel No: (011) 355 - 3908
<u>CLOSING DATE</u>	:	04 February 2008
<u>POST 03/74</u>	:	<u>DEPUTY DIRECTOR: NUTRITION REF NO: 70048220</u> Directorate: Maternal Child Health & Nutrition
<u>SALARY</u>	:	R369 000 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	B-Degree or equivalent qualification in a health related field & registration with the HPCSA as a Dietician. Specialized knowledge and experience in rights, nutrition, social mobilization skills, valid driver's licence. Must be prepared to travel and work irregular hours. Knowledge of PFMA, financial project management & MDGs. Report writing, communication skills, ability to work in a team. Computer literacy.
<u>DUTIES</u>	:	Responsible for implementation of the INP & Nutrition component of the ARV plan. Manage sub – directorate Nutrition and coordinate subprogram's activities. Manage sub – directorate's budget. Ensure & monitor adequate supply of nutrition supplements in health facilities. Co-ordinate and collaborate with other relevant programmes & departments to improve the nutritional status & health of vulnerable groups. Monitor & evaluate INP implementation and related programmes and staff training. Ensure the implementation of the WHO Ten Steps on the management of severe malnutrition. Develop community-based GMP Programme. Ensure availability of training manuals for INP & facilitate training of health professionals on management & treatment of HIV & AIDS (with emphasis on Nutrition & assessment).
<u>ENQUIRIES</u>	:	Mr SS Masilela, Tel No: (011) 355 - 3266
<u>CLOSING DATE</u>	:	04 February 2008
<u>POST 03/75</u>	:	<u>PRINCIPAL MEDICAL OFFICER REF NO: 70048226</u> Directorate: Medical
<u>SALARY</u>	:	R 311 358 -360 909 per annum (all inclusive package)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Medical Practitioner. At least 3-5 years experience after registration with the council.
<u>DUTIES</u>	:	Manage patients in OPD, Wards and Casualty. Act as a unity manager for OPD. Work as a part of the multi-disciplinary team to provide effective patient care. Willingness to do commuted overtime duties.
<u>ENQUIRIES</u>	:	Dr. Vijayan, Tel No: (012) 841- 8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/76</u>	:	<u>RESEARCH COORDINATOR REF NO: 70048114</u> Directorate: Policy, Planning and Research
<u>SALARY</u>	:	R311 358 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Central Office. Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor's or post-graduate degree in Health, Science or Social Sciences; MPH or equivalent relevant degree preferred. Other skills: Relevant combination and level of prior experience and/or training (applied research, research methodology, clinical, epidemiology, surveillance, management, writing, financial, project management). Excellent computer skills (Word, Excel, Access an advantage). Driver's licence essential.
<u>DUTIES</u>	:	Coordinate and facilitate the approval of applications for research within the GDH domain. Facilitate the process of research priority setting for the Department. Facilitate consultative processes around criteria for research priorities, proposals and funding.

Provide secretariat and administrative support to the Provincial Research Coordination Committee. Improve and maintain the GDH research database. Support the implementation of the annual HIV & Syphilis Antenatal Survey. Draw up specifications and terms of reference for research projects, ensure research projects are commissioned on schedule and implemented according to deadlines and budget. Facilitate research training and capacity building for GDH staff. Coordinate the annual PHC research conference for the Department. Short-listed applicants will be expected to complete a task.

ENQUIRIES : S. le Roux, Tel No: (011) 355 3362
CLOSING DATE : 01 February 2008

POST 03/77 : **MANAGER – ORGANISATIONAL DEVELOPMENT REF NO: 70048115**
 Directorate: Executive Support Programmes Management (ESPM): Revitalization

SALARY : R311 358 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Central Office, Johannesburg
REQUIREMENTS : 3 year Bachelor's degree in Social Science Discipline (equivalent). Human Resources Management. Skills facilitation. Project management. Valid driver's licence.

DUTIES : Strengthen and support institutional management and operational efficiency in hospitals. Facilitate Human Resources Audits at revitalization sites. Coordinate Human Resources provisioning. Compile skills development plan and schedule. Participate in the development of human resource plan. Conduct skills audit and analysis. Conduct human resources audit analysis and identify gaps. Decentralize and structure management at hospitals. Conduct change management meetings and facilitate transitional arrangements. Provide training for managerial skills. Outline the envisaged structure. Provide empowerment programmes.

ENQUIRIES : George Kanyika, Tel No: (011) 355 3908
CLOSING DATE : 01 February 2008

POST 03/78 : **ASSISTANT DIRECTOR: PLANNING AND MONITORING REF NO: 70048116**
 Multi-sectoral AIDS Unit

SALARY : R196 815 per annum (plus benefits)

CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree with post graduate studies in planning or project management. Experience in planning (3 years). Good communication skills. Experience in project and contract management, including financial administration and monitoring (3 years).

DUTIES : Compile business plans from 12 departments. Formulate and monitor service contracts with verification. Compile quarterly and annual reports of outputs. Co-ordinate implementation across government departments. Prepare provincial plans, budgets and reports. Organize technical support for interventions. Participate in evaluation of outcomes. Set up joint strategic planning and progress reviews. Assist with annual conference (programme, logistics).

ENQUIRIES : Thuli Masilo, Tel No: (011) 355 - 3244
CLOSING DATE : 01 February 2008

POST 03/79 : **ASSISTANT DIRECTOR: PROJECT SUPPORT REF NO: 70048117**
 Multi-sectoral AIDS Unit

SALARY : R196 815 per annum (plus benefits)

CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree with post graduate training in Health or Social Sciences. Experience with NGO or community projects(2 years). Experience with managing contracts (2 years). Skills in communication, writing and administration. AIDS experience is recommended.

DUTIES : Manage NGO contracts and programmes. Support community responses to AIDS. Support the Gauteng AIDS Council. Support planning, monitoring, reports and reviews.

ENQUIRIES : Dr. Liz Floyd, Tel No: 082 372 0552
CLOSING DATE : 01 February 2008

POST 03/80 : **ASSISTANT DIRECTOR: RESEARCH REF NO: 70048118**
 Multi-sectoral AIDS Unit

SALARY : R196 815 per annum (plus benefits)

CENTRE : Central Office, Johannesburg

<u>REQUIREMENTS</u>	:	Degree with post graduate training in Social Sciences. Experience in research (3 years). Expertise in project management (2 years). AIDS experience is recommended.
<u>DUTIES</u>	:	Commission research projects under R1 million. Manage research contracts. Produce quality reports of programme outputs. Support planning, monitoring and evaluation systems. Organize training and workshops.
<u>ENQUIRIES</u>	:	Dr. Francis Akpan, Tel No: (011) 355 -3242
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/81</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: 70048119</u> Directorate: Legal and Corporate Secretarial Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Degree in Law. Computer literacy. Experience in litigation, drafting of contracts, tender contracts, interpretation and application of legislation.
<u>DUTIES</u>	:	Provide legal advice, opinion & assistance to the Department. Handling litigation matter involving the Department. Making input into agreements, tender contracts, memorandum of understanding, etc entered into by the Department with other parties. Give advice on the interpretation & application of legislation administered by the Department. Handling internal & external enquiries of legal nature. Representing the Department on various committees & liaising with State Attorneys, Counsel and other organs of State.
<u>ENQUIRIES</u>	:	Mr. T.E. Monyemangene, Tel No: (011) 355 - 3827
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/82</u>	:	<u>SENIOR MEDICAL OFFICER (3 POSTS) REF NO: 70048176</u> Directorate: Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Registration as a medical officer with HPCSA. Experience after registration as a medical officer. Must be willing to participate in the commuted overtime dispensation. Must be willing to work shifts.
<u>DUTIES</u>	:	Comprehensive patient care. Diagnosis, treatment, prescribing and referral for specialised treatment. Treatment of outpatients, inpatients and casualty cases as well as ward rounds. Guidance and training of entry level staff when necessary. Attend to duties as delegated by the head of the department. Work as part of multidisciplinary team.
<u>ENQUIRIES</u>	:	Dr.N.Soe, Tel No: (012)380-1234
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/83</u>	:	<u>PRINCIPAL PHARMACIST REF NO: 70048230</u> Directorate: Arv Unit
<u>SALARY</u>	:	R170 748 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Relevant degree in Pharmacy. Registration with SAPC as pharmacist. Experience in handling of ARV medicines, protocols and regimens. Knowledge of the national and provincial health policies and pharmaceutical acts and laws. Ability to work under pressure and maintain high standard of professionalism.
<u>DUTIES</u>	:	Ensure effective drug supply management of ARV unit. Implementation and monitoring of work procedure, policies and ARV treatment guidelines. To collect data and provide reports and statistics with regard to all aspects of pharmaceutical services of ARV unit. Active participation in pharmaceutical and medicine budget and expenditure.
<u>ENQUIRIES</u>	:	Ms. Bowa Matlala/ Ms Isabella Moabelo Tel No: (012) 841 -8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/84</u>	:	<u>MATERIAL RECORDING CLERK (PROCUREMENT) REF NO: 70048140</u> Directorate: Administration
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Matric / Grade 12 certificate plus Degree or Diploma in Public Management. Supply chain management, extensive experience in procurement. Knowledge of SAP, SCM, PFMA & PPPFA. Computer literacy. People management skills. Knowledge of Labour Relations.

<u>DUTIES</u>	:	Manage and control stores. Ensure availability of stock and minimum and maximum stock levels are adhered to. Verify and submit monthly B1- annual stock take reports. Liaise with GSSC and end users to resolve queries / problems. Ensure that all stores records are updated and inspected on a regular basis. Ensure that proper procurement procedures are adhered to. Assist internal / external auditors during audit queries. Evaluate, train, and develop personal, conflict resolution. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms S. Masemola, Tel (011) 489 1067
<u>CLOSING DATE</u>	:	04 Feb 2008
<u>POST 03/85</u>	:	<u>ADMINISTRATION CLERK (HEALTH INFORMATION OFFICER) REF NO: 70048113</u>
<u>SALARY</u>	:	R 132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Must be computer literate. Must have extensive experience in information systems and Record Management. Working experience in DHIS, Health Service and Health Information.
<u>DUTIES</u>	:	Assist and conduct Information Audit. Improve information flow. Good communication skills. Ensure that data flow at all levels are adhered to. Co-ordinate and facilitate data management programmes and projects as assigned to department's needs. Document management control of all documents and records of the institution in compliance with the National Archives Act and Policies. In Charge of Registry Office.
<u>ENQUIRIES</u>	:	Mrs. T. Keet Tel: (012) 380 1204
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/86</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING REF NO: 70048120</u>
		Directorate: Policy, Planning and Research
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year Bachelor's Degree or equivalent qualifications. Training and/or experience in the following areas: administration, financial management, budgeting and advanced computer skills. Driver's licence and knowledge of government process are essential.
<u>DUTIES</u>	:	Support the strategic planning process for the Gauteng DoH by assisting with the compilation of Annual performance plan and operational plans. Assist with budgeting, indicators, formatting and collection of data. Financial administration, monitor expenditure, maintain budgetary and inventory controls and make recommendations to the Director. Coordinate and administer payments of claims for the component. Type and file office documents, maintain management information systems (manual/computerized). Handle travel and other logistical arrangements for meetings, workshops, and other directorate events. Arrange business meetings, including preparing agendas, minute taking and follow-up on decisions taken during meetings. Analyze submissions/reports and make notes and recommendations to the Director. Coordinate (obtain and collate) inputs from sub directorates for reporting purposes. Review & respond to office correspondence. Supervise/manage performance of staff. Keep up to date with policies and procedures to ensure effective support to the Director. Short-listed candidates will be expected to complete an exercise.
<u>ENQUIRIES</u>	:	S. le Roux, Tel No: (011) 355 - 3362
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/87</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (FINANCE) REF NO: 70048121</u>
		Multi-sectoral AIDS Unit
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus Accounting 1 and 2. 3 years experience in financial administration in government.
<u>DUTIES</u>	:	Administer annual budget of R20 million. Routine reports (financial and outputs). Support NGOs on financial administration. Organize workshops and meetings. Procure services. Administration of contracts.
<u>ENQUIRIES</u>	:	Laverne Fourie, Tel No: (011) 355 - 3253
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/88</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 70048122</u>
		Directorate: Legal and Corporate Secretarial Services
<u>SALARY</u>	:	R106 335 per annum (plus benefits)

<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma or Grade 12 with appropriate experience. Computer literacy. Database management, report writing & communication skills.
<u>DUTIES</u>	:	Provide administrative support to the Senior Legal Administrative Officers. Handle summons. Liaise with State Attorneys and other State Departments. Direct & record movement of documents to and from the Director's office. Track progress of documents & report status of progress to the Director. Procure stationery & other necessities for the efficient running of the office. Update medico-legal report. Assist in preparation of appeals documents. Ensure that photocopiers & fax machine are running smoothly.
<u>ENQUIRIES</u>	:	Mr. S.M. Rikhotso, Tel No: (011) 355 - 3871
<u>CLOSING DATE</u>	:	01 February 2008
<u>POST 03/89</u>	:	<u>STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: 70048221</u> Directorate: Management Accounting
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate 3-year diploma/ degree in Finance plus relevant experience. Thorough knowledge of Public Finance Management Act (Act 1 of 1999), Treasury Regulations, Annual Division of Revenue Act (DORA) and Basic Accounting System. Computer literate and must have excellent verbal and written communication skills.
<u>DUTIES</u>	:	Provide training and support regarding budgetary issues to all Health institutions/ offices. Monitor and ensure appropriate budget allocation on BAS. Assist with the compilation and submission of Budget Statement 1, 2 and 3 to Provincial Treasury. Monitor alignment of the budget with strategic objectives and priorities of the Department. Monitor compliance by institutions with PFMA and DORA regarding budgetary issues. Assist with the submissions to Provincial Treasury and Senior Management regarding: MTEF, Virements, Roll Overs and Adjustment Estimates. Maintain the Chart of Accounts of the Department.
<u>ENQUIRIES</u>	:	Ms. M.E. Mokamela or Mr. T.G. Mabena , Tel No: (011) 355 – 3286/3439
<u>CLOSING DATE</u>	:	04 February 2008
<u>POST 03/90</u>	:	<u>SENIOR RADIOGRAPHER (3POSTS) REF NO: 70048229</u> Directorate: Allied
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Relevant Radiography qualification/Diploma with experience in a hospital environment. Registration with HPCSA as a Radiographer. Experience and knowledge of radiation control board legislation on Quality Assurance, X ray equipment maintenance and radiation safety to staff, patients and general public. Be conversant with other public service laws such as Health and Safety Act, PSA, BCEA etc.
<u>DUTIES</u>	:	Provision of comprehensive radiographic services in the hospital. Ability to work shifts (night and public holidays). Work according to prescribed protocols. Ability to work with a multi-disciplinary team to provide efficient patient care services.
<u>ENQUIRIES</u>	:	Ms. J. Mmako, Tel No: (012) 841- 8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/91</u>	:	<u>DIETICIAN REF NO: 70048216</u> Directorate: Dietician
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification. Appropriate professional registration with the HPCSA. Considerable applicable experience. Computer literacy and report writing skills. Possess good written and verbal communication skills. Skills in nutritional assessments, research methods and monitoring and evaluation of the programmes.
<u>DUTIES</u>	:	Function in a multi-disciplinary team and as a team member of the existing dietary structure to provide a comprehensive care to clients. Nutrition counseling and support. Ensure adequate supplies of supplements. Monitor and evaluate the implementation of the programmes. Compile reports and statistics. Attend relevant meetings and training opportunities.
<u>ENQUIRIES</u>	:	Mr. J.K.A. Buthelezi, Tel No: (011) 321-6003
<u>CLOSING DATE</u>	:	6 February 2008

