



DATE OF ISSUE: 25 JANUARY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 04 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 **25 FEBRUARY 2008**

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DEPARTMENT OF DEFENCE

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

- CLOSING DATE** : 25 February 2008 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Important note to all applicants: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (ie C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ dd 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 04/01** : **PRINCIPAL PERSONNEL OFFICER**
The post is advertised in the DOD and broader Public Service
- SALARY** : R106 335 per annum
- CENTRE** : SA Army, 15 SA Infantry Battalion, Thoyoandau
- REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Extensive knowledge of HR administration and policies will be a recommendation. Special requirements (skills needed): Must have good communication-, and problem solving skills. Be able to function independently. Be computer literate. Must have mainframe knowledge (PERSOL). Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Handle course administration. Responsible to create and maintain a course- and leave flow diagram within the unit. Capture all necessary mainframe transactions. Handle all mainframe enquiries. Compile statistics. Responsible for the compilation of duty sheets and to ensure that all members within the unit are in a possession of a duty sheet. Audit leave records according to roll call books. Supervisory duties.
- ENQUIRIES** : Maj A.J. Maphari, Tel (015) 965 9301
- APPLICATIONS** : Department of Defence, 15 SAI Bn, Private Bag X 1410, Lwamondo, 0985
- POST 04/02** : **CHIEF ADMINISTRATION CLERK**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R106 335 per annum

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| <u>CENTRE REQUIREMENTS</u> | : | SA Army, Infantry School, Oudtshoorn |
| | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of HR admin and policies. Must have good communication and problem solving skills. Be able to function independently. Computer literate and mainframe knowledge (PERSOL). Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Handle course administration. Create and maintain a course and leave flow diagram. Capture all necessary mainframe transactions. Handle all mainframe enquiries. Compile statistics. Compile duty sheets for personnel section and ensure that all members within the unit are in a possession of a duty sheet. Audit leave records according to toll call books. Supervisory duties. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Capt S.G. Mphahla, Tel (044) 203 4179 |
| | : | Department of Defence, Infantry School, Private Bag X643, Oudtshoorn, 6620 |
| <u>POST 04/03</u> | : | <u>PRINCIPAL PERSONNEL OFFICER</u> |
| | | <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R106 335 per annum |
| | : | SA Army, 21 SA Infantry Battalion, Johannesburg |
| | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Extensive knowledge of HR administration and policies will be a recommendation. Special requirements (skills needed): Must have good communication-, and problem solving skills. Be able to function independently. Be computer literate. Must have mainframe knowledge (PERSOL). Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Handle course administration. Responsible to create and maintain a course- and leave flow diagram within the unit. Capture all necessary mainframe transactions. Handle all mainframe enquiries. Compile statistics. Responsible for the compilation of duty sheets and to ensure that all members within the unit are in possession of a duty sheet. Audit leave records according to roll call books. Supervisory duties. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Capt S.E. Rapapadi, Tel (011) 212 5813 |
| | : | Department of Defence, 21 SAI Bn, Private Bag X 06, Lenasia, 1820 |
| <u>POST 04/04</u> | : | <u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III</u> |
| | | (Stores) |
| | | <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R85 362 per annum) |
| | : | SA Army, 15 SA Infantry Battalion, Thoyoandau |
| | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Log/stores experience will be a recommendation. Special requirements (skills needed): Must have good communication-, problem solving skills. Be able to function independently. Be computer literate. Must have mainframe knowledge (PERSOL). Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Liaise with procurement section as well as with clients to ensure that demands for stores is met. Compile the annual stock take program. Ensure that equipment is stored safely. Ensure that correct stock levels are maintained. Ensure that unit routine is strictly followed. Ensure all U/S and redundant equipment are disposed of in the prescribed manner. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Maj A.J. Maphari, Tel (015) 965 9301 |
| | : | Department of Defence, 15 SAI Bn, Private Bag X 1410, Lwamondo, 0985 |

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| <u>POST 04/05</u> | : | <u>SENIOR ADMINISTRATION CLERK GR III (2X POSTS)</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry Formation HQ (Dequar Rd), Pretoria. |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Mainframe experience will be a recommendation. Special requirements (skills needed): Knowledge of HR administration. Must have good communication skills. Be able to function independently and have the ability to solve problems. Be computer literate. Must be dedicated and be prepared to work under pressure. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Render an administrative service in the planning and development environment. Compile ABET statistics. Manage and control the ICDP system for PSAP. Handle studies at state expense. Handle the EISP/MEM administration of PSAP and SAIC members. Handle all SAIC planning and development related administration. Assist in the management and controlling of course administration of PSAP and SAIC members. Handle the performance reward system for SAIC members. |
| <u>ENQUIRIES</u> | : | Ms S.M. Yon, Tel (012) 355 1168 |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Infantry Formation HQ, Private Bag X 172, Pretoria, 0001 |
| <u>POST 04/06</u> | : | <u>SENIOR PERSONNEL OFFICER GR III</u> <i>The post is advertised in the DOD and broader Public Service</i> |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry Formation HQ (Dequar Rd), Pretoria. |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Extensive knowledge of Reserve Force administration and policies will be a recommendation. Special requirements (skills needed): Must have good communication skills. Be able to function independently and have the ability to solve problems. Be computer literate. Mainframe knowledge (PERSOL) essential. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Execute personnel admin iro Reserve Forces working together with the co-ordinating centres. Manage all administration iro transfers, promotions, extension of manday, meds & decs, termination of service, enlistments, on & off strengths and all pay related matters iro Reserve Forces. |
| <u>ENQUIRIES</u> | : | Ms S.M. Yon, Tel (012) 355 1168 |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Infantry Formation HQ, Private Bag X172, Pretoria, 0001 |
| <u>POST 04/07</u> | : | <u>SENIOR ADMINISTRATION CLERK GR III</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry Formation HQ (Dequar Rd), Pretoria. |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Extensive experience of Registry administration and policies will be a recommendation. Special requirements (skills needed): Must have good communication skills. Be able to function independently and have the ability to solve problems. Be computer literate. Must be dedicated and be prepared to work under pressure. Must be able to obtain a confidential security clearance within a year. |
| <u>ENQUIRIES</u> | : | Ms S.M. Yon, Tel (012) 355 1168 |
| <u>DUTIES</u> | : | Render a registry service to the SA Army Infantry Formation iro Personnel files. Handle day-to-day routine tasks in the Personal File Registry. Compile statistics. |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Infantry Formation HQ, Private Bag X 172, Pretoria, 0001 |

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| <u>POST 04/08</u> | : | <u>PRINCIPAL TYPIST GR II (2X POSTS)</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry School, Oudtshoorn |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Power Point, Excel). Good organisational and communication skills. Be able to work under pressure. Be able to handle a high volume work. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Acknowledge receipt of draft document in a register. Correct typing of documents into prescribed rules. Proof read of documents and rectify mistakes. Ensure effective utilisation of equipment. Ensure up keeping stock levels for stationary. Ensure equal/workload between typists. |
| <u>ENQUIRIES</u> | : | Capt S.G. Mphahlw, Tel (044) 203 4179 |
| <u>APPLICATIONS</u> | : | Department of Defence, Infantry School, Private Bag X 643, Oudtshoorn, 6620 |
| <u>POST 04/09</u> | : | <u>SENIOR SECRETARY GR III</u> <i>The post is advertised in the DOD and broader Public Service</i> |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | DOD Log Support Formation (Log Agency), Pretoria. |
| <u>REQUIREMENTS</u> | : | NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Communication efficiency (verbal and written) in English and Afrikaans. Ability to work independently. Organising. Problem solving and analytical thinking. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitors authorization and parking. |
| <u>ENQUIRIES</u> | : | Ms G. Williams, Tel: (012) 671 0049. |
| <u>APPLICATIONS</u> | : | Department of Defence, Logistic Support Formation, Private Bag X 1023, Lyttelton, 0140 |
| <u>POST 04/10</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> (Personnel Section) <i>The post is advertised in the DOD and broader Public Service</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, 21 SA Infantry Battalion, Johannesburg |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Good knowledge of personnel administration will be a recommendation. Special requirements (skills needed): Must have good communication skills. Be computer literate. Must have mainframe knowledge. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Capture all necessary mainframe transactions. Handle all promotion administration and queries. Handle all administration iro transfers and process documents thereof to higher HQ. Compile statistics iro promotions and transfers. Assist in other administration duties within the section as instructed. |
| <u>ENQUIRIES</u> | : | Capt S.E. Rapapadi, Tel (011) 212 5813 |
| <u>APPLICATIONS</u> | : | Department of Defence, 21 SAI Bn, Private Bag X 06, Lenasia, 1820 |

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| <u>POST 04/11</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> (Transport) <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, 21 SA Infantry Battalion, Johannesburg |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Transport administration experience will be a recommendation. Special requirements (skills needed): Must have good communication and problem solving skills. Be able to function independently. Be computer literate. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Execute daily office record keeping. Store and retrieve information and documents. Control all trip authorities. Ensure that all drivers are in possession of a valid SANDF drivers' license. Compile monthly statistics. Ensure that history files of vehicles are kept updated. Ensure maintenance of all B and D vehicles. Conduct frequent inspections on vehicles. Ensure all equipment demands are met. Render in post training to appointing personnel. Ensure that documentation of vehicles declared serviceable is updated. |
| <u>ENQUIRIES</u> | : | Capt S.E. Rapapadi, Tel (011) 212 5813 |
| <u>APPLICATIONS</u> | : | Department of Defence, 21 SAI Bn, Private Bag X 06, Lenasia, 1820 |
| <u>POST 04/12</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry School, Oudtshoorn |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of personnel administration. Must have good communication-, computer literate- and have mainframe knowledge. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Capture necessary mainframe transactions. Handle promotion administration and queries. Handle administration iro transfers and process documents thereof to higher HQ. Compile statistics iro promotions and transfers. Assist in other administration duties. |
| <u>ENQUIRIES</u> | : | Capt S.G. Mphahla, Tel (044) 203 4179 |
| <u>APPLICATIONS</u> | : | Department of Defence, Infantry School, Private Bag X 643, Oudtshoorn, 6620. |
| <u>CLOSING DATE</u> | : | 25 February 2008 (Applications received after the closing date and faxed copies will not be considered) |
| <u>POST 04/13</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry School, Oudtshoorn |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of log/administration. Must have good communication-, problem solving- and computer literate skills. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Handle incoming and outgoing post. Store and retrieve documents. Render a reproduction of documents service within the section. Responsible for typing. Handle and maintain PUR files. Ensure that unit routine is strictly followed. |
| <u>ENQUIRIES</u> | : | Capt S.G. Mphahla, Tel (044) 203 4179 |
| <u>APPLICATIONS</u> | : | Department of Defence, Infantry School, Private Bag X 643, Oudtshoorn, 6620 |