<u>POST 03/92</u>	:	<u>STAFF NURSING (GRADE 1/2/3/) (3 POSTS) REF NO: 70048227</u> Directorate: Nursing
<u>SALARY</u>	:	R70 140-122 982 per annum (plus benefits) (Salary will be paid according to the experience)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as an Enrolled Nurse. Good written and verbal communication skills. The candidate should be willing to work shifts.
<u>DUTIES</u>	:	Perform a basic Clinical Nursing practice in accordance with the scope of practice as determined by the hospital. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practice. Be willing to render 24hr service and rotate to different units.
<u>ENQUIRIES</u>	:	Ms.N.C. Nhlangothi, Tel No: (012) 841- 8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/93</u>	:	<u>CLEANER (2 POSTS) REF NO: 70048228</u> Directorate: Support Services
<u>SALARY</u>	:	R 38 610 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, ability to work with people and good communication skills. The candidate must be willing to work shifts and should have an exposure to Public Health Hospitals.
<u>DUTIES</u>	:	Cleaning of floors, windows, walls, tiles, mirrors doors and floors frames. Dust and polish furniture. Cleaning of bathrooms, toilets, sluice and other rooms. Clean the ward surroundings and drains. General maintenance of cleanliness throughout the duty span. Perform any other duties/instructions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr. Mphaka, Tel No: (012) 841 -8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/94</u>	:	<u>MESSENGER REF NO: 70048231</u> Directorate: Support Services
<u>SALARY</u>	:	R38 610 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Good communication skills (verbal and written). Exposure to hospital environment will be an added advantage.
<u>DUTIES</u>	:	Controlling the flow of incoming and outgoing correspondence. Photocopying and faxing of document. Internal and external distributing official faxes, correspondence, circulars and other relevant documentation. Keeping a register of documentation received and delivered to the departments. Maintain confidentiality of all matters concerning registry unit and the institution.
<u>ENQUIRIES</u>	:	Mr. Mphaka, Tel No: (012) 841- 8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008
<u>POST 03/95</u>	:	<u>SECURITY OFFICER REF NO: 70048232</u> Directorate: Support Services
<u>SALARY</u>	:	R38 610 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, ability to work with people and good communication skills. The candidate must be willing to work shifts. Registration with private security industry authority as a security officer Grade E or above. A sound understanding of hospital security setup will be an added advantage.
<u>DUTIES</u>	:	Patrol the parameters, access control, manning casualty, wards, pharmacy and monitoring closed circuit television (CCTV) and perform any other security related duties required by the hospital management.
<u>ENQUIRIES</u>	:	Ms. N.Shangase, Tel No: (012) 841- 8300
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	31 January 2008

DEPARTMENT OF HOUSING

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 01 February 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 03/96** : **DEPUTY DIRECTOR: LABOUR RELATIONS – REF. NO: 70048135**
Directorate: Human Resources Management
- SALARY** : R369 000 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A B-degree in Labour Law/HRM or equivalent qualification with at least 3 years experience in the Labour Law field. Skills/Competencies: Analytical, negotiation, mediation and co-ordination skills, Labour relations, LR concepts, theories, prescripts and legislation knowledge and investigation skills.
- DUTIES** : Effectively manage and monitor all Labour Relations of the Department by ensuring adherence of all employees to the regulations and legislation in the Public Service. Develop and implement Labour Relations policies and strategies and training interventions and awareness programmes to all staff. Implement training awareness programmes to all staff on disciplinary code, procedure and code of conduct for the Public Service. Ensure the implementation of Employment Equity policy. Manage and facilitate all disciplinary action on behalf of the Department. Ensure proper and accurate record keeping mechanisms in respect of all disciplinary steps taken against employees in the Department. Manage and facilitate bi-lateral and multi-lateral relationships with relevant employee organizations. Manage and facilitate grievance procedures. Render an advisory service. Manage all staff within Labour Relations.
- ENQUIRIES** : Ms Dumazile Ngcobo, Tel No: (011) 355-4151
- POST 03/97** : **DEPUTY DIRECTOR: LEGAL SERVICES (2 POSTS) – REF. NO: 700 48136**
Directorate: Legal Advisory Service
- SALARY** : R369 000 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : The successful applicant must have an appropriate B degree in law (preferably B Proc/LLB) augmented by relevant experience in the Housing Sector. The applicant should have at least 5 (five) years Admission either as an Attorney or Advocate. He/she will have sound legal skills including thorough knowledge of constitutional law of Property, Administrative law, Law of Evidence and /or equivalent Procedural law. A sound knowledge and understanding of housing related legislation and other management policies. The ability to communicate effectively and liaise between sections, departments and committee level with other legal professionals. In addition, the incumbent will also have leadership, team development, analytical, computer literacy and performance management skills. Thorough knowledge of the Departments aims objectives and strategies and Departmental organisation shall be an added advantage. Ability to work under pressure and meet deadlines.
- DUTIES** : Execution of instructions regarding Legal matters. Supply legal advice and opinion to the various Directorates on the interpretation of legislation and the law, after a thorough study of all sources that are applicable, have been made. Conduct co-operate monitor and supervise progress in respect of all matters pertaining to general litigation. Undertake and co-ordinate debt collection matters on behalf of the Department. Communication with officials (on National Provincial and local levels) advocates the State Attorney and the private sector, the interpretation of various legislation which are applicable to the activities of housing. Attend meetings consultations and discussions during which legal issues are argued and discussed. Draft submissions to the State Attorney and State Law Advisors for their consideration and supplying of formal legal advice. Conduct investigations. Execute legal instructions issued by the Department regarding the termination of Agreements concluded between Department and

	Developers. Overall control and supervision of staff members within the relevant sub-directorate.
<u>ENQUIRIES</u>	: Mr Vusi Sifile, Tel No: (011) 355-4065
<u>POST 03/98</u>	: <u>ASSISTANT DIRECTOR: LEGAL SERVICES (2 POSTS) – REF. NO: 70048137</u> Directorate: Legal Advisory Service
<u>SALARY</u>	: R196 815 per annum (plus benefits)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: Relevant National Diploma in Legal / B degree in Law (preferably B Proc/LLB) or equivalent qualification. 2-3 Years working experience in the legal services fields. Must be computer literate.
<u>DUTIES</u>	: Drafting and formulation of contracts entered into by the Department to ensure compliance with legislative and other legal frameworks Certification of contracts. Provide legal advice to the Department, general public and various Municipalities. Draft well researched legal opinions for the Department including the office of the HOD and various Chief Directorates. Act on behalf of the Department and liaise with and instruct the State Attorney and State Law Advisors in litigation matters and seek feedback and progress on the matters.
<u>ENQUIRIES</u>	: Mr Vusi Sifile, Tel No: (011) 355-4065

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT**

The Department of Economic Development is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. The candidature of person whose appointment/promotion/transfer will promote representivity will receive preference. An indication in this regard will facilitate the process of applications. Our core business is to unlock the Economic potential in the Province of KwaZulu Natal. Become part of this Winning Province by joining our team! Applications are invited from suitably qualified and experienced persons for filling the following positions.

- APPLICATIONS** : Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head, Department of Economic Development, Private Bag 9152, Pietermaritzburg, 3200 Applications may only be posted or hand-delivered to Ground Floor, DED Building, 270 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S. Sithebe
- CLOSING DATE** : 08 February 2008
- NOTE** : All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made. All applications must be submitted on Form Z83 obtainable from any Public Service department, and be accompanied by certified copies of qualifications, Identity Document, Driver's Licence, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants' educational qualifications will be verified and references will be checked. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications. Interested persons may contact the above relevant person next to the posts for further information. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within two months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.

MANAGEMENT ECHELON

- POST 03/99** : **DEPUTY DIRECTOR GENERAL: INDUSTRY DEVELOPMENT & BUSINESS REGULATIONS (REF: B01/08)**
- SALARY** : R770 823 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The minimum qualification required for this position is a Masters Degree or MBA in developmental/industrial sector/economics; plus a minimum of 6-10 years experience in developmental work relating to Sector Development & Business Regulations of which at least three years must be at a Senior Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: Public Service Regulations, Public Service Code of Conduct, Constitution, Public Service Act, service delivery (Batho Pele), & South African economy as well as industry and sector development Skills: Research, analytical thinking, interpersonal relations, language proficiency, conflict management, presentation skills, co-ordination, basic driving, project management, report writing, strategic management and business planning and people management
- DUTIES** : Key Responsibilities: The incumbent will be required to: • Provide leadership and co-ordinate the development and implementation of Sector Development and Business Regulations policies & strategies within the Province with emphasis on economic empowerment and creating a conducive environment for economic growth • Provide strategic management of the Sector Development & Business Regulations programmes • Interact with private sector representatives/institutions/entities to ensure commitment and joint efforts in implementing strategies (cluster boards, etc.) • Monitor and evaluate the effectiveness of the programmes and projects • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit

<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/100</u>	:	<u>DEPUTY DIRECTOR GENERAL: INTEGRATED ECONOMIC DEVELOPMENT (REF: B02/08)</u>
<u>SALARY</u>	:	R770 823 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is an Honours Degree in Business Development/ Economic Development/ Economics; plus a minimum of 6-10 years experience in the field of Economic Development of which at least 3 years must be at a senior management level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: -Legislation and regulations that governs the operation of government and the broader economy (including the Public Finance Management Act, Public Service Act, Labour Relations Act, DFA, NLTA, SBA, CA, TA, and MFMA etc) • Macro-economic policies and strategies affecting the operation of the public and private sector entities (including monetary, fiscal, trade protocols and agreements, micro-economic reform strategy, transportation policies and legislation, IDZ legislation etc) • Provincial & local policies and strategies (including the PGDS, PSEDs and IDP's) • South African Economy • Research and development methodologies • Analysis and interpretation of economic information • Strategic business planning • Partnership development and management and, • Program and project financing. Skills: Strategic management, project management, research, policy analysis and development, analytic thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, basic driving , Planning & organising skills
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Co-ordinate the implementation of National and Provincial Frameworks with relevance to SMME, Co-operatives and LED (local economic development) •Co-ordinate the integration of delivery mechanisms which assume the status of development strategies and management practices • Provide leadership and direction towards exploitation of business opportunities and competitive advantages thus contributing to provincial development objectives • Co-ordinate business development interventions linked, inter alia to small business management and skills development • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/101</u>	:	<u>DEPUTY DIRECTOR GENERAL: ADMINISTRATION (REF: B03/08)</u>
<u>SALARY</u>	:	R770 823 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is an Honours Degree with Accounting/Financial Management; plus a minimum of 6-10 years experience in the field of Financial Management and Corporate Services of which at least 3 years must be at a senior management level. Experienced Chartered Accountants will be given preference. Competencies Required: Knowledge: The incumbent must be knowledgeable in: -PFMA, KZN Internal Audit Act, KZN SCM Policy Framework, Public Service Act & Regulations, Human Resources Matters, Research, Policy formulation, Administrative procedures, employment legislation, Good Corporate Governance. Skills: Strategic management, project management, research, policy analysis and development, analytic thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, basic driving &, Planning & organising skills, financial management skills in all accounting disciplines, corporate services management as key support service to department
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services through the management of good corporate services •Provide strategic leadership in the execution of departmental functions in terms of the Public Finance Management Act (PFMA) and Treasury Regulations • Provide fundamental technical advice to the Executive and the Head of the Department that have strategic and financial implications • Provide strategic

		leadership and guidance for the human resource management functions of the department • Provide guidance and sanction mandatory reporting on administrative specific related functions within the department • Manage the budget of the department of over R1billion and supportive accounting and financial management systems • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, TEL NO: 033-264 2533
<u>POST 03/102</u>	:	<u>GENERAL MANAGER: EXECUTIVE SUPPORT AND STRATEGY ANALYSIS (REF: B04/08)</u>
<u>SALARY</u>	:	R635 874 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is a Bachelors Degree in Finance; plus a minimum of 5 years experience in project finance with extensive project management expertise. Competencies Required: Knowledge: The incumbent must be knowledgeable in: -PFMA, Treasury Regulations Constitution, Public Service Act & Regulations, Public Service Code of Conduct, Service delivery (Batho Pele) Skills: Research, project management (Planning & organising skills), policy analysis and development, analytical thinking and innovative solutions, interpersonal relations, language proficiency, diplomacy, verbal & written communication (presentation skills, report writing), conflict management, , strategic planning and management, & basic driving
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Manage the Growth Fund and SMME funding agreements for the Department •Manage and monitor compliance of MOU between the Department and the Public Entities • Manage and monitor the implementation of strategic planning for the department •Co-ordinate the inter-governmental role for the Department by participating at cluster meetings and co-ordinate implementation of resolutions for the Department • Manage the departmental special projects • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/103</u>	:	<u>GENERAL MANAGER: BUSINESS REGULATIONS (REF: B05/08)</u>
<u>SALARY</u>	:	R635 874 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is a Bachelors Degree in Law or equivalent qualification; plus a minimum of 6-10 years post admission experience of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: - PFMA, Treasury Regulations Constitution, Public Service Act & Regulations, Public Service Code of Conduct, Service delivery (Batho Pele), Business Regulatory Legal Framework. Skills: Research, project management, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing , strategic management (Planning & organising skills), & basic driving
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Formulate and develop policies and legislation related to business regulation implementation within the Province • Provide advice to the MEC and the Department on National and Provincial business regulations legislation and implementation strategies • Ensure the development and functioning of Public Entities responsible for the implementation of business regulations (Liquor Licensing & Consumer court) • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit to deliver on key services to the public
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533

<u>POST 03/104</u>	:	<u>GENERAL MANAGER: BLACK ECONOMIC EMPOWERMENT INITIATIVES (REF: B06/08)</u>
<u>SALARY</u>	:	R635 874 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is a Post Graduate Degree in Business Management/Developmental Studies/Legal or equivalent qualification; plus a minimum of 6-10 years experience in BEE programmes including development aspects and also in dealing with BEE complaints of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: - PFMA, Treasury Regulations Constitution, Public Service Act & Regulations, Public Service Code of Conduct, Service delivery (Batho Pele), BBBEE Act and Regulations, PPPFA, Code of Practices and other BEE Regulatory legislations Skills: Research, project management, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing , strategic management (Planning & organising skills), & basic driving
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Formulate policies related to Black Economic Empowerment based on outcomes of research undertaken • Facilitate BEE deals in the Province • Provide effective BEE complaints-handling facilities in the province • Co-ordinate the development and monitor implementation of BEE strategy for the Province • Provide advice on BEE related issues to the MEC and Senior Management of the Department • Monitor and analyse impact of empowerment interventions in the province • Provide an effective, efficient and economical management and utilisation of the resources allocated to the unit to deliver on key services to the public
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/105</u>	:	<u>GENERAL MANAGER: ENTERPRISE DEVELOPMENT (REF: B07/08)</u>
<u>SALARY</u>	:	R635 874 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	The minimum qualification required for this position is a post graduate degree in Developmental Economics plus a minimum of 6-10 years experience in business development/enterprise support programmes of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable of: - PFMA, Public Service Act & Regulations, Understanding of the SA Economy, Human Resources Matters, Research, Policy formulation, Administrative procedures, employment legislation. Skills: Research, project management, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing , strategic management (Planning & organising skills), & basic driving
<u>DUTIES</u>	:	Key Responsibilities: The incumbent will be required to: • Manage, co-ordinate and monitor the development and the implementation of the appropriate strategies which provide for conducive environment for entrepreneurship to become sustainable • Provide strategy and guidance in providing support services for SMME's and Co-operatives development • Monitor the impact of strategic progress on the sustainability of SMME's and Co-operatives development and develop mitigating strategies to enhance sustainability • Manage SMME'S and Co-operatives development and align them with National and Provincial strategies and legislation • Provide an effective, efficient and economical management and utilisation of resources allocated to the chief directorate
<u>ENQUIRIES</u>	:	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/106</u>	:	<u>MANAGER: BLACK ECONOMIC EMPOWERMENT COMPLAINTS & TRAINING (REF: B08 /08)</u>
<u>SALARY</u>	:	R540 429 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a

	flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	<p>Pietermaritzburg</p> <p>The minimum qualification required for this position is a Bachelors degree in Law or equivalent qualification; plus a minimum of 3-5 years experience in regulatory environment or complaints advisory services of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: - PFMA, Treasury Regulations Constitution, Public Service Act & Regulations, Public Service Code of Conduct, Service delivery (Batho Pele), BBBEE Act and Regulations, PPPFA, Code of Practices and other BEE Regulatory legislation. Skills: Research, project management, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing, strategic management (Planning & organising skills), & basic driving</p>
<u>DUTIES</u>	<p>Key Responsibilities: The incumbent will be required to:</p> <ul style="list-style-type: none"> • Develop, review and ensure implementation of policies related to Black Economic Empowerment complaints and training • Develop and manage training on BEE policies, strategies and legislations in the Province to various stakeholders • Manage the sanctioning of research and investigations on BEE complaints • Provide advisory services to the executive management of the Department on the corrective measures to be undertaken to rectify the BEE abnormalities and findings on research • Provide an effective, efficient and economical management and utilisation of resources allocated to the directorate
<u>ENQUIRIES</u>	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/107</u>	<u>MANAGER: SUPPLY CHAIN MANAGEMENT (REF: B09/08)</u>
<u>SALARY</u>	R540 429 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	<p>Pietermaritzburg</p> <p>The minimum qualification required for this position is a Bachelors degree in Administration/Financial Management/Provisioning or equivalent qualification; plus a minimum of 3-5 years experience in Supply Chain Management of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable of: - PFMA, Treasury Regulations Constitution, Public Service Act & Regulations, Public Service Code of Conduct, Service delivery (Batho Pele), KZN Supply Chain Management Policy framework, PPPFA. Skills: Research, project management, policy analysis and development, analytical thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing, strategic planning, basic driving &, Planning & organising skills,</p>
<u>DUTIES</u>	<p>Key Responsibilities: The incumbent will be required to:</p> <ul style="list-style-type: none"> • manage and control demand management in line with Supply Chain Management prescripts and procedures • Manage and facilitate the acquisition of goods and services for the Department • Manage and facilitate the provisioning of effective and efficient logistics services in the Department • Control asset management systems (including registers, disposal) • Provide appropriate management reports • Provide an effective, efficient and economical management and utilisation of resources allocated to the directorate
<u>ENQUIRIES</u>	Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/108</u>	<u>MANAGER: SMALL BUSINESS DEVELOPMENT (REF: B013/08)</u>
<u>SALARY</u>	R540 429 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	<p>Pietermaritzburg</p> <p>The minimum qualification required for this position is a recognised Bachelors Degree with majors in Economics, Business Development studies, and/ or Economic Management science; plus a minimum of 3-5 years experience in small business development of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable of: - Socio-economic conditions of SMME sector, National Small Business Act, Broad Based Black Economic Empowerment Act (BBBEE), Integrated Small Enterprise Development</p>

	Strategy, Public Finance Management Act, Public Service Act & Regulations, Public Service Code of Conduct, KZN Supply Chain Management Framework, Provincial Growth and Development Strategy, Provincial Spatial and Economic Development Strategy, Skills: Research, project management, research, policy analysis and development, analytic thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing , strategic planning, report writing, coaching and mentoring, basic driving &, Planning & organising skills,
<u>DUTIES</u>	: Key Responsibilities: The incumbent will be required to: • Co-ordinate SMME service provision in the Province • Provide advice and business information to SMME's within the Province • Facilitate the establishment of SMME service delivery network in the identified target areas • Support and promote entrepreneurial training programmes and other capacity building programmes for SMME's and the designated groups • Facilitate SMME access to finance, markets and other business opportunities • Provide an effective, efficient and economical management and utilisation of resources allocated to the directorate
<u>ENQUIRIES</u>	: Ms. CL Coetzee, Tel No: 033-264 2533
<u>POST 03/109</u>	: <u>MANAGER: LED PROJECT DEVELOPMENT & MANAGEMENT SERVICES (REF: B010 /08)</u>
<u>SALARY</u>	: R540 429 per annum, This includes basic salary (60% of total package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	: Pietermaritzburg : The minimum qualification required for this position is a recognised Bachelors Degree with majors in Economics, Development studies, Town & Regional Planning, Economic Management; plus a minimum of 3-5 years experience in Project Management of which at least three years must be at a Management Level. Competencies Required: Knowledge: The incumbent must be knowledgeable in: - Legislation and regulations that governs the operation of government and the broader economy (including the Public Finance Management Act, Public Service Act, Labour Relations Act, IDZ etc) • Macro-economic policies and strategies affecting private sector (including trade protocols/agreements, monetary and fiscal environment, sector strategies etc) • Conceptual knowledge of comparative and competitive advantage, developmental/research methodologies, sustainability, partnership development where appropriate • Legislation, policies, strategies and development processes affecting District and Local government as so far as they impact on economic development • Feasibility studies, Business Plans, IDP's, LED Plans and Sector Competitiveness plans etc. • South African economy • Human Resources Management • Project management • Financial and budget management • European Union Regulations and procedures. Skills: Research, project management, research, policy analysis and development, analytic thinking, interpersonal relations, language proficiency, diplomacy, time management, verbal & written communication, conflict management, presentation skills, report writing , strategic planning, contract management, basic driving &, Planning & organising skills,
<u>DUTIES</u>	: Key Responsibilities: The incumbent will be required to: • Monitoring the implementation of LED projects funded through Gijima-KZN and trouble-shooting as required • Managing and ensuring the efficient, timeous and effective implementation of projects as listed with funders and other government departments • Facilitating and managing the development of new LED projects • Manage human & financial resources of the directorate
<u>ENQUIRIES</u>	: Mr. R. Persad, Tel No: 033-264 2595

PROVINCIAL ADMINISTRATION: MPUMALANGA PROVINCIAL LEGISLATURE
The Mpumalanga Provincial Legislature is an equal opportunity, affirmative action employer.

- APPLICATIONS** : The Human Resource Manager, Mpumalanga Provincial Legislature P/Bag X11289, Nelspruit, 1200 or Delivered to: Building No 1, Mpumalanga Government Complex, Riverside Park, Nelspruit
- CLOSING DATE** : 01 February 2008
- NOTE** : Applications must be submitted on form Z83 obtained from any Public Service Department and should be accompanied by certified copies of recognized qualifications, ID document and comprehensive CV. No faxed application will be considered. Applications received after the closing date will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Candidates who applied on the previous advert need not apply again.

OTHER POST

- POST 03/110** : **DEPUTY DIRECTOR: LEGAL SERVICES REF.NO.MPL/0039**
- SALARY** : R 311 358 per annum (all inclusive remuneration package). The successful candidate will be required to enter into a performance agreement.
- CENTRE** : Nelspruit
- REQUIREMENTS** : The successful candidate should be in a possession of a Law degree or equivalent, coupled with proven experience as an Attorney or as a legal advisor for a public or private institution. Good communication and human relation skills are also a requirement. Ability to work in a team and under pressure. Proven experience in Constitutional matters, Parliamentary practices and procedures, drafting of legislation and opinions. The ideal candidate should be computer literate in the MS Office package (Word, Excel, Power-point, etc) The ideal candidate should be result driven, customer focused and should possess planning and organising skill, as well as extensive written and verbal communication skills.
- DUTIES** : Key Performance Areas: The appointee will be involved in providing Legal services to the Legislature by doing the following: Provision of legal advice, drafting legal instructions such as legislation and contracts and advising on litigation. He / She will also expected to carry out the following tasks: Draft legislation with respect to Legislature matters. Conduct legal and procedural research. Draft contracts and service level agreements on behalf of the Legislature. Liaise with State.
- ENQUIRIES** : Ms Kagiso Mashile 013 766 1181 / 08

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE PROVINCE
DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT**

The Department of Housing and Local Government 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. Disabled people are encouraged to apply.

APPLICATIONS : The Acting Head of Department, Department of Housing and Local Government, Private Bag X 5005, Kimberley, 8300

FOR ATTENTION : Mr B Aaron

CLOSING DATE : 31 January 2008 (No late applications, faxed and e-mailed will be accepted)

OTHER POSTS

POST 03/111 : **MANAGER (MUNICIPAL SERVICES) REFERENCE: LG (MS) 2/2008**

SALARY : R311 358-R360 909 pa (All inclusive package)

CENTRE : Kimberley

REQUIREMENTS : An appropriate three year tertiary qualification (e.g Degree, National Higher Diploma, National Diploma) and 3- 5 years relevant experience. Grade 12 or equivalent qualification. Drivers license Finance HR matters Computer literacy (advanced) Interpersonal relationship Planning and Organising Communication (written and verbal) Analytical thinking Research/ analyzing Compilation of management reports. Develop & Implement Business plans into Action plans. Town and Regional Planning. Problem solving. Conflict resolution and Policy analysis and development

DUTIES : The incumbent appointed to this post will be responsible to manage the sub-sub-program, Monitoring and Support. This will include the following: Compile and submit the annual municipal performance provincial report. Manage the monitoring and support of municipal performance management system Manage the monitoring and support of municipal institutional, administrative capacity and Human resource Development. Manage the Monitoring and Support of improved delivery of Free Basic Services and Municipal Service Partnership. Manage a coordinated and integrated approach of all stakeholders in the monitoring and support of municipalities. Manage the liaison with the National Department. Manage and compile the budget of the sub-sub program.

ENQUIRIES : Mr. M Mafa Tel. No. (053) 830 9481

POST 03/112 : **ASSISTANT MANAGER: (PERFORMANCE MANAGEMENT) REFERENCE: LG (MS) 1/2008**

SALARY : R157 686-R183 066 pa

CENTRE : Kimberley

REQUIREMENTS : Tertiary qualification (e.g Degree, National Higher Diploma, National Diploma) and 3- 5 years relevant experience. Grade 12 or equivalent qualification. Drivers' license. Project Management. Policy and Procedure formulation Interpersonal Relations Policy analysis Presentation skills Facilitation skills Conflict management. Analytical thinking Research Planning and Organising Numeracy Computer literacy (advanced) Budgeting and Knowledge of relevant legislation is essential

DUTIES : The person appointed to this post will be responsible to Manage, Monitor and Support Performance Management Systems in Municipalities. Annual Performance Reporting and Awarding of Performance Excellence. This will include the following: Manage/monitor and support the establishment of Performance Management System in Municipalities. Manage/monitor and support the implementation of Performance Management Systems in municipalities. Manage/monitor and support the establishment of Performance Audit Committees in municipalities. Manage/monitor and support Quarterly submission of performance reports against set indicators and targets. Manage /monitor and support the submission of Annual Performance reports by municipalities. Manage/monitor the development and compilation of the Provincial Annual Performance Report of municipalities to the National Minister of Provincial and Local Government. Manage/Monitor the Expenditure of the Municipal System Improvement Grant (MSIG) portion of institutional support of Performance Management Systems. Manage/monitor the development and maintenance of an effective and efficient database on Performance Management Systems. Manage and develop staff and available resources effectively and efficiently. Give advice on procedural and Policy matters to sub ordinates and municipalities on Performance Management.

ENQUIRIES : Mr. M Mafa Tel. No. (053) 830 9481

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

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



- APPLICATIONS** : Please forward your application, quoting the relevant post number, to: JobVest Response Handling, Private Bag X15, Tyger Valley 7536 or hand-deliver to: Jobvest, 5th Floor, 47 on Strand, Strand Street, Cape Town. No faxed, e-mailed, or late applications will be accepted or considered. Applicants are kindly reminded to make sufficient provision for the time that they will need to ensure that their application(s) is/are received by JobVest on or before closing date for the receipt of applications. CVs and supporting documents will not be returned.
- CLOSING DATE** : 31 January 2008
- NOTE** : Office-Based Educators: Applications must be submitted on a duly completed application form (Z 83 or A 2 or DPE 1), which must be signed by the applicant. These forms are obtainable from schools, teachers' centres, District Offices and the Client Services Walk-in Centre of the WCED Head Office. Public Service: Applications must be submitted on a duly completed application form (Z 83), which must be signed by the applicant. These forms are obtainable from any Public Service Department or the Client Services Walk-in Centre of the WCED Head Office. Important Note: The post number and the designation of the post must be indicated on the application form. The application form must be accompanied by an updated Curriculum Vitae with certified copies of all qualifications, together with full particulars of the applicant's identity document number, employment record, training, experience, knowledge and skills, as well as the names and telephone numbers of at least three persons, willing to act as referees. A separate application (with all the supporting documents) must be submitted should you apply for more than one post. In the case of applications for posts of Chief Education Specialist (CES) - Circuit Team Manager in the Metropole Districts, one application per metropole district will be acceptable. This concession is not applicable to any other posts. Failure to submit the requested documents/information will result in the application not being considered. Only shortlisted candidates will receive further communication. Should an applicant not receive any further reply from the WCED within three months after the closing date, then the applicant must regard his/her application as having been unsuccessful. It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the WCED. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts.

MANAGEMENT ECHELON

- POST 03/113** : **CHIEF DIRECTOR: DISTRICTS SMS 1/ 2008**
Job purpose: To co-ordinate the delivery of quality education at education institutions across districts.
- SALARY** : R591 510 – R636 939 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Qualifications and experience: Appropriate B degree or equivalent qualification plus 3 to 5 years senior management experience in an education environment. Competencies: Knowledge: Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public finance, human capital; Advanced knowledge of public communication, public education, public participation and public discourse management processes; Knowledge of the latest advances in public management theory and practice; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Skills: Strong conceptual and formulation skills; A high level in-house advisor; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team

building and strong interpersonal skills; Excellent verbal and written communication skills; Outstanding planning, organizational and people management skills; Computer literacy
Personal attributes: A highly developed interpretative and conceptualization/ formulation ability; The ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

DUTIES

: Line Management: To co-ordinate the delivery of quality education at education institutions across districts. This includes the following broad areas of service delivery: Ensure research, information systems, quality assurance, district business planning, strategy processes and render a district level corporate service; Facilitate Institutional Management Governance (IMG) advice to District Management, Circuit Team Leaders and IMG advisors; Facilitate Specialized Learner and Educator Support (SLES) advice to District Management, Circuit Team Leaders and SLES advisors; Facilitate Curriculum advice to District Management, Circuit Team Leaders and Curriculum advisors; Ensure the application of Quality Assurance (Integrated Quality Management Systems and related Monitoring & Evaluation systems); Ensure planning, strategy and budgeting processes; Ensure corporate support services at district level; Ensure operational interfaces with Head Office and external agencies; Oversee all education institution rationalisation programmes; Provide communication and interface management services at District level; Manage own internal human capital responsibilities. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities across Districts; Participation in the Branch's strategic planning process; Active involvement in the development and management of the strategic and business plans across Districts; To evaluate the performance of Districts on a continuing basis against pre-determined key measurable objectives and standards; To report to the Deputy Director-General on a regular basis on the activities of the Districts and on matters of substantial importance to the Department; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Districts and of the resources employed by it. Financial management: Manage financial management and internal procurement responsibilities and act as Sub-Programme Manager in terms of Public Finance Management Act, 1999; Prepare inputs for the Annual and adjustment budgets in compliance with Treasury Instructions and in line with business plan; Ensure that spending of funds take place strictly in accordance with approved budget and Public Finance Management Act, 1999 prescripts; Monitor the utilization and safe keeping of state money and assets; Overall responsible for identification of objectives, priorities and operational plan of the Chief Directorate.

ENQUIRIES

: Ms TS Shayi at (021) 467 2530.

NOTE

: Senior Management Service Posts: Come and join the dynamic management team of the Western Cape Education Department (WCED)! The WCED has a proud record of effective and efficient service delivery. We are fully geared to become an organisation that is not only professional, but also representative of all our people in this beautiful province. It is indeed an Education Home for all. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees. Your experience, knowledge, professionalism and enthusiasm are needed in building a service driven team that is geared to serve the learners of the Western Cape to the best interest of our country. So, if you are keen to join this organisation and to share your expertise so that we can become the most professional government department, please submit your application before the closing date. Positions are based at Head Office in Cape Town. General Information: These vacant posts are Senior Management positions. The appointments will be subject to security clearance and the signing of an annual performance agreement. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. See the remuneration package at each post. It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines. A detailed CV with an exposition of your qualifications, experience, competencies and previous employment record must support your application(s). Submitted copies of supporting documents will not be returned. The post number and designation of the post **must** be indicated on your application form (Z 83).

POST 03/114

DIRECTOR: KNOWLEDGE MANAGEMENT, INFORMATION MANAGEMENT SYSTEMS AND ICT SMS 2/ 2008

Job purpose: To develop and manage education knowledge and Information Management Systems and Information and Communication Technology (ICT).

SALARY CENTRE REQUIREMENTS

R502 725 – R541 284 per annum

Head Office, Cape Town

Qualifications and experience: An appropriate B-degree in the relevant field or equivalent qualification and 6 - 10 years' appropriate management experience in a knowledge management and/or information management and/or ICT management environment. Specific competencies: Advanced knowledge of Information Management. Competencies: Knowledge: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public finance, human capital; Advanced knowledge of public communication, public education, public engagement and public discourse management processes; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizational and people management skills; Presentation skills at senior management level; Computer literacy. Personal attributes: A highly developed interpretative and conceptualization/ formulation ability; The ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

DUTIES

Line Management: Develop and maintain Knowledge Management, Management Information Systems and ICT policy and systems for the department; Co-ordinate the process of translating implicit and explicit knowledge into institutional knowledge; Manage the interface with e-innovation and other service providers; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system; Plan and oversee the provisioning of ICT requirements (Master Plan Service); Provide access to management information; Monitor and review knowledge management practices; Manage own internal human capital responsibilities. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; To report to the Chief Director: Education Management Information and Quality Assurance on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial management: Manage financial management and internal procurement responsibilities and act as Responsibility Manager in terms of Public Finance Management Act, 1999; Prepare inputs for the Annual and adjustment budgets in compliance with Treasury Instructions and in line with business plan; Ensure that spending of funds take place strictly in accordance with approved budget and Public Finance Management Act, 1999 prescripts; Monitor the utilization and safe keeping of state money and assets; Overall responsible for identification of objectives, priorities and operational plan of the Directorate.

ENQUIRIES NOTE

Ms SH Mafanga-Kibi at (021) 467 2051

Senior Management Service Posts: Come and join the dynamic management team of the Western Cape Education Department (WCED)! The WCED has a proud record of effective and efficient service delivery. We are fully geared to become an organisation that is not only professional, but also representative of all our people in this beautiful province. It is indeed an Education Home for all. You are hereby invited to become a member of a dynamic management team where your competencies and personal

qualities can empower our schools, communities and fellow employees. Your experience, knowledge, professionalism and enthusiasm are needed in building a service driven team that is geared to serve the learners of the Western Cape to the best interest of our country. So, if you are keen to join this organisation and to share your expertise so that we can become the most professional government department, please submit your application before the closing date. Positions are based at Head Office in Cape Town. General Information: These vacant posts are Senior Management positions. The appointments will be subject to security clearance and the signing of an annual performance agreement. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. See the remuneration package at each post. It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines. A detailed CV with an exposition of your qualifications, experience, competencies and previous employment record must support your application(s). Submitted copies of supporting documents will not be returned. The post number and designation of the post **must** be indicated on your application form (Z 83).

OTHER POSTS

POST 03/115

: CHIEF EDUCATION SPECIALIST - CIRCUIT TEAM MANAGER (49 POSTS)

Job Purpose: Manage and co-ordinate school-based support that is provided to learning institutions by a Multi Functional circuit team in order to assure the provision and sustainment of quality education that is aligned with predetermined national and provincial goals. Learning institutions include Combined-, Secondary-, Primary-, Special, Home- and Independent schools, School Hostels, Art Centres, Music Centres, Adult Education and Training (AET) Institutions and Centres for Early Childhood Development (ECD).

SALARY

: R371 193 – R430 377 (MMS: all inclusive package) (The salary of successful applicants is determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE

: District Offices: Circuit Team Centres:

Rural Region: In respect of the Rural District Offices the areas to be serviced per circuit are broadly as follows:

District Office Overberg: Circuit 1: L'Agulhas, Molshoop, Suurbraak, Waenhuiskrans & Arniston, Barrydale, Elim, Struisbaai, Napier, Swellendam and Bredasdorp Circuit 2: Die Kelders, Pearly Beach, Pringle Bay, Rooi-Els, Betty's Bay, Stanford, Gansbaai, Onrus, Hawston, Hermanus, Kleinmond and Grabouw Circuit 3: Bosmanskloof, Greyton, Botrivier, Caledon Riviersonderend, Villiersdorp and Genadendal.

District Office Winelands: Circuit 1: Raithby, Franschoek, Kylemore, Jamestown, Priel, Eureka, Groendal, Cloeteville and Stellenbosch Circuit 2: Park Land and Paarl Circuit 3: Gouda, Saron and Wellington Circuit 4: Op-die-berg, Prince Alfred Hamlet and Ceres Circuit 5: Rawsonville, Tulbagh and Wolseley Circuit 6: Touwsrivier, De Doorns and Worcester Circuit 7: McGregor and Robertson Circuit 8: Ashton, Bonnievale and Montagu.

District Office West Coast: Circuit 1: Koringberg, Riebeek-Kasteel, Riebeek-West, Yzerfontein, Chatsworth, Darling, Malmesbury and Moorreesburg Circuit 2: Dwarskersbos, Port Owen, Eendekuil, Velddrif Redelinghuys, Laaiplek, Porterville and Piketberg Circuit 3: Jacobsbaai, Jakkalskloof, Stompneusbaai, Hopefield, Paternoster, St Helenabaai, Langebaan, Saldanha and Vredenburg Circuit 4: Wupperthal, Elandsbaai, Graafwater, Citrusdal, Clanwilliam and Lambert's Bay Circuit 5: Doringbaai, Koekenaap, Klawer, Lutzville, Van Rhynsdorp and Vredendal.

District Office Eden/Karoo: Circuit 1: Beaufort West and surrounding areas Circuit 2 and 3: Oudtshoorn and surrounding areas Circuit 4 to 6: George and surrounding areas Circuit 7: Riversdale and surrounding areas.

Metropole Region: The areas to be serviced by the various district offices are broadly set out below. The appointed Circuit Team Managers will, for the interim, operate from their designated District Offices until finality has been reached on the location of the circuit teams within the respective districts.

Central District – 6 circuits: Athlone, Acacia Park, Bonteheuwel, Cape Town, Claremont, Clifton, Guguletu, Hanover Park, Hout Bay, Langa, Manenberg, Pinelands.

North District – 7 circuits: Amanda Glen, Atlantis, Beaconvale, Belhar, Bellville, Bishop Lavis, Bloubaaistrand, Boston, Delft, Durbanville, Edgemead, Elsies River, Goodwood, Joe Slovo Park, Kenridge, Kraaifontein, Marconi Beam, Melkbosstrand, Milnerton, Nooitgedacht, Parow, Ravensmead, Table View.

East District – 6 circuits: Blackheath, Blue Downs, Brackenfell, Chrismar, Eersterivier, Ekuphumleni, Faure, Gordons Bay, Khayelitsha, Kuils River, Macassar, Northpine, Scottsdene, Somerset West, Tembani.

South District – 7 districts: Beacon Valley, Bergvliet, Constantia, Crossroads, Diepriver, Fish Hoek, Grassy Park, Heathfield, Kalk Bay, Kommetjie, Lavender Hill, Lentegur, Mitchells Plain, Muizenberg, Noordhoek, Nyanga, Philippi, Plumstead, Retreat, Simonstown, Steenberg, Strandfontein, Tokai, Wynberg.

REQUIREMENTS

: At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Additional requirement: In-depth knowledge of the SA Schools Act and Regulations, Act 84 of 1996. Competencies: Knowledge of the following: Constitution of the Republic of South Africa; Public Service Act, 1994 and Public Service Regulations, 2001, as amended; Western Cape Provincial Schools Act 1996; National Education Policy; Employment of Educators Act 76 of 1998; Skills Development Act 1998; Employment Equity Act 1998; Basic Conditions of Employment Act 1997; Labour Relations Act 1995; Child Care Act 1996; Administrative Justice Act 2000; Abuse no More Protocol; Inclusive Education: White Paper 6; Access to Information Act 2000; Occupational Health and Safety Act 1993; SA Council of Educators Act 31 of 2000; Knowledge of all policies pertaining to educational matters, e.g.: Teenage pregnancies, HIV/AIDS, "Abuse no More", EST, Curriculum, Assessment, Further Education and Training. Skills: Competencies and skills to interpret, analyse and apply current legislation and departmental policies; Strategic, visionary, planning and design competencies; Ability to develop and sustain teams comprising of education practitioners and civil service personnel; Proven written and verbal communication skills; Good negotiation skills; Well-developed listening skills. Experience: Experience in, and knowledge of strategic programme- and project management competencies and skills; Experience in, knowledge of and appreciation for a strategic understanding of Educational Institutional Management; Experience in and understanding of rendering focused guidance and support to multi-disciplinary teams; Experience in, knowledge of and ability to demonstrate and interpret Whole School Development and Evaluation practices; Understanding the dynamics of multi-cultural groups as well as the individual; Ability to inspire and nurture team environment. Personal attributes: Personal and professional integrity; Assertiveness; Positive disposition; Understanding and practising sound interpersonal relations; Setting and affirming high expectations; Ability to acknowledge and express appreciation; Value in building teams; Perform effectively under pressure in challenging situations; Excellent verbal and non-verbal communication skills; Committed to excellence; Self-motivation; Belief in consultative processes; Self-belief; Understand and master different styles and levels of leadership; Empathy; Professionalism in dress and conduct.

DUTIES

: Include the following main functions: Quality Assurance and Governance Management - The development and implementation of integrated WCED-quality assurance practices at all learning institutions within a demarcated Circuit. To manage multi-functional teams to: Provide vision, guidance and operational support to the various Learning institutions in the sequential phases of developing, managing and assuring quality in Whole School Planning, -Management and – Evaluation; Provide leadership and operational support in sustained programmes of effecting professionally, credible practices at all Educational Institutions in Whole School Evaluation, Integrated Quality Management System, Performance Management and Development System and Staff Performance Management and Development System processes; Co-ordinate and analyse Quality Assurance Reports and provide guidance in formulating differentiated programs in the development of School Improvement Plans (SIPs) as well as Circuit Improvement Plans; Provide guidance in formulating differentiated programmes in the development of School Improvement Plans (SIPs) as well as Circuit Improvement Plans; Effect annual, performance-based programmes in Quality Assurance Management and Governance and support and oversee the quality assurance of systemic and focussed programs for Institutional improvement programmes; Provide support and guidance to designated personnel who facilitate and support the implementation of issues of Labour

Law at institution level; Institute and manage an annual circuit improvement plan comprising of identified needs as well a future-based program to develop all education institutions. Circuit & Institutional Leadership, Management and Governance - Provide strategic vision, oversee planning and manage operational support to School Management Teams and School Governing Bodies in developing and ensuring quality-based institutional management and governance in the delivery of a reliable academic and broad school curriculum. To lead and manage multi-functional teams to: Introduce strategic planning and operational support for the sustained development of Institutional - and Circuit-based management; Provide leadership, operational guidance and support to circuit team members in managing policy, procedures and the appropriate structures in Institutional Management and Governance; Provide guidance and operational support with focussed and needs-based training in the development of School Management Teams, and additional Institution-based structures and personnel; Support and oversee processes of mediation in conjunction with designated office-based officials within the educational circuit in the prevention or resolution of grievances and conflict at education institutions; Support the development and maintenance of School Governing Bodies in terms of Section 20 and Section 21 of the South Africa Schools Act 1996; Oversee the establishment of support networks within and across circuits; Provide support and guidance to the designated personnel and co-ordinate all processes pertaining to departmentally subsidised Learner Transport schemes and routes. Institutional Curriculum Management & Delivery - enhance quality teaching and learning practices by supporting and empowering educators to develop and implement the curriculum at the learning site in accordance with provincial and national policy frameworks. To manage multi-functional teams to: Manage the implementation and quality assurance practices pertaining to the delivery of the academic and broad curriculum; To strategically co-ordinate, provide guidance, -operational support and undertake the regular review of the Literacy and Numeracy (LITNUM) strategy and the Focus Schools; Manage the Learning Attainment Strategy; Render curriculum support to learning sites based on the needs identified in the School Development Plan; Facilitate special projects e.g. numeracy and literacy, multi-grade, Learner Support Programme schools, winter and spring and summer schools; Monitor school curriculum in terms of compliance; Oversee the establishment of support networks within and across circuits. Special Needs Education Support: To manage multi-functional teams to: Manage the rendering of a school social work service to learners at risk and learners in distress, educators, support staff and parents and the broader school community, in order to create opportunities for personal healing, growth, and optimal development in terms of an appropriate curriculum; Manage the rendering of support to address barriers to learning in mainstream/full service schools to create inclusive learning environments; Manage the rendering of psycho-educational and psycho-therapeutic/counselling support within a consultative model to learners, educators and parents in order that learners can make optimum use of their learning and curriculum opportunities within an inclusive education framework. Community Liaisons and School Safety - School-based responsibility and accountability for the physical safety of educational institutions and the establishment of school-based structures for the effective management of school discipline. To manage multi-functional teams to: Provide strategic visionary leadership to community forums to reclaim educational institutions as places of safety and security for all; Manage and co-ordinate all processes concerning institutional safety, security and discipline; Support of other agents of state, local authorities and additional local community representatives to find ways to reclaim communities as a sound values-based environment; Provide strategic leadership and operational support in addressing programs for the systemic upgrading of the physical safety of educational institutions; Assist and equip educators and Public Service personnel in dealing collectively with challenging situations at school without compromising personal safety or professionalism; Establish and maintain clear channels of communication with parents, immediate colleagues and the broader community as to education-related structures, policies, procedures and measures of quality assurance; Represent the District Office of the WCED at forums/committees and provide support and guidance in education matters. Human Capital and Education Infrastructure – Provide support and guidance to ensure that all educational institutions obtain and have access to optimal human resources, the appropriate infrastructure, Learning and Tuition materials, appropriate equipment for the facilitation of teaching and learning. To manage multi-functional team to: Provide support and guidance to designated office-based personnel in their facilitating of equipping and resourcing newly established education institutions pertaining to teaching and learning materials, infra-structural equipment; Oversee administration and budget management of Circuits/Service Points; Integrate various multi-functional and multi-disciplines (personnel) into a effective functioning team; Ensure the provision of infra-structural resources needed; Facilitate peer communication

and liaison amongst multi-disciplinary services and multi-functional teams based at district level; Ensure quality assurance at all levels of Institutional Management as well as with phase-based Special Projects.

ENQUIRIES : Mr M Caroline at 021 – 467 2557

POST 03/116 : **CHIEF EDUCATION SPECIALIST: MANAGER: CURRICULUM**
Job Purpose: To manage the development and support of functions that will ensure effective curriculum delivery.

SALARY : R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE : District Overberg: Caledon
REQUIREMENTS : At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Thorough knowledge regarding the following: Policies, rules and regulations of the WCED; Education activities and procedures; All the functions of the WCED; Good knowledge of the Revised National Curriculum Statement, Further Education and Training (FET) and National Education Policy Act 1996; Competencies and skills to interpret, analyse educational matters. Skills: Above-average verbal and written communication skills; Ability to speak in public; Formal presentation skills; Ability to motivate personnel; Ability to function effectively under pressure; Ability to perform a wide range of tasks; Ability to interpret and analyse; Ability to manage and handle crisis situations effectively; Research and design skills. Personal attributes: Systematic approach to work; Willingness to render a service to others; Integrity and honesty; Self-motivated; Responsible; Positive attitude and co-operative; Reliable; Loyal; Honest; Polite; Helpful and maintainance of confidentiality.

DUTIES : Manage the Co-ordination of all curriculum based interfaces with Head Office and other Districts; Co-ordinate in consultation with of the District head, the provisioning of FET phase curriculum advisors to education institutions in the district; Co-ordinate in consultation with the Circuit team managers the deployment and utilisation of curriculum advisors in the circuit team; Plan and co-ordinate the training and development of curriculum advisors in the districts; Facilitate peer-learning exchanges within and between circuits and districts; Co-ordinate the implementation of curriculum based special programmes; Manage all aspects of assessments in the district; Manage e-learning and library services within the district. Manage all Human Capital and administration within the component with respect of: Job Descriptions; Performance Reviews (SPMDS); Individual Development Plan (IDP) and Discipline.