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| <u>POST 04/14</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service</i> |
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| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry School, Oudtshoorn |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Transport administration. Must have good communication-, computer literate- and function independently. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Execute daily office record keeping. Store and retrieve information and documents. Control trip authorities. Ensure that drivers are in possession of a valid SANDF drivers' license. Compile monthly statistics. Keep history files of vehicles are kept up to date. |
| <u>ENQUIRIES</u> | : | Capt S.G. Mphahlw, Tel (044) 203 4179 |
| <u>APPLICATIONS</u> | : | Department of Defence, Infantry School, Private Bag X 643, Oudtshoorn, 6620 |
| <u>POST 04/15</u> | : | <u>SENIOR PERSONNEL OFFICER GR II</u> <i>The post is advertised in the DOD and broader Public Service</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army, Directorate Army Human Resources, HR Development & Policy Section, Pretoria |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (Mainframe)-, organising-, interpersonal relationships-, problem solving-, numeric- and typing skills. Elementary research. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Assist SO2 Policy to promulgate HR policies. Manage enquiries and provide advice to Formation and Units. Liase with SANDF and Divisions ito HR Policies. Research ito analyses of tendencies from internal and external HR issues. Manage internal processes of section. Provide a support service. Manage administrative processes. Attend meetings/workshops/ staffing boards. Develop new ideas to change existing methods and procedures. Handle S&T claims. Compile and distribute minutes and agendas. Deal with classified files documents. |
| <u>ENQUIRIES</u> | : | Ms M.S.P. Poolman, Tel (012) 355 1602 |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Office (Command and Staff Support), Private Bag X 981, Pretoria, 0001 |
| <u>POST 04/16</u> | : | <u>SENIOR ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R68 955 per annum |
| <u>CENTRE</u> | : | SA Army Infantry Formation HQ, Pretoria |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Must have excellent typing and day-to-day administration skills. Must have good communication skills, be able to function independently and have the ability to solve problems. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Render an administrative service to the Chaplain and FSM of the formation. Keep the dairy of the Chaplain. Handle incoming and outgoing correspondence. Handle all the typing. Compile statistics. Must be dedicated and be prepared to work in a highly productive area. |
| <u>ENQUIRIES</u> | : | Ms S.M. Yon, Tel (012) 355 1168 |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Infantry Formation, Private Bag X 172, Pretoria, 0001 |

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| <u>POST 04/17</u> | : | <u>SENIOR PROVISIONING ADMINISTRATION CLERK GR I</u> (Facility) <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R58 290 per annum |
| <u>CENTRE</u> | : | SA Army, 15 SA Infantry Battalion, Thoyoandau |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Log/admin experience will be a recommendation. Special requirements (skills needed): Must have good communication-, and problem solving skills. Be computer literate. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Handle all incoming and outgoing post within the section. Assist the distribution account holder with monthly spot checks. Render a reproduction service within the section. Responsible for commodities as tasked. Ensure that unit routine is strictly followed. |
| <u>ENQUIRIES</u> | : | Maj A.J. Maphari, Tel (015) 965 9301 |
| <u>APPLICATIONS</u> | : | Department of Defence, 15 SAI Bn, Private Bag X 1410, Lwamondo, 0985 |
| <u>POST 04/18</u> | : | <u>SENIOR ADMINISTRATION CLERK GR I</u> (Receptionist) <i>The post is advertised in the DOD and broader Public Service.</i> |
| <u>SALARY</u> | : | R58 290 per annum |
| <u>CENTRE</u> | : | SA Army, Infantry Formation HQ (Dequar Rd), Pretoria. |
| <u>REQUIREMENTS</u> | : | NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Must have good communication-, problem solving- and inter personal relations skills. Must be dedicated and be prepared to work under pressure. Must be able to obtain a confidential security clearance within a year. |
| <u>DUTIES</u> | : | Render a professional reception/help desk service. Welcome visitors and direct them to the different offices. Answer the in coming calls. Safekeeping of visitors' fire arms in a safe. Manage day-to-day routine tasks in Personal File Registry. Compile statistics. |
| <u>ENQUIRIES</u> | : | Ms S.M. Yon, Tel (012) 355 1168 |
| <u>APPLICATIONS</u> | : | Department of Defence, SA Army Infantry Formation HQ, Private Bag X 172, Pretoria, 0001 |

ANNEXURE B

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

GCIS is an equal opportunity employer.

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 11 February 2008

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

OTHER POST

POST 04/19 : **STATE ACCOUNTANT: BUDGET OFFICE**
Directorate: Finance

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

CENTRE : Pretoria

REQUIREMENTS : A relevant three-year degree/diploma in a financial field, especially
public finance and accounting. One to three year's budgeting
experience. Ability to work under pressure and meet deadlines.
Good communication and writing skills. Good planning and
reporting skills. Good organisational skills. Knowledge of Budgeting
process in the Public Service, Public Finance Management Act
(PFMA), Treasury Regulations, Basic Accounting System
(BAS). Proven working experience in MS Excel and Word.

DUTIES : Responsible for Monthly Projections to be submitted to the Deputy
Director: Budget Office for consolidation to National Treasury.
Assist in compiling the Medium Term Expenditure Framework
(MTEF); Estimates of Expenditure (ENE) and Adjustments Budget.
Capture budget allocations on BAS. Effect the shifting of funds
(virement). Compile Budget Committee inputs for submission to the
Budget Committee. Collect and report on expenditure trends to the
Financial Control Forum. Collect and analyse Business Plans from
respective Sections. Evaluate business plans on a quarterly basis.
Check expenditure and do necessary rectifications. Act as sub-
system controller of the Basic Accounting System (BAS) in absence
of System Controller. Provide other support to the Deputy Director:
Budget Office.

ENQUIRIES : Kedibone Huma (012) 314-2499 or Hennie Bekker (012) 314-2374

DEPARTMENT OF HOUSING

The Department of Housing is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

CLOSING DATE : 16 February 2008

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

MANAGEMENT ECHELON

POST 04/20 : **DIRECTOR: MONITORING REF: DOH/08/2008**
Chief Directorate: Monitoring and Evaluation

SALARY : R540 429 per annum (All inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Applications are invited from persons who are in possession of, at least, an appropriate three year degree in Social Sciences/ Statistics/ Demography and who have extensive monitoring and management experience. Strong strategic capability and leadership, good Interpersonal, financial and people management skills. Knowledge of Monitoring and Evaluation Policies, methodologies, systems and processes. A valid drivers' license. Excellent computer literacy and knowledge of statistical analysis packages such as SPSS, SAS etc. Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

DUTIES : Manage the monitoring of the planning, implementation and performance of National Housing Policies and Programmes against set targets and approved guidelines Manage the implementation of the monitoring strategy. Manage the monitoring of service delivery processes against set principles. Manage the monitoring of occupancy audits. Manage the tracking of construction processes against set norms and standards.

ENQUIRIES : Ms Julie Bayat, Tel: 012 421 1784, E-mail: Julie@housing.gov.za

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

OTHER POSTS

POST 04/21 : **CHIEF TOWN AND REGIONAL PLANNER (2 POSTS) REF: DOH/01/2008**
Chief Directorate: Programme Implementation Support
Directorate: Blocked Projects Support

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

CENTRE : Pretoria

REQUIREMENTS : A recognised 3 or 4 year degree/national diploma in Town and Regional Planning or any other developmental sciences, as well as 5 years relevant experience. A additional qualification in and/or in-depth knowledge and proven experience in project management

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| | | and financial management will be an added advantage Sound working knowledge of housing and human settlement programmes, policies and strategies Understanding the nature of housing demand and how to plan and carry out housing projects that promote integrated delivery Proven work experience in the field of managing actual housing delivery processes and providing implementation support Experience in organising and managing project teams Excellent communication (both written and verbal) and presentation skills are expected Important attributes are attention to detail and ability to follow through on issues faced and excellent interpersonal skills Willingness to travel extensively Computer literacy (MS Word, MS Excel, MS Project) Additional Requirements, Which Will Be To The Advantage Of The Candidate: Suitable experience in Town and Regional planning and or development/building services as it relates to the implementation of housing projects and or programmes Sound understanding of infrastructural matters Experience in budgeting and budget management Code 08 drivers licence |
| <u>DUTIES</u> | : | Management of timelines and resources Compiling, writing, submitting and presenting reports Provide technical assistance (including implementation, co-ordination and facilitation support) to provinces and local authorities to ensure the structured implementation of projects approved in terms of the Housing Subsidy Scheme and Supplementary Housing Programmes Support Provinces and municipalities to develop and implement plans to fast track housing and human settlement projects Review of housing delivery process and formulation of turnaround strategies to address problem areas. Development of housing project plans. Co-ordination of project activities and liaising with internal and external stakeholders. Assist with the preparation, control, monitoring and reporting of several budgets. The successful candidate will also be required to regularly visit the Provinces and local authorities. |
| <u>ENQUIRIES</u> | : | Ms L Werner, Telephone: (012) 421-1623 |
| <u>APPLICATIONS</u> | : | Human Communications, P O Box 1305, Rivonia, E-mail: Response6@Humancommunications.gov.za , Fax : 0865186538 |
| <u>POST 04/22</u> | : | <u>DEPUTY DIRECTOR: STAKEHOLDER FORUMS SUPPORT REF: DOH/09/2008</u> Chief Directorate: Stakeholder Management Directorate: Stakeholder Relations |
| <u>SALARY</u> | : | R369 000 p.a |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelors degree or equivalent qualification in Social Economics or Business management. A valid code 8 driver's licence. Good understanding of the construction/ development sector; Understanding of the department's policies in sustainable human settlements; Ability to deliver concise, well written reports to tight deadlines; excellent verbal, written, analytical and presentation skills, Project management skills, ability to work under pressure, confident, liaison and coordination and business management skills. |
| <u>DUTIES</u> | : | Coordinate and support sector forums for engagement with stakeholders; Manage the reporting of all stakeholder projects and related events; Develop, manage and maintain a stakeholder database; Manage decisions and recommendations emerging from stakeholder engagement forums; Provide on-going implementation support to forums and the unit. |
| <u>ENQUIRIES</u> | : | Mr W Jiyana (012) 421 1780 |
| <u>APPLICATIONS</u> | : | Human Communications, P O Box 1305, Rivonia, E-mail: Response6@Humancommunications.gov.za Fax : 0865186538 |
| <u>POST 04/23</u> | : | <u>DEPUTY-DIRECTOR: PLANNING FRAMEWORKS REF: DOH/11/2008</u> |
| <u>SALARY</u> | : | R311 358 per annum |
| <u>CENTRE</u> | : | Pretoria |