ENQUIRIES : Mr MT Ndzuu at (028) 514 - 1159

POST 03/117 : **CHIEF EDUCATION SPECIALIST: MANAGER: SPECIAL NEEDS EDUCATION**
Job Purpose: To manage Special Needs Education support, advice and development within the district.

SALARY : R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE : District Overberg: Caledon
REQUIREMENTS : At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Thorough knowledge regarding the following: Policies, rules and regulations of the WCED; Education activities and procedures; All the functions of the WCED; Good knowledge of the National Education Policy Act 1996 and Inclusive education policies; Competencies and skills to interpret, analyse educational matters. Skills: Above-average verbal and written communication skills; Ability to speak in public; Formal presentation skills; Ability to motivate personnel; Ability to function effectively under pressure; Ability to perform a wide range of tasks; Ability to interpret and analyse; Ability to manage and handle crisis situations effectively; Research and design skills. Personal attributes: Systematic approach to work; Willingness to render a service to others; Integrity and honesty; Self-motivated; Responsible; Positive attitude and co-operative; Reliable; Loyal; Honest; Polite; Helpful and maintainance of confidentiality.

DUTIES : Manage the co-ordination of all special needs education based interfaces with Head Office and other districts; Co-ordinate in consultation with the circuit team managers the deployment and utilisation of Special Needs Education (SNE) specialists in the circuit

team; Plan and co-ordinate the training and development of SNE specialists and Learners with Special Education Needs (LSEN) educators in the districts; Facilitate peer-learning exchanges within and between circuits and districts; Co-ordinate the implementation of SNE special programmes; Co-ordinates the implementation of the institution-based programmes NSNP and Human Immunodeficiency Virus (HIV). Manage all human capital and administration within the component with respect of: Job Description; Performance Reviews (SPMDS); Individual Development Plan (IDP) and Discipline.

ENQUIRIES : Mr MT Ndzuzu at (028) 514 - 1159

Post 03/118 : **CHIEF EDUCATION SPECIALIST: MANAGER: INSTITUTIONAL MANAGEMENT AND GOVERNANCE (IMG)**

Job Purpose: To manage Institutional Management and Governance (IMG) advice and development within the district.

SALARY : R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE : District Overberg: Caledon

REQUIREMENTS : At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Thorough knowledge regarding the following: Policies, rules and regulations of the WCED; Education activities and procedures; All the functions of the WCED; Good knowledge of the National Education Policy Act 1996 and Inclusive education policies; Educators Act 1998, Public Service Act 1994, Labour Relations Act 1995; Competencies and skills to interpret and analyse educational matters. Skills: Above-average verbal and written communication skills; Ability to speak in public; Formal presentation skills; Ability to motivate personnel; Ability to function effectively under pressure; Ability to perform a wide range of tasks; Ability to interpret and analyse; Ability to manage and handle crisis situations effectively; Research and design skills. Personal attributes: Systematic approach to work; Willingness to render a service to others; Integrity and honesty; Self-motivated; Responsible; Positive attitude and co-operative; Reliable; Loyal; Honest; Polite; Helpful and maintenance of confidentiality.

DUTIES : Manage the co-ordination of all IMG based interfaces with Head Office and other districts; Plan and co-ordinate the training and professional development of IMG managers and ADA advisors in the district in consultation with Head Office; Co-ordinate in consultation with the circuit team managers the capacity building of SGBs, RCLs and School Management Team (SMT) ; Facilitate communication and liaison with SGBs on all relevant issues; Facilitate the development of school enrichment programmes (incl. Sport, Art and Culture programmes and activities); Inform the deployment and utilisation of IMG managers as well as ADA advisors within the district; Facilitate peer-learning exchanges within and between circuits and districts; Co-ordinate all aspects of assessments and exam administration at district level; Manage and maintain all aspects of IQMS; Manage the safe schools programme; Manage all human capital and administration within the component with respect of: Job Descriptions, Performance Reviews (SPMDS), Individual Development Plan (IDP) and Discipline.

ENQUIRIES : Mr MT Ndzuzu at (028) 514 - 1159

POST 03/119 : **CHIEF EDUCATION SPECIALIST: DISTRICTS**
Job Purpose: To ensure quality in education delivery within the education districts.

SALARY : R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE : Head Office, Cape Town

REQUIREMENTS : At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Thorough knowledge regarding the following: Policies, rules and regulations of the WCED; Education activities and procedures; All the functions of the WCED; Good knowledge of the National Education Policy Act 1996 and Inclusive education policies; Competencies and skills to interpret, analyse educational matters. Skills: Above-average verbal and written communication skills; Ability to speak in public; Formal presentation skills; Ability to motivate personnel; Ability to function effectively under pressure; Ability to perform a wide range of tasks; Ability to interpret and analyse; Ability to manage and handle crisis

		situations effectively; Research and design skills. <u>Personal attributes</u> : Systematic approach to work; Willingness to render a service to others; Integrity and honesty; Self-motivated; Responsible; Positive attitude and co-operative; Reliable; Loyal; Honest; Polite; Helpful and maintainance of confidentiality.
<u>DUTIES</u>	:	To co-ordinate the delivery of quality education and education institutions across districts. This includes the following broad areas of service delivery: Manage the quality of education and education institutions across districts; Manage research, information systems, quality assurance, district business planning, strategy processes at district level; Ensure quality education and education institutions at District level; Ensure operational interfaces with Head Office and external agencies; Manage all education institution rationalisation programmes; Provide communication and interface management services at District level. Manage all internal human capital and administration matters within the component with respect of: Job Descriptions; Performance Reviews (SPMDS); Individual Development Plan (IDP) and Discipline.
<u>ENQUIRIES</u>	:	Mr M Caroline (021) 467 2557
<u>POST 03/120</u>	:	<u>CHIEF EDUCATION SPECIALIST: CHIEF OPERATIONS: FET COLLEGES (OPERATIONS, MONITORING AND SUPPORT - ALIGNMENT)</u> Job Purpose: To support operational activities aligned with the strategic objectives of the Chief Directorate FET Colleges.
<u>SALARY</u>	:	R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: <u>Knowledge</u> of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Thorough understanding of vocational and occupational programme delivery; Thorough understanding of assessment and moderation processes; Knowledge of quality management systems, with specific reference to ISO 9001:2000; Knowledge of student support functions; Ability to analyse statistical data and prepare reports and projections; Knowledge of project management principles. <u>Skills</u> : Work requires professional written and verbal communication and interpersonal skills; Ability to participate in and facilitate group meetings; Must be adept in use of MS Office 2000 or later, particularly Excel and Word, Internet and email; People-management skills and experience. <u>Personal attributes</u> : Self-driven with a positive outlook and a clear focus on high quality and sustainability; Mature, credible and comfortable in dealing with senior executives; Reliable, tolerant and determined; Empathic communicator, able to see things from the other person's point of view; Well presented and businesslike; Able to get on with others and be a team-player; Able to work extended hours on occasions when required.
<u>DUTIES</u>	:	Contribute to the broader strategic planning and development as a member of Chief Directorate FET Colleges; Monitor and report on the programme establishment and approval process for each WCED FET College; Monitor and report on the delivery of vocational and occupational programmes in each WCED FET College; Monitor and report on the assessment and moderation process for each WCED FET College; Monitor and report on the implementation of quality management systems and the outcomes achieved in each WCED FET College; Monitor and report on the effectiveness of student support and student exit placement services in each WCED FET College; Prepare and co-ordinate all Chief Directorate FET Colleges reporting requirements
<u>ENQUIRIES</u>	:	Mr EZZ Siyengo at (021) 467 2322
<u>POST 03/121</u>	:	<u>CHIEF EDUCATION SPECIALIST: IMG (ECD)</u> Job Purpose: To manage the planning, co-ordination and evaluation of the institutional management and governance i.r.o ECD institutions.
<u>SALARY</u>	:	R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: <u>Knowledge</u> : Sound understanding of planning approaches and methodologies in the education sector and

community development; In-depth knowledge of and experience in Institutional Management and Governance; Insight and practical knowledge of institutional leadership / management; Thorough insight into and understanding of systems-wide education and community issues, intrinsic to the Early Childhood field and across the spectrum of education institutions; Analytical methodologies and approaches; Knowledge and experience in the application of public policy development models; Public and education policy analysis; Application of policy-making processes and policy maintenance; Knowledge of ECD Centre management and departmental protocol; Interpretation and application of all national and provincial laws, policies, codes and agreements pertaining to IMG, for e.g. The Constitution of RSA; National Education Policy Act 1996; National Policy: Education White Paper 5 on ECD; South African Schools Act; Employment of Educators Act; Personnel Administration Measures (PAM); South African Council for Educators; Education Labour Relations Council; Further Education and Training Act 2006; General and Further Education and Training Quality Assurance Act; National Policy on Whole School Evaluation; All other relevant national Education policies and regulations. Skills: Ability to reason systemically and analytically; Strategic thinking; Identification of issues; Problem-solving; Decision-making abilities; Ability to take initiatives to identify policy gaps and conceptualise new policy initiatives; Ability to incorporate the knowledge and skills of other disciplines and practitioners; Above average ability to develop policy documents; Strong research skills; Data interpretation; Project planning and management; Implementation skills; Assessment and evaluation skills; Presentation skills; Facilitation skills; Computer and Information Technology; Leadership skills; Strong interpersonal skills; Motivational skills; Good negotiator; Networking and consultation skills; Sound organising, planning and monitoring/ control skills; Conflict management skills. Personal attributes: Work collaboratively with all stakeholders; Team player; Strong commitment to infusing the values in education.

DUTIES

: Line Management: Develop ECD institutional management and governance policy; control the implementation of the ECD Provincial Business Plan; Co-ordinate and facilitate networking between ECD specialist; Develop Provincial norms and standards for the funding of ECD centres; Monitor and evaluate the governance and governance and management of ECD centres; Develop and manage partnerships with Local Government Community Centres, etc.; Perform strategic planning to address ECD institutional management and governance policy management and governance (IMG) issues; Collaborate with provincial and national departments in matters of IMG; Interpret national and provincial acts and policies impacting on ECD management and governance [IMG]; Identify, analyse and formulate the policy problem; Research and analyse international and national ECD management and governance policy trends; Support and guide staff to develop IMG related policies, guidelines and source documents; Communicate the operational implications of policy proposals to senior management; Prepare policy briefs and project management frameworks; Develop systems for evaluating policy effectiveness; Manage the process of policy maintenance, succession and termination; Enable the capacity-building of Senior Circuit Managers in IMG policy /guidelines; Identify policy issues aligned to national frameworks regarding ECD - specific issues; Develop policies, strategies, guidelines, systems and standards to support ECD management and governance improvement; Development of marketing/advocacy strategies for ECD; Manage the development of provincial norms and standards for the funding of ECD; Lead, support and develop the Human Capital in the Sub-directorate, inter alia, manage the Performance Development of staff; Manage the utilisation of resources: financial, consumable, non-consumable; Lead, develop and manage the implementation of strategic and operational plans and policy within the sub-directorate; Develop, implement and manage the mobilisation/ marketing of the sub-directorate; Manage the administration of the sub-directorate; Manage staff who are responsible to: Identify provincial policy issues regarding ECD specific management and governance, initiatives and align to national policy requirements and frameworks; Research and analyse national and international school management and governance trends; Develop and maintain policies, guidelines, systems, strategies, criteria, norms and standards to support ECD management and governance improvement and development initiatives; Introduce and communicate the intention and desired outcome of policy/ guidelines to stakeholders; Enhance capacity of IMG Senior district officials to support ECD managers and governors to effectively implement policy and guidelines; Evaluate the efficiency and effectiveness of policy, guidelines, systems and strategies; Develop effective, co-operative, consultative relationships with other policy professionals and education stakeholders; Identify best practices in ECD management and governance and develop frameworks within which to enable the capacity building of Centre Governing Bodies (CGBs) including RCLs and SMTs in ECD Centres.

ENQUIRIES

: Ms M Maas-Olsen at (021) 467 2611

<u>POST 03/122</u>	:	<u>CHIEF EDUCATION SPECIALIST: ASSESSMENT MANAGEMENT</u> Job Purpose: To manage and oversee the development and implementation of assessment policies in accordance with provincial and national policy frameworks.
<u>SALARY</u>	:	R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Thorough knowledge regarding the following: Policies, rules and regulations of the WCED • education activities and procedures • competencies and skills to interpret, analyse educational matters. Good knowledge of the following: National Curriculum Statement • all qualification, examination and assessment policies and requirements • National Education Policy Act and the South African Schools Act. <u>Skills</u> : Above average verbal and written communication skills; Formal presentation skills • ability to speak in public • to motivate personnel • to function effectively under pressure • to perform a wide range of assessment related tasks • to interpret and analyse policy • to manage and handle crisis situations effectively to develop support material; to maintain a website • research and design skills. <u>Personal attributes</u> : Systematic approach to work • willingness to render a service to others • integrity and honesty • self-motivated • responsible • positive and cooperative attitude. .
<u>DUTIES</u>	:	Development of provincial assessment policies and guidelines; Collaborate with the national Department of Education and other provinces as well as Umalusi regarding national policy issues for Adult Education and Training, GET and FET Assessment; Communicate national policy to districts and all schools/centres • develop and manage provincial assessment systems • ensure that all role players interpret and apply assessment policies consistently. Provide leadership and guidance • interpret curriculum and assessment policy in the GET and FET band • ensure development of innovative examinations and assessment knowledge and skills and training of relevant assessment and examinations officials; Ensure that the assessment remains dynamic and responsive to the needs of learners • provide support to the Director: Assessment Management • provide leadership, support and guidance to the Assessment Management officials. Manage assessment irregularities and concessions • develop provincial policy for handling assessment and examination irregularities; Develop a system for handling Common Tasks for Assessments (CTA) and CASS. Support the Director in the operations of the Directorate. Represent WCED at national meetings. Ensure effective communication and improve stakeholder relations • facilitate integration with relevant directorates. Administration: Financial management; • report to Director regarding functions of the sub directorate • ensure that all resources are maximised • undertake planning in response to departmental requirements and strategic goals • ensure that a database is maintained • compile reports on monitoring visits and provide feedback to the director, broad management and curriculum advisers; Write submissions as required • write tenders and manage procurement and payment processes • respond to correspondence. Human Capital Management: Ensure and implement sound Human Capital Management practices and principles: Job Description • performance Reviews (SPMDS) • individual Development Plan (IDP) and Discipline.
<u>ENQUIRIES</u>	:	Ms Z Modimakwane at (021) 467-2057
<u>POST 03/123</u>	:	<u>CHIEF EDUCATION SPECIALIST: ECD (FOUNDATION PHASE, LITERACY & NUMERACY CURRICULUM)</u> Job Purpose: To manage and oversee the development and implementation of the Curriculum at ECD and Foundation Phase level and in accordance with provincial and national policy frameworks.
<u>SALARY</u>	:	R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: <u>Knowledge</u> : Thorough knowledge regarding the following: Policies, rules and regulations of the WCED and Education activities and procedures • competencies and skills to interpret and analyse educational matters. Thorough knowledge of early childhood development and how young children learn; • thorough knowledge and understanding of the National

Curriculum Statement, Assessment policies and requirements, National Education Policy Act, South African Schools Act and the WCED Literacy & Numeracy Strategy. Skills: • above average verbal and written communication skills • formal presentation skills • ability to speak in public; to motivate personnel; to function effectively under pressure; to perform a wide range of assessment related tasks • to interpret and analyse policy • to manage and handle crisis situations effectively. to develop support material • to maintain a website; Research and design skills. Personal attributes: • systematic approach to work • willingness to render a service to others • Integrity and honesty • self-motivated • responsible • positive and cooperative attitude.