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| <u>REQUIREMENTS</u> | : | An appropriate recognised Bachelor's degree or equivalent qualification with relevant experience in the field of housing policy development and management , built environment development, and land use management; An additional qualification in and/or in-depth knowledge and experience in financial management and project (programme) management; Computer literacy (MS Word, MS Excel, MS Project); and Well-developed communication inter-personal and strategic networking skills. |
| <u>DUTIES</u> | : | The successful candidate will champion the planning aspects of Sustainable Human Settlements and the development of appropriate instruments to support the delivery of human settlements. The incumbent will be responsible for the following: Develop & maintain human settlement planning frameworks & instruments. Develop & maintain instruments for multi-year housing development planning for the National & Provincial Departments of Housing. Maintain the Programme for Housing Chapters of Municipal IDPs. Develop the Multi-Year National Housing Plan. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr A Arendse, Telephone: (012) 421-1621 Human Communications, P O Box 1305, Rivonia, E-mail: Response6@Humancommunications.gov.za , Fax : 0865186538 |
| <u>POST 04/24</u> | : | <u>CHIEF TOWN AND REGIONAL PLANNER: INFORMAL SETTLEMENT UPGRADING REF: DOH/02/2008</u> Chief Directorate: Programme Implementation Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R311 358 per annum (All inclusive salary package) Pretoria A recognised 3 or four year degree/National diploma in Town and Regional Planning or any other developmental sciences as well as 5 years relevant experience. In-depth knowledge of and proven experience in the housing sector. Sound knowledge of informal settlement upgrading policies, programmes and strategies. Proven work experience in the field of housing delivery as it pertains to informal settlement upgrading initiatives specifically. Experience in organising and managing project teams. Excellent communication (both written and verbal) and presentation skills are expected. The position requires a pro-active person with vision and leadership skills. Willingness to travel extensively. Computer literacy (MS Word, MS Excel, MS Project). Additional requirements, which will be to the advantage of the candidate: Suitable experience in Town and Regional planning and or development/building services as it relates to the implementation of informal settlement upgrading or development. Sound understanding of infrastructural matters. Experience in budgeting and budget management. Code 08 drivers licence |
| <u>DUTIES</u> | : | Management of timelines and resources, Facilitate the development of strategies/plans for the upgrading of informal settlements in pursuit of the 2014 target. Co-ordinate and facilitate the development and analysis of informal settlement upgrading strategies and plans. Compiling, writing, submitting and presenting reports. Co-ordinate and manage the provision of technical assistance (including implementation, co-ordination and facilitation support) to provinces and local authorities with regard to informal settlement upgrading or development initiatives. Co-ordination of project activities and liaising with internal and external stakeholders. Manage the preparation, control, monitoring and reporting of several budgets. The successful candidate will also be required to regularly visit the Provinces and local authorities (project sites) |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr J Wallis, Telephone: (012) 421-1440 Human Communications, P O Box 1305, Rivonia, E-mail: Response6@Humancommunications.gov.za , Fax : 0865186538 |
| <u>POST 04/25</u> | : | <u>CHIEF PLANNER: MONITORING: FINANCIAL INTERVENTIONS REF: DOH/10/2008</u> Chief Directorate: Monitoring and Evaluation |
| <u>SALARY</u> | : | R196 815 per annum |

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography and extensive monitoring experience. Good interpersonal, planning, organizing and co-ordination skills. Knowledge of Monitoring and Evaluation system and processes. A valid drivers' license. Information management skills. Knowledge of statistical analysis packages SPSS, SAS etc. Advanced knowledge of Excel package Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes. |
| <u>DUTIES</u> | : | Monitoring of the planning, implementation and performance of National Housing Policies and Programmes against set targets and approved guidelines Implementing the monitoring strategy. Monitoring of service delivery processes against set principles. Monitoring of occupancy audits. Tracking of construction processes against set norms and standards |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr S Nqentsu Tel: 012 421 1709 |
| | : | Human Communications, P O Box 1305, Rivonia, E-mail: Response6@Humancommunications.gov.za , Fax : 0865186538 |
| <u>POST 04/26</u> | : | <u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT</u> <u>REFERENCE NO: DOH/12/2008</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R157 686 per annum |
| | : | Pretoria |
| | : | National Diploma in Information Management and/or matric [grade 12] plus extensive experience and thorough knowledge in the field of records management and principles governing the management of records in public institutions. Successful completion of the Records Management Training Course offered by the National Archives and Records Services will be an added advantage. The candidature must have sound management and project management skills, knowledge of information audits, information strategy and policy. The candidature must have good report writing and presentation skills, good communication skills [written and verbal], good interpersonal relations, must have the ability to work under pressure and be computer literate. |
| <u>DUTIES</u> | : | Assist with the planning, development and implementation of policies and procedures for the management, safeguarding, maintenance, retention and disposal of all records in the National Department of Housing in accordance with applicable records management principles. Render assistance with the development and implementation of records classification and records keeping systems and manage, safeguard, maintain and dispose of records created and received by the Department in accordance with relevant prescripts. Ensure proper utilisation of these systems and establish an efficient method of identification, movement and location of records for easy retrievals. Implement protection and recovery plans and ensure that the Department complies with and adheres to the conditions suitable for the effective storage of all types of records to preserve the security, authenticity and integrity of records and to enable preservation of vital/essential and archival valued records. Implement sound procedures for the security, privacy and confidentiality of records to limit susceptibility to various perils that can place them in jeopardy. Implement and maintain a systematic disposal programme. Conduct regular inspections to ensure that storage facilities and access to records conforms to requirements and standards. Report any cases of accidental and/or intended unauthorized destruction of archival records and ensure investigation. Render assistance with the facilitation of records management awareness information sessions and training pertaining to proper records management practices. Provide on going support and education on records management to all business units of the Department. |
| <u>ENQUIRIES</u> | : | Ms. CV Cordier, Tel: (012) 421-1376 |

APPLICATIONS : The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001, Physical Address: 240 Walker Street, Govern Mbeki House, Corner Troye and Walker Street, Sunnyside, Pretoria

FOR ATTENTION : Ms N Nortman

POST 04/27 : **CHIEF PLANNER: STAKEHOLDER ENGAGEMENTS**
REFERENCE NO: DOH/07/2008
 Directorate: Stakeholder Engagements and Collaboration

SALARY : R156 000 p.a
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors degree or equivalent qualification in The Economics or Business Management. A valid code 8 driver's licence. Policy development and analysis skills; Ability to monitor and evaluate stakeholder initiatives; excellent communication (written/verbal) and presentation skills, Computer literate, Friendly and trustworthy, Diplomatic, systematic and logical, Ability to work under pressure, liaison and coordination and business management skills.

DUTIES : Implement measures to harness public-private collaboration initiatives for human settlements, conduct stakeholder surveys to determine needs and expectations; collaborate with stakeholders in supporting innovation to enhance quality in the of delivered human settlements.

ENQUIRIES : Ms N Thokwane (012) 421 1780

POST 04/28 : **SENIOR ACCOUNTING CLERK: CREDITORS REFERENCE NO: DOH/13/2008**

SALARY : R68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of a senior certificate with accounting to enable the candidates to perform the functions prescribed. Excellent communication skills, computer skills and interpersonal skills are essential. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following: Processing of payments, claims and capturing of data. Reconciliation of creditors-, debtors – and suspense accounts. Handling all queries relating to creditors payments, debtors and suspense accounts. Assisting with the maintenance of the filing system as well as render financial administrative support.

ENQUIRIES : Mr JG Jacobs, Tel: (012) 421-1321
APPLICATIONS : The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001, Physical Address: 240 Walker Street, Govern Mbeki House, Corner Troye and Walker Street, Sunnyside, Pretoria

FOR ATTENTION : Ms N Nortman

ANNEXURE D

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: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 10 February 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Persons from the Coloured and White race groups are encouraged to apply for this post

OTHER POST

- POST 04/29** : **ACCOUNTING CLERK (REFERENCE: S8/3/2008/26)**
- SALARY** : R85 362 per annum
- CENTRE** : Nelspruit (Office Of The Surveyor General Mpumalanga)
- REQUIREMENTS** : A Senior Certificate with Accounting as a passed subject. * Appropriate working experience and the ability to work under pressure, plus the following key competencies: * Knowledge of: * Basic Accounting System (BAS, PERSAL), PASTEL (Version 7), LOGIS. * The following will be an advantage: Treasury Regulations, Pubic Financial Management Act (PFMA), Credit and Debit Management. * Budget planning, control and financial administration. * Skill: * Numeracy, Accounting, Computer literacy (MS Word, Excel, Power Point and Outlook), Analytical, Problem-solving. * Communication: * Good interpersonal skills and good written and verbal communication skills. * Creativity: * Multi-task oriented: * Logical and innovative thinking abilities. * Ability to work under pressure and be self-motivated.
- DUTIES** : The successful candidate will be required to perform the following functions: * Capture S & T claims and Sundry Payments on PERSAL and BAS, respectively. * Assist in Cashier functions and checking received revenue. * Assist supervisor in managing Petty Cash. * Assist supervisor with safe keeping and/or record keeping (i.e. receiving, sorting, dispatching and filing) of important admin and financial documents. * Assist supervisor in the control and authorization of payments. * Assist supervisor with budget inputs required by management. * Work closely with supervisor to ensure proper management and monitoring of the procurement of goods and services to ensure validity, accuracy and completeness. *

Assist supervisor in the preparation of management information, statistics and reports that may be required. * Verify deposit slips against relevant internet transactions information. * Check issued receipts. * Perform day-end on accounting system. * Arrange credit notes on overpaid examination fees. * Perform any other financial duties that may be required (e.g. completing banking register, etc)

ANNEXURE E

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Ms E Lethole / Ms M Nchabeleng

CLOSING DATE : 08 February 2008

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

POST 04/30 : **SENIOR SECRETARY**
Note: This is a re-advertisement. This advertisement replaces Post 02/09 that was advertised on 11 January 2008 with the closing date of 25 January 2008

SALARY : R85 362 (per annum)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12 with typing as a fully passed subject or any other computer training course/qualification plus diploma/certificate in Office Administration/Secretarial (not attendance) coupled with appropriate secretarial experience that will enable the person to perform the work satisfactorily PLUS the following key competencies ☐ Knowledge of: ☐ Ms Office packages e.g. Word, PowerPoint, Excel, e-mail, Internet, etc Public Relations, Office/telephone etiquette, document tracking, administrative practices, conference and meeting procedures. Filing systems ☐ Skills : ☐ Computer literacy ☐ Good organisational & people skills ☐ Interpersonal skills ☐ Ability to act with tact and discretion ☐ Good grooming and presentation ☐ High level of reliability. ☐ Communication: ☐ Ability to interact with persons on various levels sound written and verbal communication ☐ Ability to maintain a high level of confidentiality ☐ Creativity: ☐ Ability to do a large variety of work, trustworthy, Innovative and creative thinking abilities ☐ Attention to detail ☐ Ability to work independently and under pressure. (The successful candidate will be required to sign a performance agreement)

DUTIES : KRA's: ☐ Provide a secretarial/receptionist support service to the manager ☐ Rendering administrative support service to the manager ☐ Remains up to date with regard to the applicable prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms Nomvuyo Ketse (012) 317 8452

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. An indication by applicants in this regard will expedite the processing of applications.