DUTIES

: Provide leadership and guidance in the following areas: Curriculum and Assessment policy for pre-Grade R, and Grades R – 3 • develop curriculum where required for pre-Grade R (ECD) • provide support and guidance for the WCED Literacy and Numeracy strategy • support and guide the Director on ECD / Foundation Phase activities. Manage curriculum support at a systemic level. Collaborate with the national department, curriculum advisors and tertiary institutions. Ensure that ECD / Foundation Phase curriculum structures are developed and maintained. Manage the development and production of curriculum support material. Manage the sub-directorate. Develop and support curriculum advisers in terms of curriculum delivery and assessment practices. Ensure the quality assurance of provincial assessment. Manage the development of curriculum guidelines and support mechanisms for curriculum delivery • oversee appropriate research • initiate and support special projects and liaise with managers of related projects • facilitate the identification of curriculum adviser and educator training needs • manage collaboration with service providers and other role-players. Administration: Financial management: • report to Director regarding functions of the sub-directorate ensure that all resources are maximised • undertake planning in response to departmental requirements and strategic goals • ensure that a database is maintained • compile reports on monitoring visits and provide feedback to the director, broad management and curriculum advisers; Write submissions as required write tenders and manage procurement and payment processes respond to correspondence. Human Capital Management: Ensure and implement sound Human Capital Management practices and principles, i.e., Job Descriptions; • performance Reviews (SPMDS) • individual Development Plan (IDP) and Discipline.

ENQUIRIES

: Ms G Koopman at (021) 467-2056

POST 03/124

CHIEF EDUCATION SPECIALIST: AET CURRICULUM

Job Purpose: To manage and oversee the development and implementation of Curriculum at AET centres in the GET band.

SALARY

: R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: • thorough knowledge of the following: Policies, rules and regulations of the WCED; Education activities and procedures • all the functions of the WCED • competencies and skills to interpret, analyse educational matters; • good knowledge of the: National Certificate Vocational (NCV) Qualification, examination and assessment policies and Requirements, National Education Policy Act, ABET Act and FET Colleges Act. Skills: • good verbal and written communication skills • ability to speak in public • formal presentation skills • ability to motivate personnel; to function effectively under pressure • to perform a wide range of assessment related tasks • to interpret and analyse policy; to manage and handle crisis situations effectively. to develop support material • to maintain a website • research and design skills. Personal attributes: • systematic approach to work • willingness to render a service to others; Integrity and honesty • self-motivated • responsible • positive and cooperative attitude.

DUTIES

: Provide leadership and guidance on curriculum and assessment policy in AET. Ensure development of cutting edge curriculum knowledge and skills, teaching methodology and training for curriculum officials and teachers in ABET centers. Provide support and guidance to the Director on AET matters. Manage curriculum support at a systemic level. Collaborate with the national department, curriculum advisors, tertiary institutions, industry and ensure that AET curriculum structures are developed and maintained. Ensure the approval of AET programmes. Manage the development and production of curriculum support material. Manage the sub-directorate. Develop and support curriculum advisers in terms of curriculum delivery and assessment practices; Ensure the

quality assurance of provincial assessment. Manage the development of provincial guidelines and support mechanisms for AET curriculum delivery • oversee appropriate research • initiate and support special projects and liaise with managers of related projects • facilitate the identification of curriculum adviser and teacher training needs • manage collaboration with service providers and other role-players. Administration: Financial management: • report to Director regarding functions of the subdirectorate • ensure that all resources are maximised • undertake planning in response to departmental requirements and strategic goals; • ensure that a database is maintained • compile reports on monitoring visits and provide feedback to the director, broad management and curriculum advisers; Write submissions as required; Write tenders and manage procurement and payment processes; Respond to correspondence. Human Capital Management: • ensure and implement sound Human Capital Management practices and principles, i.e., Job Descriptions; Performance Reviews (SPMDS) • individual Development Plan (IDP) and Discipline.

ENQUIRIES

: Ms G Koopman at (021) 467-2056

POST 03/125

: **CHIEF EDUCATION SPECIALIST: FET COLLEGES CURRICULUM**

Job Purpose: To provide leadership in FET College Curriculum and to manage the functions of the FET College Curriculum Planners in order to provide systemic support for the implementation of the curriculum in accordance with provincial and national policy frameworks as well as vocational and occupational education and training needs.

SALARY

: R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Thorough knowledge of the following: Policies, rules and regulations of the WCED • education activities and procedures • all the functions of the WCED • competencies and skills to interpret, analyse educational matters • good knowledge of the: National Certificate Vocational (NCV) Qualification, examination and assessment policies and Requirements, National Education Policy Act and FET Colleges Act. Skills: Above-average verbal and written communication skills • ability to speak in public; Formal presentation skills • ability to motivate personnel • to function effectively under pressure • to perform a wide range of assessment related tasks • to interpret and analyse policy • to manage and handle crisis situations effectively to develop support material • to maintain a website • research and design skills. Personal attributes: systematic approach to work • willingness to render a service to others; Integrity and honesty • self-motivated • responsible • positive and cooperative attitude.

DUTIES

: Provide leadership and guidance: Interpret curriculum and assessment policy in the FET vocational band • ensure development of cutting edge curriculum knowledge and skills, teaching methodology and training for curriculum officials and lecturers in FET Colleges • provide support to the Director. Manage curriculum support at a systemic level. Collaborate with the national department, curriculum advisors, tertiary institutions, industry and ensure that FET College curriculum structures are developed and maintained. Ensure the approval of FET Colleges' programmes. Manage the development and production of curriculum support material for vocational and occupational programmes; manage the sub-directorate. Develop and support curriculum advisers in terms of curriculum delivery and assessment practices. Ensure the quality assurance of provincial assessment. Manage the development of provincial guidelines and support mechanisms for vocational and occupational delivery • oversee appropriate research • Initiate and support special projects and liaise with managers of related projects • facilitate the identification of lecturer training needs • manage collaboration with service providers and other role-players. Administration: Financial management: Report to Director regarding functions of the subdirectorate • ensure that all resources are maximised • undertake planning in response to departmental requirements and strategic goals • ensure that a database is maintained • compile reports on monitoring visits and provide feedback to the director, broad management and curriculum advisers.; Write submissions as required • write tenders and manage procurement and payment processes; Respond to correspondence. Human Capital Management: Ensure and implement sound Human Capital Management practices and principles, i.e., Job Descriptions • performance Reviews (SPMDS) • individual Development Plan (IDP) and Discipline.

ENQUIRIES

: Ms P Satyo at (021) 467-2622/3

POST 03/126**CHIEF EDUCATION SPECIALIST: E-LEARNING**

Job Purpose: To manage the development and coordination of e-Learning within the WCED.

SALARY

R371 193 – R430 377 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).

CENTRE

Head Office, Cape Town

REQUIREMENTS

At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 8 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Knowledge of the following: White paper on e-Education (White Paper 7); Schools Act; FET Act; SITA Act; PFMA • knowledge of legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Skills: Computer literacy • ability to do research • ability to think analytically and systematically • ability to negotiate • good communication skills. Experience: Project management • facilitation • budgeting • report writing. Personal attributes: Good interpersonal relations • ability to work independently • good organisational skills • innovative • ability to work as part of a team • creativity.

DUTIES

Development of e-Learning policy matters: • oversee the reviewing and analysing of national and international policy • oversee the analysing, reviewing and/or develop existing and new provincial policy • provide input into the drafting of National policy for e-Learning and e-Education • identify policy areas for which manuals, circulars and brochures are required • oversee the development of policy guidelines regarding curriculum integration, computer use, knowledge management and intellectual property, assessment and evaluation, financial accountability, infrastructure and security • oversee the development of a strategy for the implementation of e-Learning • oversee the development of an implementation plan within provincial e-Learning policy. Manage and oversee the planning and co-ordination of e-Learning, i.e.: • liaise with management, Districts Offices, directorates and CEI • identify priority/focus areas for the role out of e-Learning • manage the advocacy programme and materials • manage and oversee the implementation plan • review the implementation plan and adjust if necessary • ascertain available funding for e-Learning within the department • oversee the procurement of end-user equipment. Oversee the development, sourcing and selection of educational software as well as e-content and ensure sponsorship • oversee the sourcing and selection process regarding application software • oversee the development of application software and e-content • evaluate and adapt the quality assurance processes • oversee the procurement of sponsorship for e-Learning. Manage integrated training regarding e-Learning: • network and collaborate with role players in the Thutong National Portal • rationalise new provincial developments through collaboration • liaise between WCED, national and other provincial role players regarding the development of e-content, databases and delivery mechanisms. Manage the e-Environment by providing a support for the delivery of curriculum: • oversee the curriculum-related call centre • explore synergies with existing WCED call centre and curriculum development website • ensure coherence between e-policy, e-content and the e-Learning environment in educational institutions. Manage all human capital related functions and budgets of the component: • responsible for human capital development and in-house training of personnel • responsible for compilation of IPDPs and do quarterly reviews with regards to SPMDS for staff • responsible for leave planning, approval of annual leave and the recommendation of sick leave.

ENQUIRIES

Mr MJ Chiles at (021) 467-2025.

POST 03/127**DEPUTY DIRECTOR: CORPORATE SERVICES**

Job Purpose: To render corporate services on a district level.

SALARY

All inclusive remuneration package of R311 358 per annum.

CENTRE

District Overberg: Caledon

REQUIREMENTS

An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years' management experience. Competencies: Knowledge of the following: Modern systems of governance and administration; The latest advances in public management theory and practice; Policy Development; Project co-ordination; National and Provincial instruments and legislation pertaining to Supply Chain Management, which include: SASA; PFMA; PPPFA; BBBEE; Accounting Officers System (including delegations); Treasury Instructions and Regulation; CPI; SARS; SMME legislation; WCED policies and procedures; Financial systems; LOGIS; BAS; Hardcat; Sourcelink; LR and Public Service Legislation and procedures; Financial Management and management of institution finances; Compliance Management of the financial systems of institutions i.t.o. SASA &

	PFMA. <u>Skills:</u> Written and verbal communication; Motivational skills; Interpretation of prescriptions; Organisational skills; Planning; Liaison; Financial Management; Report writing; Capturing of data; Analytical thinking; Computer literate. <u>Personal attributes:</u> Responsible; Reliable; Orderly; Systematic; Self-motivated; Innovative; Good human relations; Remain calm under pressure; Focused; Disciplined.
<u>DUTIES</u>	: Perform all the managerial tasks with regard to the component Corporate Services and give strategic direction to, and manage, policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. <u>Line Management:</u> Manage the district Corporate Services unit, which entails the following: Ensure execution of all aspects of Financial Management and SCM at district level, entailing: Manage procurement of furniture and equipment; Administer Sourcelink at district level; Perform stock-take; Process and generate payments, (including leases, advances, municipal accounts, S&T and own services); Monitor financial compliance of institutions in order to effect transfer payments, entailing: Analyse financial statements, WCED 043 and institution budgets to ensure compliance; Verify the compliance of payments of municipal accounts and LTSM; Perform a budget control function in respect of Section 20 schools; Provide a logistical office support service to the district including the management of HRA, HRM and HRD functions pertaining to both Educator and Public Service staff, entailing: Perform a district skills development facilitation function (including DTC); Co-ordinate performance management issues in respect of public servants; Manage Government Transport and public transport at district; Manage Learner Transport Schemes; Provide a registry service (including messenger, driver and operator services); Provide a facilities logistical service (including reception, administrative support, handy man, general assistant and food services); Render administrative advice to district management structures. <u>Human Capital Management:</u> Participation in the recruitment of staff in the subdirectorate in the numbers and grades appropriate to ensure the achievement of the district's Business Plan; Motivate, train and guide staff within the subdirectorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the subdirectorate; Monitor information capacity building within the subdirectorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the subdirectorate; Promote sound labour relations within the subdirectorate; Actively manage and promote the maintenance of discipline within the Subdirectorate. <u>Financial Management:</u> Manage the district's budget; Preparing of the Annual and Adjustment Budgets for the district; Direct responsible for the efficient, economic and effective control and management of the district's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the district; Reporting to the Director on all aspects of the district's finances; Overall responsible for the management, maintenance and safekeeping of the district's assets; Ensuring that full and proper records of the financial affairs of the district are kept in accordance with any prescribed norms and standards.
<u>ENQUIRIES</u>	: Mr MT Ndzuu at (028) 514 - 1159
<u>POST 03/128</u>	: <u>DEPUTY DIRECTOR: INFRASTRUCTURE CAPITAL PROJECTS</u> Job Purpose: To facilitate the effective delivery of infrastructure capital projects and programmes as set out in the department's infrastructure plan within the specified timeframes, scope, budgets and quality requirements.
<u>SALARY CENTRE REQUIREMENTS</u>	: All-inclusive remuneration package of R311 358 per annum. : Head Office, Cape Town : An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus a minimum of 10 years' relevant work experience as well as 3 - 5 years' management experience. Competencies: <u>Knowledge:</u> Advanced knowledge of: Modern systems of governance and Administration and Programme and Project management processes; Knowledge of the following: Policies and legislation of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; The built environment including relevant legislation and regulations. <u>Skills:</u> Strong analytical and systems thinking skills; Strong problem solving skills; Strategic and operational planning, monitoring, reporting and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent written and oral communication skills; Outstanding planning, organising and people management skills; Advanced

computer literacy skills; Strong skills in the application of project management tools and techniques; Excellent budgeting and finance management skills; Strong change control management skills; Built environment expertise (architecture, engineering, quantity surveying, project management); Skills in negotiation and conflict management. Personal attributes: A highly developed interpretive and conceptualisation/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service providers.

DUTIES

: Line Management: Manage the Sub Directorate Infrastructure Capital Projects, which entails the following: Accept responsibility for the overall planning, monitoring and control of the programme for the provision of new infrastructure and capital projects as stipulated in the WCED's Infrastructure Plan: Develop an Infrastructure Programme Management Plan (IPMP) annually for the delivery of the identified infrastructure projects; Ensure appropriate Programme Implementing Agents (PIAs) (including the Department of Transport and Public Works) are appointed and managed according to signed Service Delivery Agreements (SDAs); Approve the PIA's Infrastructure Programme Implementation Plan/s based on recommendations by the Programme Managers (Assistant Directors); Manage and co-ordinate the implementation of the programme according to the SDAs, IPMP and the approved Implementation Plans prepared by the appointed PIAs; Manage the total New Infrastructure Programme Fund; Monitor the performance of the PIAs and report on the programme as required; Assess and monitor adherence to WCED space, cost and building norms and standards; Manage integrated change control according to WCED delegations of authority, including the approval of variations or changes to overall project lists, project scope, budget allocations, programme and project time schedules, and norms and standards; Formulate and implement corrective actions or interventions as may be required; Provide input into the identification and development of best practices, tools and standards; Institutionalise the use of best practices, tools and standards in the sub directorate; Provide technical support and assistance to the Districts & Schools/SGBs; Assist the Directorate Infrastructure, Transport, Equipment & LTSM; Planning with cost estimating and budgeting; Assist the Directorate Infrastructure, Transport, Equipment & LTSM; Planning in maintaining & updating of the Department's asset register and information management system. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train, mentor and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr HA Lewis at (021) 467 2021

POST 03/129

: **DEPUTY DIRECTOR: LTSM AND EQUIPMENT**
Job Purpose: To facilitate equipment and LTSM Projects and Programmes driven by districts (including ECD, AET and FET colleges).

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R311 358 per annum.
: Head Office, Cape Town.
: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years' management experience. Competencies: Knowledge: Advanced knowledge of: Modern systems of governance and Administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic

and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; Project management processes. **Skills:** Strong analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills. **Personal attributes:** A highly developed interpretive and conceptualization/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service providers.

DUTIES

: **Line Management:** Manage the Sub Directorate LTSM, which entails the following: Facilitate the delivery of equipment in line with infrastructure requirements; Facilitate the delivery of LTSM projects and programmes driven by districts and FET colleges; Manage the co-ordination of equipment and LTSM needs in line with future infrastructure needs; Perform all the managerial tasks with regards to the division including: Motivate, train, mentor and guide subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintainance of discipline within the division; Manage the policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. **Human Capital Management:** Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. **Financial Management:** Active participation in the budgeting process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr HA Lewis at (021) 467 2021

POST 03/130

: **DEPUTY DIRECTOR: LEARNER TRANSPORT SCHEMES (LTS)**
Job Purpose: To facilitate the delivery of learner transport driven by districts (including ECD, AET and FET colleges).