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

MANAGEMENT ECHOLON

- POST 04/31** : **DIRECTOR: COMPLAINTS, INVESTIGATION, RESEARCH AND ADVISORY SERVICES**
- SALARY** : R540 429 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- REQUIREMENTS** : Ideal candidate profile: An appropriate recognized law degree or equivalent qualification. Extensive experience in the field of human resource management and labour relations with specific reference to collective bargaining and the handling of complaints and grievances. Proven experience in applied research, monitoring and evaluation. Demonstrated management experience. Project Management and organizational skills. Presentation skills. Proven report writing skills. Advanced computer literacy skills. Knowledge of legislation in the field of labour relations. Ability to work under pressure and a willingness to travel. Demonstrated experience in the Legal Practice is a strong recommendation. A code 08 driver's license.
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for: research and keeping abreast of the latest developments in applied research, legislation, rules and trends in labour relations. Monitor and evaluate the application of sound labour relations principles in national and provincial departments including the collective bargaining process. Give advice on complaints and grievance procedures to national and provincial departments. Investigate complaints and grievances. Participate in cross-functional investigations. Supervise and assess the performance of personnel.
- ENQUIRIES** : Ms M Mashao (012) 352 1012
- CLOSING DATE** : 08 February 2008

OTHER POSTS

- POST 04/32** : **DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEMS**
- SALARY** : R369 000 per annum This 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 in terms of applicable rules. (The flexible portion can be structured for a 13th

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| | | cheque, home owner allowance and medical aid). The successful candidate will be required to enter into a work plan agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Pretoria |
| | : | Ideal candidate profile: •An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification in the field of Social Sciences and/or Public Sector Management and/or Administration •Knowledge of the Public Service regulatory Framework that pertains to basic values and principles governing public administration •Proven experience in research •Ability to analyse and summarise complex data •Good writing and communication skills •Ability to prepare concise and accurate research reports based on empirical data •Proven project management experience/skills •Ability to think creatively •Good presentation skills •Sufficient computer skills and experience in Microsoft Office Suite •A valid driver's licence and willingness to travel are essential. |
| <u>DUTIES</u> | : | Key Performance Areas: •Assess Government Departments' monitoring and evaluation systems and methodologies •Produce Monitoring and Evaluation assessment reports •Assist in operationalising the Office of the Public Service Commission's Knowledge Management System in respect of the Office's Monitoring and Evaluation system •Provide professional advice to the OPCS and Public Service in relation to good governance •Manage the execution of projects. |
| <u>ENQUIRIES</u> | : | Ms Kleintjie Hennig Tel. (012) 352 1003 |
| <u>CLOSING DATE</u> | : | 08 February 2008 |
| <u>POST 04/33</u> | : | <u>SENIOR HUMAN RESOURCES DEVELOPMENT PRACTITIONER</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | Ideal candidate profile: An appropriate three year diploma/degree or equivalent qualification in the field of Human Resources Management and Development •Experience in training and development as well as policy formulation, vast exposure to human resources training and development environment •Knowledge of relevant Human Resource Development legislative framework such as Skills Development Act, Labour Relations Act, South African Qualifications Authority, National Human Resources Development Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act •Good writing and verbal communication skills •Supervisory skills, presentation skills and interpersonal relations skills •Ability to work under pressure and independently •Creative, motivated, self driven, result/orientated and show initiative •Ability to work both independently and as part of a team A valid Code EB (08) driver's licence. |
| <u>DUTIES</u> | : | •Conduct skills audit/training needs analysis •Develop/ review HRD policies •Co-ordinate induction and re-orientation of new and existing staff •Implement Learnerships, Internships and ABET programmes in the Office •Oversee bursary administration •Ensure that training programmes conducted in the Office are NQF aligned •Monitor and evaluate the impact of training and development in the Office •Perform supervisory functions. |
| <u>ENQUIRIES</u> | : | Mr SS Malema (012) 352 1112 |
| <u>CLOSING DATE</u> | : | 08 February 2008 |
| <u>POST 04/34</u> | : | <u>STATE ADMINISTRATION OFFICER</u> (Chief Directorate: Public Administration Investigations) |
| <u>SALARY</u> | : | R 106 335 per annum |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | Ideal candidate's profile: •An an appropriate three-year degree or equivalent qualification in the field of Administration, Economic Science, Labour Relations or Law •Skills and Competencies: Experience in the application of the regulatory framework for |

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| | | Human Resources, Supply Chain Management and Financial Management in the Public Service • Verbal and written communication skills • The incumbent must have sound interpersonal skills, be analytical and pro-active • Good Computer skills • Project Management and research skills will be an added advantage • A valid code 8 driver's licence is essential. |
| <u>DUTIES</u> | : | <ul style="list-style-type: none"> • Draft submissions in order to advise the Public Service Commission (PSC) on its jurisdiction to conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and Anonymous complaints/Whistle-blower e.g National Anti-Corruption Hotline • Determine the terms of reference for investigations • Conduct in loco inspections, identify and interview witnesses • Evaluate, analyse and process information obtained during investigations • Draft investigations reports containing findings and recommendations • Attend to projects initiated by the PSC in respect of public administration practices • Provide advice to stakeholders on best practices |
| <u>ENQUIRIES</u> | : | Mr VP Skweyiya Tel: 012 352 1035. |
| <u>CLOSING DATE</u> | : | 08 February 2008 |
| <u>POST 04/35</u> | : | <u>ADMINISTRATIVE SECRETARY</u> Chief Directorate: Governance Monitoring |
| <u>SALARY</u> | : | R85 362 per annum |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <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. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for: <ul style="list-style-type: none"> • Providing administrative support functions to the Chief Directorate within Governance Monitoring component. Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports • Administering office correspondence/documents/reports • Administering office expenditure including submission of claims for subsistence and travel • Drafting and typing correspondence/documents including PowerPoint presentations • Maintaining and managing the filing system for the Directorate • Organizing meetings/workshops and taking minutes during the meetings • Administering the manager's diary and co-ordinating the Office programmes • Organizing office logistical matters including travel arrangements for the Manager and acting as general receptionist • Liaising with stakeholders regarding office operation • Relieving the manager of various administrative tasks. |
| <u>ENQUIRIES</u> | : | Mr I Naidoo (012) 352 1161 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |

PROVINCIAL AND LOCAL GOVERNMENT
Join the Exciting World of the Public Service

The vision of the Department of Provincial and Local Government (the dplg) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery.

- APPLICATIONS** : The Personnel Administrator, Human Communications, Telephone: 011-807 3260, PO Box 1305, Rivonia, 2128 or fax to 086 619 7693 or e-mail to humancv@humancommunications.co.za (MS Word)
- CLOSING DATE** : 8 February 2008
- NOTE** : The dplg intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

MANAGEMENT ECHELON

- POST 04/36** : **SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT SYSTEMS**
 Branch Systems and Capacity Building

- SALARY** : An all-inclusive remuneration package of R 540 429 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Humanities, Political Science, etc and extensive experience in Human Resource, Labour Relations matters and Management functions. Extensive knowledge and understanding of local government is a prerequisite. Programme and project management skills, policy development and analysis, knowledge of management principles, methodologies and techniques and analytical and problem-solving skills are required. Also of importance are communication and negotiation skills, client orientation and customer focus, people management and empowerment, change management and analytical skills.

- DUTIES** : The successful candidate will be required to: Develop and manage the implementation of human resource policies and legislative framework to enhance local government administration, Develop policies and guidelines on employment practices and career management for municipal managers and municipal employees, Provide advice on the implementation of recruitment and selection and other employment practices, competency modelling/ profiling, human resource planning, affirmative action and performance management. Represent the Department in the fora responsible for establishing a single public service and co-ordinate the development of Local Government Employment Regulations. Rationalise and regulate all career incidents, performance management, etc for local government, Develop, manage and co-ordinate the development of policy framework that governs the remuneration and conditions of service of municipal managers and officials. Undertake research, conduct salary surveys and advice Minister on appropriate remuneration strategies for local government. Provide advice and support to political office bearers, municipalities and South African Local Government Association (SALGA) on appropriate conditions of service. Render advice on the alignment of municipal salaries with the broader public service. Provide leadership and support to municipalities, SALGA and the SALGBC on labour relations matters. Identify dplg specific issues flowing from the SALGBC and recommend appropriate solutions. Assume responsibility for the efficient and effective management of the Directorate, including the effective utilisation and development

of staff, maintenance of discipline, promotion of sound labour relations and employment equity, financial management etc. Undertake planning and facilitate transversal human resource management initiatives and manage the achievement of output targets pertaining to work employment practices and career management, remuneration and conditions of service and negotiations and labour relations, as identified in the business plan of the Directorate.

ENQUIRIES

: Mr M Peter, Tel: (012) 334-4919

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Forward applications, to Human Communications, P O Box 1305, Rivonia 2128 or e-mail to: Response @humancommunications.co.za, alternatively applications may be faxed to 086 510 4804. To verify that your application has been received, please contact Shu'Aib at (011) 807-3260. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Tuesday, 12 February 2007.
- NOTE** : The successful candidate will have to sign an annual performance agreement, complete financial disclosure form and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note: The Department of Public Service and Administration will not be handling any responses. Candidates must apply directly to Human Communications.