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R311 358 per annum.
: Head Office, Cape Town.
: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years management experience. Competencies: **Knowledge:** Advanced knowledge of: Modern systems of governance and Administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; Project management processes. **Skills:** Strong analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills. **Personal attributes:** A highly developed interpretative and conceptualization/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The

DUTIES

ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

: **Line Management:** Manage the Sub Directorate LTS, which entails the following: Ensure the delivery of learner transport services driven by districts and FET colleges; Manage the co-ordination of the Learner Transport Scheme; Perform all the managerial tasks with regards to the division including: Motivate, train, mentor and guide subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintenance of discipline within the division; Manage the policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. **Human Capital Management:** Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. **Financial Management:** Active participation in the budgeting process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr HA Lewis at (021) 467 2021

POST 03/131

DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING

Job Purpose: To plan and co-ordinate infrastructure projects in respect of learning sites (including schools, AET and ECD centres as well as FET colleges.)

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R311 358 per annum.

: Head Office, Cape Town

: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years' management experience. Competencies: **Knowledge:** Advanced knowledge of: Modern systems of governance and Administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; Project management processes. **Skills:** Strong analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills. **Personal attributes:** A highly developed interpretive and conceptualization/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

DUTIES

: **Line Management:** Manage future educational infrastructure needs; Manage the planning and coordination of the building of schools, and other infrastructure programmes in conjunction with Public Works; Manage the effective utilisation of all WCED accommodation; Perform all the managerial tasks with regards to the division including: Motivate, train, mentor and guide subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintenance of discipline within the division; Manage the policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. **Human Capital Management:** Participation in the recruitment of staff in the

ENQUIRIES

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

POST 03/132

DEPUTY DIRECTOR: POLICY CO-ORDINATION

Job Purpose: To co-ordinate the departmental policy development process.

**SALARY
CENTRE
REQUIREMENTS**

All-inclusive remuneration package of R311 358 per annum

Head Office, Cape Town

An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 years management experience within a policy development environment. Competencies: **Knowledge:** Knowledge of the latest advances in public management theory and practice; Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public communication, public education, public engagement and public discourse management processes; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of communication, media management, public relations, public participation and public education. **Skills:** Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Outstanding planning, organizing and people management skills; Presentation skills at management level; Computer literate; Excellent verbal and communication skills. **Personal attributes:** A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

DUTIES

Line Management: Evaluate requests for policy development; Facilitate policy alignment within the department; Manage and maintain the policy register; Facilitate the policy communication process; Provide expert advice and support on policy development; Facilitate the legislative process of primary and secondary statutory policy; **Strategic Management:** Implement on a continual basis the purpose, objectives, priorities and activities of the directorate; Participation in the directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Sub Directorate; Evaluate the performance of the Sub Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director: Planning and Policy Co-ordination on a regular basis on the activities of the Sub Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Sub Directorate, and of the resources employed by it. **Human Capital Management:** Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. **Financial Management:** Active participation in the budgeting

process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms L M Coleridge at (021) 467-2055

POST 03/133

DEPUTY DIRECTOR: HUMAN CAPITAL PLANNING

Job Purpose: To provide Human Capital Planning services

SALARY
CENTRE
REQUIREMENTS

: All-inclusive remuneration package of R311 358 per annum
: Head Office, Cape Town
: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years' management experience in a human capital environment/Education institution. Recommendation: Appropriate teacher's qualification and at least 5 years' teaching experience at an education institution in this country. Competencies: Knowledge: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of Human Capital Planning; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of communication, media management, public relations, public participation and public education; Knowledge of the global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills: The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Report writing skills; Strong problem solving skills; Decision making skills; Networking skills; Project management skills; Analytical and research skills; Outstanding planning, organizing and people management skills; Computer literacy skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider. Self-driven; Self-confident, creative and innovative; Attention to detail and thoroughness.

DUTIES

: Line Management: Plan for the Human Capital requirements of the province; Inform and manage the profiling and planning of the future human capital needs of the department; Manage Human Capital Development programmes and actions at provincial and local government level; Assist with forming partnerships with Higher Education Institutions, Non-Governmental Organisations, Community Based Organisations and other roleplayers to inform training programmes. Strategic Management: Implement on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Directorate's strategic planning processes; Active involvement in the development and management of the strategic and business plans for the Sub-directorate; Evaluate the performance of the Sub-directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director: Human Capital Planning on a regular basis on the activities of the Sub-directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Sub-directorate, and of the resources employed by it. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub-directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub-directorate; Monitor information capacity building within the Sub-directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Sub-directorate; Promote sound labour relations within the Sub-directorate; Actively manage and promote the maintenance of discipline within the Sub-directorate. Financial Management: Active participation in the budgeting process at Directorate level; Assist in preparing of the Annual and Adjustment Budgets

for the Directorate; Directly responsible for the efficient, economic and effective control and management of the Sub-directorate's budget, resources and expenditure; Directly responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub-directorate; Report to the Responsibility Manager on all aspects of the Sub-directorate's finances; Perform diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub-directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub-directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr WJS Jantjies at (021) 467-2053

POST 03/134

DEPUTY DIRECTOR: BUSINESS PLANNING AND STRATEGY

Job purpose: To facilitate the business planning and strategy service of the Department.

SALARY

: All-inclusive remuneration package of R311 358 per annum.

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years management experience within a business / strategy environment. Competencies: Knowledge: Advanced knowledge of business and strategic management processes and of government planning processes and cycles; Sound knowledge and understanding of departmental operations; Advanced knowledge of: Modern systems of governance and Administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; Project management processes. Skills: Strong analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills – including high-level writing skills; Outstanding planning, organizing and people management skills; Sophisticated computer skills including familiarity with software for planning, processes, data-base management and projections. Personal attributes: Have a highly developed interpretive and conceptualization/ formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to handle conflict; the ability to lead and direct teams of professionals and service provider. Be innovative, pragmatic and creative.

DUTIES

: Line Management: Facilitate the departmental strategic and operational planning processes; compile strategy documents and reports; ensure alignment of departmental policies, strategic planning and budget processes; ensure the efficacy of the strategic review processes; facilitate the monitoring and quarterly reviews of the Department's performance against the annual performance plan; facilitate the drafting and publication of departmental annual report; investigate and ensure the implementation of alternative service delivery options; plan and co-ordinate special curriculum and institutional programmes; facilitate the departmental service delivery improvement plan(s). Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; motivate, train and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; monitor information capacity building within the Sub Directorate; active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; promote sound labour relations within the Sub Directorate; actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level; preparing of the Annual and Adjustment Budgets for the Directorate; direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; performing diligently all duties assigned by the Responsibility Manager; overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

<u>ENQUIRIES</u>	:	Ms AMJ Schlebusch at (021) 467 – 2054
<u>POST 03/135</u>	:	<u>RESEARCH ANALYST</u> Job Purpose: To plan, manage and co-ordinate education research activities.
<u>SALARY</u>	:	All-inclusive remuneration package of R311 358 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 5 years' management experience in the education research environment. Competencies: <u>Knowledge</u> : Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; NCS; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Policy Development; Project co-ordination. <u>Skills</u> : Strong research skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills; Analytical thinking; Strategic thinking; Communication skills (verbal and written); Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills and problem solving skills. <u>Personal attributes</u> : A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self motivated; Assertive.
<u>DUTIES</u>	:	<u>Line Management</u> : Manage the department's research programme; Identify and initiate resource initiatives; Co-ordinate research activities within the department; Create partnerships to do research on behalf of the WCED; Undertake and supervise research activities; Quality Assure all research activities; Publish and report on research findings. <u>Human Capital Management</u> : Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Perform all the managerial tasks with regard to the component Transformation Management; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. <u>Financial Management</u> : Active participation in the budgeting process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.
<u>ENQUIRIES</u>	:	Ms SH Mafanga-Kibi at (021) 467-2051
<u>POST 03/136</u>	:	<u>DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT</u> Job Purpose: To develop and manage education knowledge and information systems.
<u>SALARY</u>	:	All-inclusive remuneration package of R311 358 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years management experience. Competencies: <u>Knowledge</u> : Information Science and Knowledge management; In-depth appreciation of the capabilities and limitations of information technology; Knowledge of online, databases, collaborative technologies and web-based services; Understanding of Knowledge of processes such as organisational learning and development; Understanding of the principles of knowledge management as a management technique to enable orgaqnisational development in the knowledge

economy; Demographics of WCED. Experience: Excellent computer skills preferably with experience with database and website; Experience in systems development and implementation; Tender and procurement procedures; Project Management. Skills: Communication and numeracy; Presentation Skills; Decision-making; Computer literacy; Problem solving; Leadership and Planning; Relationship building skills; Co-ordination; Research skills; Facilitation; Conflict resolution; Meeting skills; Interpersonal relations; Organisation. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Self-motivated / disciplined; Creative; Team player; Innovative and a strong organizer.

DUTIES

: Develop, implement and maintain WCED knowledge management and information systems; Co-ordinate the process of turning tacit and explicit knowledge into institutional knowledge; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system; Provide access to management on education information and knowledge management; Monitor and review knowledge management practices. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme and an information resources plan, for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Perform all the managerial tasks with regard to the component Transformation Management; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Communicate on managerial level with regard to the functions of the component. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms SH Mafanga-Kibi at (021) 467-2051

POST 03/137

DEPUTY DIRECTOR: ICT

Job Purpose: To plan, manage and coordinate information and communication technology (ICT) infrastructure and services.

SALARY

CENTRE

REQUIREMENTS

: All-inclusive remuneration package of R311 358 per annum

: Head Office, Cape Town

: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 years management experience within a policy development environment. Competencies: Knowledge: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public communication, public education, public engagement and public discourse management processes; Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Presentation skills at management level; Computer literate; Excellent verbal and communication skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

DUTIES

: Develop and maintain ICT policy and systems; Manage the interface with e-Innovation and other service providers; Plan and oversee the annual provisioning of ICT

requirements (MSP). Implement on a continual basis the purpose, objectives, priorities and activities of the Sub Directorate; Participation in the Sub Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Sub Directorate; Evaluate the performance of the Sub Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director: Planning and Policy Co-ordination on a regular basis on the activities of the Sub Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Sub Directorate, and of the resources employed by it. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub-directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate level; Assist in preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate budget and expenditure; Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Report to the Responsibility Manager on all aspects of the Sub Directorate's finances; Perform diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms SH Mafanga-Kibi at (021) 467-2051

POST 03/138

: **DEPUTY CHIEF EDUCATION SPECIALIST: IMG (AET)**

Job Purpose: To develop and co-ordinate planning, policy analysis and policy-making process of AET specific management and governance issues.

SALARY

: R198 072 – R229 968 // R313 164 – 363 003 (MMS: all inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts)

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 7 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge: Sound understanding of planning approaches and methodologies in the education sector and community development; In-depth knowledge of and experience in Institutional Management and Governance; Insight and practical knowledge of institutional leadership / management; Thorough insight into and understanding of systems-wide education and community issues, intrinsic to the Adult Education field and across the spectrum of education institutions; Analytical methodologies and approaches; Knowledge and experience in the application of public policy development models; Public and education policy analysis; Application of policy-making processes and policy maintenance; Knowledge of AET Centre and departmental protocol; Interpretation and application of all national and provincial laws, policies, codes and agreements pertaining to IMG, for e.g. The Constitution of RSA; National Education Policy Act; National Policy: Education White Paper 5 on ECD; South African Schools Act; Employment of Educators Act; Personnel Administration Measures (PAM); South African Council for Educators; Education Labour Relations Council; Further Education and Training Act; General and Further Education and Training Quality Assurance Act; National Policy on Whole School Evaluation; ABET Act; All other relevant national Education policies and regulations. Skills: Ability to reason systemically and analytically; Strategic thinking; Identification of issues; Problem-solving; Decision-making abilities; Ability to take initiatives to identify policy gaps and conceptualise new policy initiatives; Ability to incorporate the knowledge and skills of other disciplines and practitioners; Above average ability to develop policy documents; Strong research skills; Data interpretation; Project planning and management; Implementation skills; Assessment and evaluation skills; Presentation skills; Facilitation skills; Computer and Information Technology; Leadership skills; Strong interpersonal skills; Motivational skills; Good negotiator; Networking and consultation skills; Sound organising, planning and monitoring/ control skills; Conflict management skills. Personal

	<u>attributes:</u> Work collaboratively with all stakeholders; Team player; Strong commitment to infusing the values in education.
<u>DUTIES</u>	: <u>Line Management:</u> Perform strategic planning to address public AET Centre management and governance (IMG) issues; Collaborate with provincial and national departments in matters of IMG; Interpret national and provincial acts and policies impacting on AET management and governance [IMG]; Identify, analyse and formulate the policy problem; Research and analyse international and national AET management and governance policy trends; Prepare policy briefs and project management frameworks; Develop systems for evaluating policy effectiveness; Identify policy issues aligned to national frameworks regarding AET-specific issues; Develop policies, strategies, guidelines, systems and standards to support AET management and governance improvement; Development of marketing/advocacy strategies for AET; Research and analyse national and international school management and governance trends; Develop and maintain policies, guidelines, systems, strategies, criteria, norms and standards to support AET management and governance improvement and development initiatives; Introduce and communicate the intention and desired outcome of policy/ guidelines to stakeholders; Enhance capacity of IMG Senior district officials to support AET managers and governors to effectively implement policy and guidelines; Evaluate the efficiency and effectiveness of policy, guidelines, systems and strategies; Develop effective, co-operative, consultative relationships with other policy professionals and education stakeholders; Identify best practices in AET management and governance and develop frameworks within which to enable the capacity building of Centre Governing Bodies (CGBs) including RCLs and SMTs in AET Centres.
<u>ENQUIRIES</u>	: Ms M Maas-Olsen at (021) 467 2611
<u>POST 03/139</u>	: <u>DEPUTY CHIEF EDUCATION SPECIALIST: AFRICAN LANGUAGES</u> Job Purpose: Manage appropriate curriculum policy, research, maintenance, development, support and administration of African languages on provincial level.
<u>SALARY</u>	: R198 072 – R229 968 // R313 164 – 363 003 (MMS: all-inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).
<u>CENTRE REQUIREMENTS</u>	: Head Office, Cape Town : At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 7 year's teaching experience; 3 – 5 years appropriate managerial experience; a valid driver's licence. Recommendations: Sound knowledge and insight of the National Qualification Framework, the National Curriculum Statements for FET • sound knowledge and insight, with at least five years recent education experience in the FET band with and specialisation in the Sesotho study field; Thorough insight into the principles and education methodology that endorses Outcome Based Education and Outcome Based Assessment • knowledge of national and provincial curriculum policy and practice; proven experience in human capital -, project -, financial management and research. Competencies: General leadership and networking skills including good strategic -, project -, financial -, research - and time management skills • good general computer skills (literacy). <u>Skills:</u> Good verbal and written communication skills • normal presentation skills • ability to speak in public • to motivate personnel; to function effectively under pressure • to perform a wide range of assessment related tasks • to interpret and analyse policy; to manage and handle crisis situations effectively. to develop support material; to maintain a website • research and design skills. <u>Personal attributes:</u> Systematic approach to work • willingness to render a service to others • integrity and honesty • self-motivated • responsible • positive and cooperative attitude.
<u>DUTIES</u>	: Manage appropriate curriculum policy and research; Maintain, develop and support the curriculum; Coordinate planning for District Offices curriculum advisors • networking with the National Department of Education and other relevant service providers on provincial level • develop quality assurance and monitoring instruments • develop a database of all curriculum needs and maintain a Web site • draft business plans, manage projects and analyse policy.
<u>ENQUIRIES</u>	: Ms P Satyo at (021) 467-2622/3
<u>POST 03/140</u>	: <u>DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING</u> Job Purpose: To develop e-learning policy and manage the implementation thereof.
<u>SALARY</u>	: R198 072 – R229 968 // R313 164 – 363 003 (MMS: all-inclusive package) (The salaries of successful applicants are determined according to the Personnel Administration Measures and concomitant prescripts).
<u>CENTRE</u>	: Head Office, Cape Town

REQUIREMENTS

: At least a recognised 3-year qualification (REQV 13) which must include appropriate training as an educator; at least 7 years' teaching experience; 3 – 5 years' appropriate managerial experience; a valid driver's licence. Competencies: Knowledge of the following: White paper on e-Education (White Paper 7); Schools Act; FET Act; SITA Act; PFMA; legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Skills: Good communication skills • computer literacy • ability to do research • ability to think analytically and systematically • ability to negotiate • good organisational skills. Experience: Project management • facilitation • budgeting • report writing • developmental requirements and training • training in the research • training in computer programmes. Personal attributes: Good interpersonal relations • ability to work independently • innovative • ability to work as part of a team • creativity.

DUTIES

: Develop and draft new/amend existing e-Learning policy: • review and analyse national and international policy • analyse, review and/or develop existing and new provincial policy • determine if existing policy must be amended or whether new policy should be developed • consult with relevant role-players including the District Offices regarding policy development and/or amendments • finalise and disseminate approved policy to all role players • give input into the drafting of National policy for e-Learning and e-Education. Develop policy guidelines: • identify policy areas for which manuals, circulars and brochures are required • develop policy guidelines regarding curriculum integration, computer use, knowledge management and intellectual property, assessment and evaluation, financial accountability, infrastructure and security • consult with relevant role players including the District Offices regarding guidelines • prepare documentation for implementation • disseminate policy guidelines • review guidelines periodically • develop a strategy for the implementation of e-Learning in consultation with relevant role-players. Manage and oversee the co-ordination/implementation of e-Learning: • develop an implementation plan within provincial e-Learning policy in consultation with relevant role players • liaise with management, District Offices, directorates and CEI • identify priority/focus areas for the role out of e-Learning • develop advocacy programme and materials • manage and oversee the implementation plan • review the implementation plan • ascertain available funding for e-Learning within the department • manage the procurement of end-user equipment. Liaison and development in collaboration with National Department of Education (DoE), Provincial Education Departments and the National Portal: • network and collaborate with role players in the Thutong National Portal; Rationalize new provincial developments through collaboration • liaise between WCED, national and other provincial role players regarding the development of e-content, databases and delivery mechanisms.

ENQUIRIES

: Mr MJ Chiles at (021) 467-2025.

POST 03/141

ASSISTANT DIRECTOR: INTER-GOVERNMENTAL RELATIONS AND STAKEHOLDER MANAGEMENT

Job Purpose: To provide strategic and administrative support to the Office of the Head of Education in discharging its statutory role and responsibility with respect to Intergovernmental Relations on a national and international level.

SALARY CENTRE REQUIREMENTS

: R157 686 per annum plus benefits
: Head Office, Cape Town (Office of the Head of Education)
: An appropriate 3 year degree/ Diploma in any of the following fields: Development Studies, Public Administration, International Relations, development-economics, urban and regional planning or equivalent qualifications and appropriate experience. Specific competencies: The ability to think and act transversally, to understand the qualitative and spatial implications of growth and development at various scales, as well as the complexity of inter-governmental relations and policy frameworks both nationally and locally that impact on and directly affect delivery of programmes. Competencies: Knowledge of: Developmental inter-governmental relations; Constitutional, legal and institutional arrangements governing the organisation of the South African state and public sector; The latest advances in public management theory and practice; the policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape; Communication, media management, public relations, public participation and public education. Skills: Team orientation and strong interpersonal skills; Excellent communication skills; Planning, organizing and people management skills; Computer literate. Personal attributes: Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

<u>DUTIES</u>	:	Serve as the primary co-ordinator of all intergovernmental transactions; Provide critical support to the Director in his role as Chief Liaison Officer with the Provincial Treasury and Department of Local Government and Housing on IGR matters; Conduct research and undertake analysis of developments pertaining to the inter-governmental landscape; Guide the participation and positioning of this Department in the constitutional and inter-governmental arena; Identify critical gaps and opportunities emanating from the current Constitutional and legislative dispensation and direct provincial policy and strategy responses; Assist in the management of the Directorate's strategic and business planning processes.
<u>ENQUIRIES</u>	:	Mr PR Rockman at (021) 467 2536
<u>POST 03/142</u>	:	<u>OFFICE MANAGER: OFFICE OF THE HEAD OF EDUCATION</u> Job Purpose: To manage the office administration specific to the work of the Head of Department and to provide an executive secretariat function to the management and governance structures of the WCED.
<u>SALARY</u>	:	R157 686 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and appropriate management experience in a corporate environment. Competencies: <u>Knowledge</u> : In-depth knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures; Advanced knowledge of relevant software packages; Ability to – Draft complex documentation; Manage various office activities; Work under pressure; Make sound judgements. <u>Skills</u> : Research skills; Analytical thinking; Project Management; Computer literate; Communication skills; Problem solving skills; Presentation skills; Excellent interpersonal relations. <u>Personal attributes</u> : Commitment and integrity; Customer Service Orientation; Diversity Management; Team leadership; Self-managing and self-motivated.
<u>DUTIES</u>	:	Render line administrative support services, inter alia, Develop and maintain systems in the office that will contribute towards improving efficiency levels in the office; Oversee and provide effective guidance and advice on the flow of information and documents to and from the Office of the HoD; Ensure the safe-keeping of all documentation in the Office of the HoD; Verify responses drafted on matters received from internal and external stakeholders; Prepare documentation with regard to complex issues for internal and external stakeholders; Co-ordinate and report on matters of a transversal nature to the HoD or Director and to advise/sensitize them where necessary; Follow up on matters to be submitted (for example by Provincial Departments, Municipalities, Components, etc.); Prepare presentations and briefings for the HoD. Provide support to the HoD with regard to meetings, i.e. screen documents to determine actions/ information/ documents required for meetings.
<u>ENQUIRIES</u>	:	Mr PR Rockman at (021) 467 2536.
<u>POST 03/143</u>	:	<u>EDIT AND MEDIA OFFICER (2 POSTS)</u> Job Purpose: Assist in all media liaison functions and other communication-related tasks.
<u>SALARY</u>	:	R132 054 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) or post graduate qualification in Journalism as well as relevant experience in journalism; Valid driver's licence. Competencies: Excellent communication skills (verbal and written); Competence in two of the Western Cape's official languages; Computer literacy; Sub-editing, design and layout skills will be an advantage. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Self-motivated/ disciplined; Creative and a team player.
<u>DUTIES</u>	:	Research and write articles and material for internal and external publication, photography. Assist in all media liaison functions, including researching and writing material for the media, media monitoring, maintaining media databases and assistance in organising media briefings. Perform other communication-related tasks as requested by the supervisor from time to time
<u>ENQUIRIES</u>	:	Mr AM Attwell at (021) 467-2531

DEPARTMENT OF HEALTH

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

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

FOR ATTENTION : Mr RA Merton

CLOSING DATE : 1 February 2008

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. Mental Health Nurses for District Hospitals within the Western Cape Province

OTHER POST

POST 03/144 : **A. PROFESSIONAL NURSE (SPECIALITY IN PSYCHIATRY) PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) PN – B1 AREA OF SPECIALITY: ADVANCED PSYCHIATRY OR PROFESSIONAL NURSE GRADE 2 (SPECIALITY NURSING) PN-B2 AREA OF SPECIALITY: ADVANCED PSYCHIATRY, B. PROFESSIONAL NURSE (GENERAL WITH PSYCHIATRY) PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) PN – A2 PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING) PN-A3 OR PROFESSIONAL NURSE GRADE 3 (GENERAL NURSING) PN-A4**

SALARY : (PN-B1) R160 470 per annum OR (PN-B2) 197 358 per annum
(PN-A2) R106 086 per annum OR (PN-A3) R130 473 per annum OR (PN-A4) R160 470 per annum.

CENTRE : The Metro Region: Eerste River, Helderberg, Khayelitsha, Karl Bremer, GF Jooste, Mitchell's Plain and False Bay Total: 7
Boland/Overberg Region: Caledon, Swellendam, Ceres and Robertson Total: 4
West Coast/Winelands Region: Vredenburg, Swartland, Vredendal, Clanwilliam and Stellenbosch Total: 5
Southern Cape/Karoo Region: Beaufort West, Knysna, Mossel Bay, Oudtshoorn and Riversdale Total: 5

REQUIREMENTS : (PN-B1) Registration with the South African Nursing Council as Professional Nurse. A post basic nursing qualification, with duration of at least 1 year, accredited with the South African Nursing Council (SANC) in the speciality referred to above. OR (PN-B2) Registration with the South African Nursing Council as Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with the South African Nursing Council in the speciality referred to above. OR (PN-A2) Registration with the South African Nursing Council as a Professional Nurse. OR (PN-A3) Registration with the South African Nursing Council as a Professional Nurse. OR (PN-A4) Registration with the South African Nursing Council as a Professional Nurse. The following will serve as recommendations: Knowledge of the Mental Health Care Act of (2002). Knowledge of the Health Care 2010 Strategic Plan and the Comprehensive Service Plan. Knowledge of Clinical Policies and Protocols related to mental health. Knowledge of all other related Legislation and Policies of the Department of Health pertinent to clinical management. Valid driver's licence. Note: Candidates who have the Advanced Diploma in Psychiatry will qualify to apply for the posts at the Speciality level referred to in Section A. Candidates who do not have a Diploma in Advanced Psychiatry are encouraged to apply for the above positions referred to in Section B; and will be expected to complete the Advanced Psychiatry diploma within a 2-year period. Should these applicants be successful, they will be appointed in the General Nursing stream. On completion of the required speciality qualification, they will be appointed in terms of the new appointment measures for speciality Nursing. Please note that general nurses will ONLY be considered if sufficient speciality nurses do not apply. Applicants must indicate clearly for which Region/Area they are applying. Inexperience: (PN-B1) A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. OR (PN-B2) A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. (PN-A3) A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General

	Nursing. OR (PN-A4) A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.
<u>DUTIES</u>	: Provision of optimal, holistic specialised Mental Health/ Psychiatric Nursing care with set standards and within a professional / legal framework (including the 72 hour assessment period to Mental Health patients). Effective utilisation of resources. Participation in training and research. Provision of support to Nursing services. Maintain professional growth / ethical standards and self development.
<u>ENQUIRIES</u>	: Ms Carol Dean, tel. no. (021) 483-9383.

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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

<u>APPLICATIONS</u>	: The Director: Human Resource Management and Administration, Private Bag X 9083, CAPE TOWN, 8000
<u>FOR ATTENTION</u>	: Ms S Marthinus
<u>CLOSING DATE</u>	: 1 February 2008
<u>NOTE</u>	: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance, which may include a lie detector test. Any previous government service and reason for leaving must be declared. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

<u>POST 03/145</u>	: <u>ASSISTANT DIRECTOR: LEGISLATION SUPPORT (REF NO L001/08)</u> Component: Directorate: Legislation Sub-directorate: Legislation Support
<u>SALARY</u>	: R157 686 per annum
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus appropriate experience in a legislative environment. The following will serve as recommendations: • knowledge of local government legislation • knowledge of the Constitution and local government dispensation legislation • understanding of the socio-political environment and its dynamics • knowledge of municipal structures • analytical, interpersonal, motivational and conflict management skills • leadership, innovative and strategic thinking skills • project management skills and experience • human resource and financial management experience • good verbal and written communication skills in at least two of the official languages of the Western Cape • a valid Code B (manual) drivers licence • willingness to travel • computer literacy in MS Office.
<u>DUTIES</u>	: The successful candidate will be responsible for the following duties: • ensure institutionally functional municipalities • assist with standard by-laws and by-laws • give advice on legislation • attend to amendments of legislation • maintain the Legal Resources Centre • oversee litigation of the Department.
<u>ENQUIRIES</u>	: Mr H Arendse at (021) 483-4365.
<u>POST 03/146</u>	: <u>ASSISTANT DIRECTOR: COUNCILLOR MATTERS AND INTERVENTIONS (REF NO L002/08)</u> Component: Directorate: Legislation Sub-directorate: Councillor Matters and Interventions
<u>SALARY</u>	: R157 686 per annum
<u>CENTRE</u>	: Cape Town

REQUIREMENTS

: The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus appropriate experience and knowledge of local government legislation. The following will serve as recommendations: • knowledge of the Constitution and local government dispensation legislation • knowledge of the purpose and functions of the Department and the units within the Directorates • understanding of the socio-political environment and its dynamics • analytical, interpersonal, motivational and conflict management skills • leadership • innovative and strategic thinking skills • project management skills and experience • human resource and financial management experience • good verbal and written communication skills in at least two of the official languages of the Western Cape • ability to inspire others as part of a team to deliver on the organisational mandate • a valid Code B (manual) drivers licence • willingness to travel • computer literacy in MS Office.

DUTIES

: The successful candidate will be responsible for the following duties: • responsible for councillor matters, which include providing inputs concerning councillor remuneration • monitoring correct payments and affordability • handling of enquiries • interpreting the code of conduct for councillors • drafting correspondence and sanction recommendations • co-ordinating and ensuring legislative compliance during provincial interventions at municipalities which include: • evaluating of the situation • appointing investigating teams/commission of enquiries • coordinating and managing investigating processes • participating in and providing input on recovery and turn-around strategy and implement findings and recovery plans.

ENQUIRIES

: Mr M Baadjes at (021) 483-4109.

POST 03/147**ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING (REF NO L003/08)**

Component: Directorate: Governance and Integration

Sub-directorate: Integrated Development Planning

SALARY

: R157 686 per annum

CENTRE

: Cape Town

REQUIREMENTS

: The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) in Town Planning or Development Studies and/or extensive appropriate experience in development planning or local government planning. The following will serve as recommendations: • knowledge of Integrated Development Plan (IDP) policy, legislation and guiding manuals • knowledge of municipal IDP planning, people centred development and community based participation processes • experience of strategic management processes including strategic planning and performance management within government • knowledge of the constitutional, institutional and developmental circumstances of municipalities • knowledge of labour relations legislation and regulations • experience in project management and performance management • good organising, problem solving, analytical thinking, conflict management and interpersonal skills • be creative, assertive, pragmatic, innovative and self motivated • human resources and financial management experience • computer literacy in MS Office • a valid Code B (manual) driver's licence • good verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES

: The successful candidate will be responsible for the following duties: • ensure assistance to municipalities with drafting, review and implementation of IDP's, including securing funding and resources for IDP processes • responsible for municipal capacity building on IDP planning • responsible for monitoring municipal IDP progress and implementation • participate and assist in the strategic planning and management of the Department, including the responsibility to ensure mechanisms for alignment and integration of municipal, provincial and national programmes.

ENQUIRIES

: Ms J Fortuin at (021) 483-2857.

POST 03/148**SENIOR LABOUR RELATIONS OFFICER (REF NO L004/08)**

Component: Directorate: Human Resource Management and Administration

Sub-directorate: Human Resource Management

Division: Labour Relations

SALARY

: R132 054 per annum

CENTRE

: Cape Town

REQUIREMENTS

: The formal qualification requirement for this post is an appropriate three-year B. degree (or equivalent) qualification plus appropriate experience in the field of labour relations or related environment. The following will serve as recommendations: • knowledge of

labour relations legislation • sound interpersonal and conflict resolution skills • ability to develop and implement policies • communication skills (including presentation skills) in at least two of the official languages of the Western Cape • computer literate in MS Office • be in possession of a valid Code B (manual) driver's license and be willing to travel.

DUTIES

: The successful candidate will be responsible for the following duties: • co-ordination of formal and informal disciplinary procedures • facilitate the resolution of individual grievances • represent the Department during conciliation, mediation and arbitration proceedings at the relevant Bargaining Council • conduct research and co-ordinate training in the field of labour relations and related legislative environment • provide support to the Assistant Director: Labour Relations.

ENQUIRIES

: Mr D Swanson at (021) 483-3791