MANAGEMENT

- POST 04/37** : **CHIEF DIRECTOR: CONDITIONS OF SERVICE**
The incumbent will support the Minister of Public Service and Administration in the determination, implementation and maintenance of policy and procedure on conditions of service and related matters, the provision of support to Departments and other stakeholders in the application of policy on conditions of service and related matters as well as the provision of support to the PSCBC on matters of mutual interest.
- SALARY** : An all-inclusive remuneration package of R635 874 per annum. Annual progression up to a maximum salary of R684 708 per annum is possible subject to performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate post-matric qualification or an equivalent at NQF level 6. Strong communication skills that are supported by relevant broad experience and knowledge at management level of the following: Recent trends on conditions of service and policy development, Absenteeism management, Labour relations issues as they impact on employee service benefits, worker compensation and work facility processes and Programme Management.
- DUTIES** : Co-ordinate and oversee the research, development, implementation and maintenance of service benefits, compensatory measures, work facility processes and related matters for Public Service employees, as well as special dispensations, such as the Foreign Service Dispensation, the sessional dispensation, etc. Determine and provide specialised advice and give support to all role players on applicable legislation, policies, procedure, directives and determinations pertaining to conditions of service. Participate and lead departmental and inter-departmental task teams, research groups and steering committees dealing with remuneration and conditions of service.
- ENQUIRIES** : Mr K Govender, tel. (012) 336-1045

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| <u>POST 04/38</u> | : | <u>CHIEF DIRECTOR: SPECIAL PROJECTS</u> <i>The incumbent will manage the development, implementation and maintenance of human resource management system for the Public Service as part of the Integrated Financial Management (IFMS) as well as manage the execution of special projects relating to the management of compensation.</i> |
| <u>SALARY</u> | : | An all-inclusive remuneration package of R635 874 per annum. Annual progression up to a maximum salary of R684 708 per annum is possible subject to performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate post-matric qualification or an equivalent at NQF level 6. Extensive management experience. Extensive knowledge of and experience in compensation practices. Knowledge of and experience in other Public Service human resource management practices. An understanding of South African public sector dynamics. Well-developed skills in the following areas: Verbal and written communication, Project management, people management, analytical abilities and problem solving and computer literacy. |
| <u>DUTIES</u> | : | Co-ordinate and oversee the development, implementation and maintenance of a new automated human resource management system for the Public Service as part of the IFMS programme. This includes: Assistance to and oversight over, the process of initially implementing the system in two lead departments, namely the DPSA and Free State Department of Education. Implementation of the system, over the medium term, in the rest of the Public Service. Change management. Ongoing functional/content support to stakeholders, including the development of policies and guidelines. Manage and execute special projects relating to the management of compensation in the Public Service and broader public sector. Manage, where appropriate, the implementation of recommendations emanating from special compensation-related projects, including the development of policies, systems, guidelines and frameworks. Lead and/or participate in departmental and inter-departmental task and project teams and steering committees dealing with Public Service human resource management. |
| <u>ENQUIRIES</u> | : | Mr K Govender, tel. (012) 336-1045. |

DEPARTMENT OF PUBLIC WORKS



The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

CLOSING DATE : 08 February 2008

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

MANAGEMENT ECHELON

POST 04/39 : **CHIEF OPERATING OFFICER (COO) REF NO: 2008/97**
The incumbent will be required to participate in the strategic management of the department and ensure proper execution of the department's mandate in its field of focus

SALARY : All inclusive salary package of R 920 820 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pretoria Head Office

REQUIREMENTS : B Degree or equivalent qualifications, preferably within Management Discipline Strong exposure and or experience in the Construction and Property sectors. Result driven professional. It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

DUTIES : The Chief Operating officer: (COO) is responsible for the effective, efficient and economic operational performance of the Key Departmental business units which relate to Expanded Public Works Programme (EPWP); Policy; Operations; Asset Management and Re Kgabisa Tshwane Programme (RKTP). Provide strategic leadership to all the above indicated business units. Promote alignment of the indicated business units and ensure that their efficiency is maximised. Ensure the application of sound management and reporting principles on all the business units. Provide strategic interface between the business units and the office of the DG and Ministry.

ENQUIRIES : Mr. M. Moroka, Tel: 012 310 5034

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and van der Walt Street, Isivuno House, Pretoria, 0001

FOR ATTENTION : Mrs TB Hlatshwayo

OTHER POSTS

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| <u>POST 04/40</u> | : | <u>DEPUTY DIRECTOR: ENTERPRISE PROJECT MANAGEMENT INFORMATION SERVICES REF NO: 2008/96</u> |
| <u>SALARY</u> | : | R 369 000 all inclusive salary |
| <u>CENTRE</u> | : | Head Office Pretoria |
| <u>REQUIREMENTS</u> | : | A Degree or an equivalent qualification or 10 years Information Technology Project Management experience. 5 years Information Technology application development or networks experience. Contract management skills. Good communication and report-writing abilities. Microsoft Certified Professional in EPM (70-281) Exams: Planning, Deploying, and Managing an Enterprise Management Solution will be an advantage as well as MCSE. Strong communication and report-writing skills. Be able to function autonomously. A valid Code 08 driver's license. In addition, applicants must be self-driven, articulate and systematic performers with good interpersonal skills and who thrive under pressure. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for: Designing and applying an appropriate project management framework for the project (using relevant project standards). Managing the production of the required deliverables. Planning and monitoring the project. Adopting any delegation and use of project assurance roles within agreed reporting structures. Manage project risks, including the development of contingency plans. Liaison with programme management (if the project is part of a programme) and related projects to ensure that work is neither overlooked nor duplicated. Change control and any required configuration management. Reporting through agreed reporting lines on project progress through Highlight Reports and stage assessments. Adopting technical and quality strategy /Contribute to business requirements specification exercises. Manage investigations of new project management approaches and technologies. Manage project contracts. Manage the change control and problem management matters related to projects. Plan a Project Server infrastructure. Plan the deployment of Project Server. Install and configure Project system servers. Install Project Server 2003. Plan client software distribution. Deploy client software. Plan Project Server 2003 operations. Configure and manage resource and project data. Configure and manage views and security. Administer Project Server 2003. Migrate project data. Plan the testing of a Project Server 2003 deployment. Troubleshoot Project Server 2003. Develop in SQL and MS Access |
| <u>ENQUIRIES</u> | : | Ms I. N. Mosupye, Tel: 012 337 2018/ 240 |
| <u>APPLICATIONS</u> | : | The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and van der Walt Street, Isivuno House, Pretoria, 0001 |
| <u>FOR ATTENTION</u> | : | Mrs TB Hlatshwayo |
| <u>POST 04/41</u> | : | <u>DEPUTY DIRECTOR (DATABASE ADMINISTRATOR)</u> <u>INFORMATION SERVICES REF NO: 2008/91</u> Job Purpose: To provide the Department with actual design, definition and proper maintenance of the databases |
| <u>SALARY</u> | : | R 369 000 all inclusive salary |
| <u>CENTRE</u> | : | Head Office Pretoria |
| <u>REQUIREMENTS</u> | : | A Bachelor of Science in Computer Science or equivalent, with 5 years experience as an Oracle Database administrator. Knowledge of Oracle web development. SQL programming experience essential. Administration of Oracle and Microsoft SQL Server DBMS as well SQL programming. System Development Life Cycle knowledge. Database Life cycle knowledge. Good communication and report-writing abilities. |
| <u>DUTIES</u> | : | Defining physical (computer-related) data. Preparing programs to create data. Defining new physical data. Changing physical data definitions to improve performance. Determining database |

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| | | optimisation tools. Testing and evaluating programmer and optimisation tools. Answering programmer queries and educating programmers in the database structures. Implementing database definition controls, access controls, update controls, concurrence control, etc. Monitoring database usage, collecting performance statistics and tuning the database. Defining and initiating backup and recovery procedures. |
| <u>ENQUIRIES</u> | : | Mr. K. Matsafu, Tel: 012 – 337 3013 |
| <u>APPLICATIONS</u> | : | The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and van der Walt Street, Isivuno House, Pretoria, 0001 |
| <u>FOR ATTENTION</u> | : | Mrs TB Hlatshwayo |
| <u>POST 04/42</u> | : | <u>CHIEF QUANTITY SURVEYOR REF N: 2008/66</u> |
| <u>SALARY</u> | : | R 369 000 per annum (All inclusive package) |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | An appropriate B degree in Quantity Surveying and equivalent Professional registration as a Quantity Surveyor * Experience clearly demonstrating a good understanding and competence in most facets of the practices, construction methods and techniques and the systems applied in the fully spectrum of quantity surveying will be an advantage * Valid driver's license * Strong analytical and built environment skills * Good interpersonal skills. Knowledge and understanding of PFMA, PPPFA, OHSA, Environment Conservation Act as well as Building Regulations. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for: Management functions: Ensure that sound, superior and professional standards are applied to all quantity surveying services (consultant as well as in-house). Advise on the development and maintenance of policy, methods, practices and standards on quantity surveying services. Manage quantity surveying services efficiently so that QS assignments are completed on time and within budget. Quantity Surveying functions: Provide standard quantity surveying services for simple buildings: Provide an estimating and cost control service on building related matters and provide reports on projected building costs. Prepare bills of quantities and/or lump-sum contract documents. Investigate, evaluate and report on suitability of tenders received. Prepare cash flow projections. Prepare progress and final payments including fluctuations in cost and financial reports. Prepare variation orders and final accounts. Attend meetings on site. Evaluate and recommend contractor's time and cost claims: Audit functions: Approve tender documentation. Visit building sites to monitor progress on QS-related matters. Audit the administration on the tendering process. Audit progress claims and final account of building projects. Audit Consultant QS fee accounts Training functions: Train students / interns and technicians and develop Project Managers' skills in quantity surveying matters. |
| <u>ENQUIRIES</u> | : | Ms N Mtsulwana, Tel: (021) 402 2166 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 9027, Cape Town, 8000 |
| <u>FOR ATTENTION</u> | : | Ms N Mtsulwana |
| <u>POST 04/43</u> | : | <u>SENIOR PROJECT MANAGERS X2 PROJECTS REF NO: 2008/57</u> |
| <u>SALARY</u> | : | All inclusive salary package of R369 000 per annum |
| <u>CENTRE</u> | : | Umtata Regional office |
| <u>REQUIREMENTS</u> | : | Relevant recognized 4 –year degree, B-Tech or National Higher Diploma in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project Management) Registered with SA Council for Projects and Construction Managers as a Professional Construction Project Manager (PrCPM). Minimum of 5 years' related project management experience in a Built Environment as a Project Manager. Professional registration in one of the built environment disciplines will be an added advantage. |

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| | | Valid driver's license. Computer literacy. Knowledge and understanding of the following acts: Public Finance Management ,Occupational Health and Safety as well as Building regulations and the Environment Conservation Act. Knowledge and understanding of Government procurement system. Good financial and budget skills. Sound analytical skills with good written and verbal communication. |
| <u>DUTIES</u> | : | Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage and control the administration, advertising and adjudication of bids. Ensure compliance to professional legislature, procurement and departmental policies. Make recommendations on construction policies. Procure consultants and contractors for construction projects. Ensure the nine(9) knowledgeable areas (integration, scope, time, cost, quality, human resource, communication, risk and procurement management) are applied through the project cycle, which includes initiation, planning, design construction/implementation and closure. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time cost. Make recommendations on approval and extension of contract periods. Establish and promote effective relationship with clients. Provide expert advice to the Department. Manage communication and documents of projects for auditing purposes. Manage contractors and clients' complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money payments to consultants and contractors. Manage client's budget allocation. Compile management reports ob budget and expenditure. Maintain data integrity on WCS, etc. Manage Project managers and administrative staff. Coach, mentor and train staff. Manage employment –related processes. |
| <u>ENQUIRIES</u> | : | Mr. K. C. Pemba, tel (047) 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/44</u> | : | <u>ASSISTANT DIRECTOR LOGISTIC SERVICES REF NO: 2008/90</u> |
| <u>SALARY</u> | : | R196 815 per annum |
| <u>CENTRE</u> | : | Nelspruit Regional Office |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor degree or equivalent qualification coupled with at least three years appropriate experience in the Provisioning and Auxiliary services environment. Extensive knowledge of Provisioning Administration, Logistical services and Supply Chain Management. Highly competent budgetary and financial management skills are essential. The ability to be highly professional and handle all administrative functions required from manager, Good interpersonal as well as excellent written and verbal communication skills. Ability to work under pressure and to function as a team leader. Thorough knowledge and experience in the transversal system LOGIS. A valid code 08 / EB driver's license. Knowledge of MS Word, MS Excel, MS Outlook. Knowledge of IT System. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for the management of all Provisioning Administration and Logistical service and will thus be required to be able to: Administer and manage assets of the Department of Public Works on LOGIS. Manage movement of assets between inventories on a regular basis and update asserts register accordingly. Conduct quarterly physical stock-taking and disposal of redundant, obsolete and unserviceable assets in the Department in accordance with the directives and procedures of the management of the National Treasury Responsible for the management of transport related services, registry and messenger services. Manage financial budget of components under his / her control. Train, supervise and motivate subordinates. Ensure compliance of prescripts and policies related to Supply Chain |

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| | | Management. Monitor, manage and ensure full service at switchboard. Responsible for management of IT services. |
| <u>ENQUIRIES</u> | : | Mr P.T Mashiane, Tel: (013) 753 6300 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 |
| <u>FOR ATTENTION</u> | : | Ms NP Nkosi |
| <u>POST 04/45</u> | : | <u>PROJECT MANAGER PROJECTS REF NO: 2008/60</u> |
| <u>SALARY</u> | : | R196 815 per annum |
| <u>CENTRE</u> | : | Umtata Regional office |
| <u>REQUIREMENTS</u> | : | Relevant recognized 4 –year degree, B-Tech or National Higher Diploma in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project Management). Registered with SA Council for Projects and Construction Managers as a Professional Construction Project Manager (PrCPM). Minimum of 5 years' related project management experience in a Built Environment as a Project Manager. Professional registration in one of the built environment disciplines will be an added advantage. Valid driver's license. Computer literacy. Knowledge and understanding of the following acts: Public Finance Management ,Occupational Health and Safety as well as Building regulations and the Environment Conversation Act. Knowledge and understanding of Government procurement system. Good financial and budget skills. Sound analytical skills with good written and verbal communication. |
| <u>DUTIES</u> | : | Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage and control the administration, advertising and adjudication of bids. Ensure compliance to professional legislature, procurement and departmental policies. Make recommendations on construction policies. Procure consultants and contractors for construction projects. Ensure the nine(9) knowledgeable areas(integration, scope, time, cost, quality, human resource, communication, risk and procurement management) are applied through the project cycle, which includes initiation, planning, design construction/implementation and closure. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time cost. Make recommendations on approval and extension of contract periods. Establish and promote effective relationship with clients. Provide expert advice to the Department. Manage communication and documents of projects for auditing purposes. Manage contractors and clients' complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money payments to consultants and contractors. Manage client's budget allocation. Compile management reports ob budget and expenditure. Maintain data integrity on WCS, etc. Manage Project managers and administrative staff. Coach, mentor and train staff. Manage employment –related processes |
| <u>ENQUIRIES</u> | : | Mr K. C. Pemba, tel (047) 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/46</u> | : | <u>ASSISTANT DIRECTOR: ACQUISITIONS (INCLUDING LEASES) PROPERTY MANAGEMENT REF NO: 2008/70</u> |
| <u>SALARY</u> | : | R 196 815 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's degree or equivalent qualification, preferably in Property Management/ legal field plus at least two years experience in the property field. A sound understanding of property legislation. A valid driver's license. Knowledge of the Government's procurement systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An |

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| <u>DUTIES</u> | : | understanding of the PFMA. Good communication skill (verbal and written) and interpersonal skills. A high level of computer literacy. |
| | : | Procure cost effective accommodation for National Government Departments as per clients' needs and in accordance with State's space and cost norms. Such procurement processes include procurement of fixed assets (vacant land and/ or buildings) and hiring of privately owned properties (vacant land/ or buildings) for the State's purposes. Update the Asset Register. Draft management reports. Compilation and management of administrative and functional budgets. Affective expenditure control. Management of subordinates. |
| <u>ENQUIRIES</u> | : | Mr. J. Poto, Tel (021) 402-2175 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 9027, Cape Town, 8000 |
| <u>FOR ATTENTION</u> | : | Ms Z Gampe |
| <u>POST 04/47</u> | : | <u>ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: 2008/71</u> |
| <u>SALARY</u> | : | R 196 815.00 per annum |
| <u>CENTRE</u> | : | Mmabatho Regional Office |
| <u>REQUIREMENTS</u> | : | A Degree or National Diploma in Accounting and Finance or related relevant qualification. Relevant years of financial accounting and supervisory experience. Ability to implement systems and exercise control to ensure sound financial administration and management. Knowledge or experience of auditing procedures applicable to public service. Strong communication and interpersonal skills and ability to follow a pro-active and creative problem solving approach. Understanding of PFMA, relevant government regulations and policies applicable to public service. Computer Literacy. Knowledge of transversal systems used in the department will be an added advantage. |
| <u>DUTIES</u> | : | Support Head of Finance and other officials in the execution of their business activities. Ensure effective management of payment processes and salary administration. Ensure transactions are in compliance with the Public Finance Management Act, National Treasury Regulations and Treasury prescripts. Manage financial procedures and internal controls. Reconcile and report on suspense accounts on a monthly basis. Monitor reconciliation of business systems. Prepare various financial reports for management on a monthly basis. Prepare financial statement and various reports for management and for submission to the Auditor-General. Manage the processing and recording of day-to-day amounts of money spent and received by the Department. Ensure effective accounts receivables and debtors management. Monitor and report on revenue generated. Give advice on a range of financial aspects, such as petty cash, cash flows, etc. Supervise staff |
| <u>ENQUIRIES</u> | : | Mr. A T Matseke: (018) 384-9331 ext 2268 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 120, Mafikeng, 2735 or Hand delivered 2nd Floor West Gallery, Mega City |
| <u>FOR ATTENTION</u> | : | Mr HS Dlamini |
| <u>POST 04/48</u> | : | <u>ASSISTANT DIRECTOR: SAPS, DEFENCE & OTHERS (KEY ACCOUNTS MANAGEMENT-KAM) REF NO: 2008/73</u> |
| <u>SALARY</u> | : | R196 815 per annum |
| <u>CENTRE</u> | : | Umtata Regional Office |
| <u>REQUIREMENTS</u> | : | A recognised tertiary qualification (RVQ13) in built environment , Marketing or Property Management or Administrative fields with a minimum of three years experience in Client Relations. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the various facets of the built environment and property industry is essential. The candidate should have the ability to follow a hands on proactive and creative problem solving approach. Computer |

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| | | <p>literate with specific reference to MS Word, Excel, Powerpoint and outlook and the ability to learn other management programmes. Should be able to work under pressure, think analytically, and be innovative as well as self motivated. Good verbal and written Communications Skills. An understanding of the PFMA, relevant government regulations and policies. The candidate must be in possession of drivers license.</p> |
| <u>DUTIES</u> | : | <p>The incumbent will render support as a contact between National Department Public Works and assigned client departments. Assist with consolidation, compilation of accommodation related information in reporting to the client. Assist with monitoring of and Implementation of programmes for leased accommodation, capital works and planned maintenance services. Analyze and monitor expenditure levels in line with Budget allocations. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset management plans and budget. Ensure efficient turn around times on strategic initiatives and programme related reports. Co-ordinate and minute regular bilateral forums with client departments. Advise, interact and source information from client departments and departmental service providers. Ensure efficient management and development of personnel reporting to him/her. The post will require official traveling and the successful candidate must be willing to do so as required.</p> |
| <u>ENQUIRIES</u> | : | Ms Sotshangane (047) 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/49</u> | : | <u>CHIEF WORKS MANAGER: BUILDING (2 POSTS) REF NO: 2008/74</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>REQUIREMENTS</u> | : | <p>An appropriate Bachelor's degree or equivalent qualification in the building industry, with three to five years experience in the technical fields or N3 plus trade test and 5 to 10 years in the technical field. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standards. Driver's licence. Willing to travel. Computer literate. Ability to work under pressure. Project management skills. Property and facilities management skills. Knowledge of procurement process and systems. Good analytical skills. Good verbal and written communication skills.</p> |
| <u>DUTIES</u> | : | <p>Assist Control Works Manager with the management of building projects. Investigate customer complains, new services required and the associated costs. Compile and prepare scope of work, estimates and technical reports. Prepare specification \ scope of work for unplanned maintenance, minor new works and the associated costs. Verify and certify invoices from contractors. Maintain, update and manage Asset Register. Inspect and certify municipal accounts for rates payments on State properties.</p> |
| <u>ENQUIRIES</u> | : | Mr ER Kemp, Tel (031) 3147157 |
| <u>APPLICATIONS</u> | : | The Director General, Department of Public Works, Private Bag X 54315, DURBAN, 4000 |
| <u>FOR ATTENTION</u> | : | Mr BE Mbatha |
| <u>POST 04/50</u> | : | <u>SENIOR ADMIN OFFICER: PROPERTY PAYMENTS (RATES & SERVICES) X2 POSTS. REF NO: 2008/58</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Umtata Regional Officer |
| <u>REQUIREMENTS</u> | : | <p>A National diploma in accounting or in cost and management accounting or equivalent qualification. Previous experience in debtors or creditors management. Able to do problem solving efficiently and work well under team. Computer literate (excel spreadsheet in particular)and have exposure to accounting packages. Communication at all levels will be an advantage</p> |

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| <u>DUTIES</u> | : | Proactive thinking, innovation and ability to work under pressure. A valid Driver's Licence is required. |
| | : | Manage staff performance and appraisal. Keep team motivated and productive. Perform creditor's reconciliation. Evaluate and review creditor's reconciliation. Evaluate and review payments. Approve invoice charges. Investigate Variance, irregularities and non-compliance with internal controls. Identify and develop new and more effective work methods. Assist in preparing monthly management reports. |
| <u>ENQUIRIES</u> | : | Mrs U Mkhala Tel 047- 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/51</u> | : | <u>SENIOR INTERNAL AUDITOR X2 INTERNAL AUDIT AND INVESTIGATIONS SERVICES REF NO: 2008/84</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office Ref No: 2008/84A Nelspruit Regional Office Ref No: 2008/84B Please specify your reference number in your application according to your preferred Regional Office Submit separate documentation for each position |
| <u>REQUIREMENTS</u> | : | Tertiary Qualification in Internal Auditing and Financial Accounting. Knowledge of phases of internal audit processes, best practices regarding systems of risk management, internal control and governance processes. Understand IIA standards, and accounting standards. Computer literate. Be able to assess and analyze audit evidence and make relevant findings. High level of integrity and objectivity. Good interpersonal and listening skills. Be able to travel extensively. Prepared to be subjected to a security clearance. A valid driver's license (code 8) will be an added advantage. |
| <u>DUTIES</u> | : | Conduct audit program steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Attend and develop entrance and exit conference documentation. |
| <u>ENQUIRIES</u> | : | Ms Z. Mxunyelwa, Tel. (012) 337 2471 Mr. James Radebe, Tel. (012) 337 2721 |
| <u>APPLICATIONS</u> | : | The Director General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered, 124 Church Street, Poyntons Building, Pretoria |
| <u>FOR ATTENTION</u> | : | Ms TB Hlatshwayo |
| <u>POST 04/52</u> | : | <u>SENIOR ADMINISTRATION OFFICER: PROJECT BUDGET ADMINISTRATION (KAM) REF NO: 2008/59</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Umtata Regional Office |
| <u>REQUIREMENTS</u> | : | A recognized Degree /National Diploma or equivalent qualification with appropriate experience in property maintenance and budgeting. Valid driver's license will be added advantage. Computer literacy, especially working with spread sheet, report writing (ms Excel, Ms Word etc). Knowledge and understanding in the following fields: financial Management, Procurement, Client Relations, Built environment, Property industry and Project Management. Strong supervisory abilities. Budgeting skills with specific reference to the capital works and maintenance budget. Excellent knowledge and ability to operate the Works Control system (WCS). Ability to download and process information from WCS. Sound budgeting and financial management skills. Good analytical, verbal and written communication skills. An understanding of PFMA and relevant government regulations as well as policies. |
| <u>DUTIES</u> | : | Programming of service on the works Control System and reporting of possible over /under planning of projects to KAM managers. Assist in the facilitation and the monitoring of the building |

programmes. Assist KAM in budget control for Capital Works and planned maintenance. Provide budget inputs to customers billing on requirements for capital works and planned maintenance allocations with consolidated inputs from KAM, Project Managers and other Directorates. Report shortages or surplus of funds to customer billing. Monitor and update cash flows of projects .Consolidation of monthly expenditures reports for the administration budget of KAM section. Coordination and solving of problems regarding pace reports and other reports to be supplied to head office, Client departments and directorates within the policies .Ensure compliance with PFMA and other relevant government regulations and policies. Ensure efficient management of the section's operations and its personnel. Must be willing and able to take official travelling trips when required.

ENQUIRIES : Ms C Sotshangane, Tel (047) 502 7009
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099
FOR ATTENTION : Mr V Bakubaku

POST 04/53 : **CHIEF WORKS MANAGER (BUILDING) REF NO: 2008/67**

SALARY : R132 054 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (T or N stream) or appropriate N3 (or equivalent qualification) and have passed an official trade test successfully, or be registered as a Engineering Technician in terms of the regulations promulgated under section 14(1) or 14(2) of the engineering profession of SA Act, 1990(Act 114 of 1990) Extensive appropriate experience in the built environment and a valid drivers licence are required. The following will serve as recommendations: Proven ability in and exposure to project management. A working knowledge of projects and services in the building environment is essential. Extensive experience in working in multidisciplinary teams. Ability to budget and work with figures (financial management). Strong verbal and written communication skills. Computer literacy (word processing and spread sheets). The successful applicant must also have a sound knowledge of the Tender procedures, Tender Documents, Tender recommendations, Targeted procurement policy and compilation of specifications. Knowledge and understanding of PFMA, National Building Regulations and Government Procurement System – Supply Chain Management

DUTIES : The successful candidate will be responsible (under the supervision of the Control Works Manager and on behalf of several client departments. Write specifications and to handle inspections in the building environment. Travel to sites on a regular basis will be essential to fulfil this task. Compile and prepare scope of works, estimates and technical reports. Verify and certify invoices from contracts. Inspect all state owned buildings in the Eastern Cape for any building and safety defects, do condition surveys

ENQUIRIES : Ms S Msweli (Tel No: 047-502 7039)
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099
FOR ATTENTION : Mr V Bakubaku

POST 04/54 : **INDUSTRIAL TECHNICIAN MECHANICAL PROJECTS & MAINTENANCE REF NO: 2008/68**

SALARY : R132 054 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : An appropriate National Diploma in the Mechanical engineering discipline plus appropriate Experience (T, S or N Stream) appropriate post-qualification experience and computer literacy. A valid drivers license. Excellent written and verbal communication skills. Proven ability and exposure to the practice of project management. Knowledge of plumbing maintenance and carpentry

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| | | work. Willingness to travel and work irregular hours. NOSA Qualification. |
| <u>DUTIES</u> | : | Attend to planned to unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Compile service contracts. Verify and certify invoices for contractors. Comply with OHSA |
| <u>ENQUIRIES</u> | : | Mr. K Pemba (047) 502-7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/55</u> | : | <u>LEGAL ADMINISTRATION OFFICER X 3 POSTS LEGAL SERVICES REF NO: 2008/76</u> |
| <u>SALARY</u> | : | R 132 054 per annum |
| <u>CENTRE</u> | : | Head Office Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate recognized 4year Legal Qualification. Two year appropriate post-article experience in the legal field; with specific focus on litigation and contract Law. Knowledge and experience of the Law of evidence, civil procedure interpretation of statutes and constitutional Law. Knowledge and experience of the litigation processes and court rules. Knowledge and experience in the Promotion of Administration Justice Act. Knowledge and experience in the drafting of contracts and other legal instruments. Competences needed: Presentation Skills, Communications (verbal & writing) Skills, planning and organizing skills, analytical problem-solving skills, client orientation and customer focus skills, people management and empowerment skills, computer literacy. Attributes: Confident, trustworthy, integrity, accurate, adaptable, diplomacy, assertiveness, participative, systematic, ability to work under pressure. |
| <u>DUTIES</u> | : | Oversee the institution and defence of legal proceedings by and against the Department. Provide legal advice or written legal opinion and prepare legal documentation for the Department. Draft, review and edit contracts and legal instruments. All general legal services functions. |
| <u>ENQUIRES</u> | : | JS Moodley, Tel: (012) 337 2426 |
| <u>APPLICATIONS</u> | : | The Director-General, Department of Public Works, Private Bag X 65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and van der Walt Street, Isivuno House, Pretoria, 0001 |
| <u>FOR ATTENTION</u> | : | Mrs TB Hlatshwayo |
| <u>POST 04/56</u> | : | <u>SENIOR ADMINISTRATION OFFICER KEY ACCOUNTS MANAGEMENT (PBA & NORMS) REF NO: 2008/77</u> |
| <u>SALARY</u> | : | R 132 054 per annum |
| <u>CENTRE</u> | : | Head Office Pretoria |
| <u>REQUIREMENTS</u> | : | A recognized tertiary qualification or at least three years appropriate experience within the field. Knowledge and ability to operate the Works Control System (WCS). Computer literate with specific references to MS Excel and MS Word. Sound budgeting and financial management skills. Good verbal and written communication skills. Knowledge of the Gazetted General Notice containing the "Space planning norms and standards for office accommodation used by organs of state". An understanding of various facets of the built environment and project management skills. |
| <u>DUTIES</u> | : | Key Responsibilities: Compile authorization documents and update the Works Control System. Monitor of building programme. Liase with project managers on budget related issues. Liase with KAM/Clients for requesting of additional funds. Monitor cash flows and expenditures. Assist ASD with consolidation of monthly expenditure reports for the Administration budget of all directorates within KAM. Assist ASD with co-ordination and solving problems regarding the PACE and other reports to be supplied to Client |

Department and directorates within KAM. Correct application of space and cost norms.

ENQUIRIES : Ms L Van der Heever Tel 012 337 3316

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and van der Walt Street, Isivuno House, Pretoria, 0001

FOR ATTENTION : Mrs TB Hlatshwayo

POST 04/57 : **SENIOR STATE ACCOUNTANT FINANCE REF NO: 2008/75**

SALARY : R132 054 per annum

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A degree/National diploma in Accounting / Finance or equivalent qualification. Appropriate experience in Financial Accounting and supervisory skills. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Understanding of PFMA, Treasury regulations and other relevant government prescripts. Proven financial, communication & interpersonal skills. Computer literacy preferably in Ms Excel and Ms Word

DUTIES : Support Head of Finance and other officials in the execution of their business activities. Ensure accurate and timely payment of all invoices in compliance to PFMA & National Treasury Regulations. Ensure correct supplier details on business systems. Ensure monthly reconciliation of Business Systems (PMIS\BAS; WCS\BAS and LOGIS\BAS). Ensure effective management of Suspense Accounts on a monthly basis. Monitor effective debtor's management.

ENQUIRIES : Mrs. N. Kani, Tel (041) 408 2028

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6056

FOR ATTENTION : Ms F Clark

POST 04/58 : **SENIOR PERSONNEL PRACTITIONER HUMAN RESOURCE DEVELOPMENT (6 MONTHS CONTRACT) REF NO: 2008/61**

SALARY : R132 054 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : Degree/ National Diploma in Management or Training or Human Resource Management. A year Experience in Human Resource Development. Knowledge and understanding of Skills Development Act. Good Communications, Presentation and Facilitation skills. Computer Literacy. Drivers Licence will be added advantage.

DUTIES : Design, implement and manage the Training and Development Plan in the region. Conduct audit on bursaries, skills and PMDS files. Conduct information session, workshops on PMDS. Manage and ensure compliance with Performance Development and Management System. Effective implementation of ABET. Leadership, Internship Induction act. Establish maintain and administer bursary database of the region. Conduct internal and external bursary information sessions.

ENQUIRIES : Mr H S Dlamini (018) 384-9331 ext 2268

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 120, Mafikeng, 2735 or Hand delivered 2nd Floor West Gallery, Mega City

FOR ATTENTION : Mr HS Dlamini

POST 04/59 : **ADMINISTRATIVE OFFICER: CLEANING & GARDENING SERVICES FACILITIES MANAGEMENT REF NO: 2008/63**

SALARY : R106 335 per annum

CENTRE : Umtata Regional Office

REQUIREMENTS : Tertiary qualification or equivalent. Appropriate experience, understanding of and competence in property and facilities management including relevant experience in cleaning services. Valid driver's license. Computer literacy. Knowledge or understanding of Government Procurement System. Ability to

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| | | compile and adjudicate tenders. Sound analytical and interpersonal skills, proven problem solving approach. Proven financial, strong verbal and written communication skills. Knowledge and understanding of the Occupational Health and Safety Act, 1993. Ability to implement systems and exercise control to ensure sound management of equipment and material. Ability to perform regular inspections. Willingness to travel. Knowledge of management of Human Resources (Training, career development etc.) |
| <u>DUTIES</u> | : | Assist in the management of service contracts and contractors performance and quality of work for the duration of contracts. Compile specifications and handle inspections in the cleaning field. Supervise cleaning staff in the magistrate offices, including performance management (workplans, quarterly reviews and assessments) Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. |
| <u>ENQUIRIES</u> | : | Ms N Nakumba Tel No: (047) 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Mthatha, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/60</u> | : | <u>ADMINISTRATION OFFICER: PROJECTS REF NO: 2008/65</u> |
| <u>SALARY</u> | : | R 106 335 per annum |
| <u>CENTRE</u> | : | Umtata Regional Office |
| <u>REQUIREMENTS</u> | : | A Degree\National Diploma or equivalent and keen interesting in general administration duties related to technical matters in the building industry. General knowledge of project management and techniques will be an added advantage. Ability to function within strict time frames and towards specific targets. Good verbal written communication and interpersonal skill. Computer literacy in MS packages and basic understanding of PFMA. |
| <u>DUTIES</u> | : | work as administration support within the projects section dealing with large numbers of building services and projects while responding and answering to various professionals within the technical component as well as to the contractors, clients and consultants. Keep project sub- files up to date for managers, co-ordinate and keep registers of incoming and outgoing correspondence. General typing including writing, sending and collection of faxes. Arrangement and finalization of trip authorities. Process subsistence and traveling allowance, effectively arrange travel and accommodation logistics and arrangements related to site and other meetings on behalf of the professional services team. Do follow-ups on invoices received from contractors and consultants, and verification of the amounts claimed, do monthly progress reports and fee accounts. |
| <u>ENQUIRIES</u> | : | Mrs Mkabeni, Tel: (047) 502 7000 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/61</u> | : | <u>PROVISIONING ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2008/64</u> |
| <u>SALARY</u> | : | R106 335 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's degree/diploma or Matric with relevant experience in Supply Chain Management and Movable Asset Management. Knowledge of public Finance Management Act, Public Service Act, Treasury Regulations, Computer Literacy (MS Excel), strong analytical, administration and organizational skills. Good verbal and written communication as well as interpersonal skills. A sound financial Management and budgeting skills. Ability to manage external stake holders. Ability to work under pressure. Knowledge of LOGIS will be an added advantage. Possession of a |

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| <u>DUTIES</u> | : | Code 8 driver's license or must be able to acquire one within the first year of employment/before probation can be confirmed. |
| | : | Manage the life cycle of Movable Assets. Develop and implement processes for efficient management of Movable Assts. Assets verification within the Prestige environment, identification of heritage and antique assets as well ad reconciliation and updating of the Assets Register. Ensure effective execution of all functions pertaining to Movable assets Management. Actively participate in drafting of Movable Assets Management policies and procedures. Manage stock audits/stock takes, asset identification, bar-coding and standardization of asset naming/description. Manage stock discrepancies and Disposal process. Develop a Departmental Acquisition, Maintenance and Repair, Depreciation as well as Disposal plan with regard to Movable Asset Management. Ensure optimal utilization of assets. Prepare relevant reports for Management and Auditors. Attend to relevant human resource issues. Give guidance and support to all Regional Officers. Co-ordination of audit queries. |
| <u>ENQUIRIES</u> | : | Ms N Poswa (021) 402 2198 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 9027, Cape Town, 8000 |
| <u>FOR ATTENTION</u> | : | Ms Z Gampe |
| <u>POST 04/62</u> | : | <u>PERSONNEL PRACTITIONER: HRA HUMAN RESOURCE MANAGEMENT REF NO: 2008/69</u> |
| <u>SALARY</u> | : | R106 335 per annum |
| <u>CENTRE</u> | : | Mthatha Regional Office |
| <u>REQUIREMENTS</u> | : | A three year qualification with appropriate experience in HR or administrative experience. Knowledge of HR Prescripts and procedures, Planning and organizing skills, written and verbal communication skills, Computer literacy. Ability to analyze and interpret HR policies and prescripts, Interpersonal skills. Ability to work under pressure, Ability to cope with a high workload |
| <u>DUTIES</u> | : | Interpret, implement and maintain HR policies, Ensure the interpretation of HR policies and the translation thereof into HR practices; Provide advice and support to line managers and other stakeholders on HR policies and procedures; facilitate the implementation, marketing and maintenance of HR related policies and procedures. Administrate conditions of service by proving advice and support to line managers and other stakeholders on matters related to the employment of personnel; Administrate home owner allowances; Administrate leave; Administrate resettlement expenditures and state guarantees; Administrate service terminations and pensions; Administrate injuries on duty and medical schemes; Collate and analyse information and identify trends; Make recommendations regarding the implementation of conditions of service; Administrate, maintain and monitor personnel related transactions on PERSAL system. |
| <u>ENQUIRIES</u> | : | Mr V Bakubaku, Tel (047) 502 7008 |
| <u>APPLICATIONS</u> | : | The Regional Manager, Department of Public Works, Private Bag X 5007, Mthatha, 5099 |
| <u>FOR ATTENTION</u> | : | Mr V Bakubaku |
| <u>POST 04/63</u> | : | <u>ADMIN ASSISTANT ESTIMATING UNIT REF NO: 2008/72</u> |
| <u>SALARY</u> | : | R 85 362 per annum |
| <u>CENTRE</u> | : | Umtata Regional Office |
| <u>REQUIREMENTS</u> | : | A Senior Certificate or equivalent qualification and experience in office environment. Computer Literacy. Good verbal and written communication skills. Ability to work under pressure and to function as team member. Good interpersonal skills. Render assistance to Quantity Surveyor. Responsible for Filling and overall Office Management. Colleting of documents and Maintenance Reports. Arrange Travel And Accommodation Logistics for Estimating Unit Section. |
| <u>ENQUIRIES</u> | : | Mr V Bakubaku, Tel (047) 502 7008 |

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099

FOR ATTENTION : Mr V Bakubaku

POST 04/64 : **ADMIN ASSISTANT PROPERTY MANAGEMENT REF NO: 2008/62**

SALARY : R 85 362 per annum

CENTRE : Umtata Regional Office

REQUIREMENTS : A Senior Certificate or equivalent qualification and experience in office environment. Computer Literacy. Good verbal and written communication skills. Ability to work under pressure and to function as team member. Good interpersonal skills.

DUTIES : Render assistance to Property Management. Responsible for Filling and overall Office Management. Collecting of documents and Maintenance Reports. Arrange Travel And Accommodation Logistics for Property Managers.

ENQUIRIES : Ms Ngcobo, Tel (047) 502 7000

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099

FOR ATTENTION : Mr V Bakubaku

POST 04/65 : **SENIOR REGISTRY CLERK REF NO: 2008/56**

SALARY : R85 362 per annum

CENTRE : Umtata Regional Office

REQUIREMENTS : A Senior certificate with relevant experience, sound knowledge of Registry (National Archives Act), control, planning and technical operational skills related to the job, people skills, customer service, computer literacy, communication and conflict management skills.

DUTIES : Maintenance, pending and safekeeping of files, retrieval and filing of information, mailing of documents, create and maintain a data base of files and general office work, knowledge of the process to transfer and dispose records, relieve and assist the messenger.

ENQUIRIES : Ms B Tuswa Tel No: (047) 502 7000

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 5007, Umtata, 5099

FOR ATTENTION : Mr V Bakubaku

THE PRESIDENCY

APPLICATIONS : The Presidency, Private Bag X 1000, Pretoria, 0001
CLOSING DATE : 16 February 2008
NOTE : Applications must be submitted on Z83 form and should be accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to shortlisted candidates only. People with disability are encouraged to apply. Applicants should be South African citizen. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POST

POST 04/66 : **SENIOR SECRETARY GRADE IV**
 Office of the Head of the Policy Coordination and Advisory Services (PCAS)

SALARY : R106 335 p.a.
REQUIREMENTS : An appropriate post-matric qualification with extensive experience in secretarial / office management capacity; Sound understanding of government's service delivery imperatives and public service procedures; Good administrative, co-ordination and computer skills - Ms Word, Excel, Power Point and Internet Explorer; Good command of the English Language; Be able to work independently, take initiative and work under minimum supervision.

DUTIES : Key Performance Areas: The successful candidate will be responsible for: To provide expert secretarial support to the Senior Manager in the Office of the Head: PCAS. To render administrative support services, including information and document management and procurement of standard items like stationery, refreshments etc; Drafting standard letters, taking minutes in staff meetings, acknowledging and managing all correspondence; To support the Manager with the administration of the office strategic plans and budgets; To ensure efficient and effective support to the Manager with respect to the prescripts, policies and procedures applicable to his work terrain; To make travel, accommodation and other logistical arrangements; To assist the Personal Assistant (PA) to the Head: PCAS with a range of administrative and secretarial duties.

ENQUIRIES : Ms T Moerane, Telephone: (012) 300-5256

DEPARTMENT OF TRADE AND INDUSTRY

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| <u>APPLICATIONS</u> | : | Forward your application, quoting the relevant Reference number, to: The Registry Office Department of Trade and Industry, Private Bag X 84, Pretoria 0001. Alternatively, e mail your application to recruitment@thedti.gov.za |
| <u>FOR ATTENTION</u> | : | Central Recruitment Office |
| <u>CLOSING DATE</u> | : | 08 February 2008 |
| <u>NOTE</u> | : | Application must be submitted on Form Z83, obtainable from any department or on http://www.thedti.gov.za and must be accompanied by a comprehensive CV. Failure to submit the Z83 form and the required supporting documents will result in your application not being considered. These appointments are subject to the preferred candidate obtaining the necessary security clearance and competency assessment. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application had been unsuccessful. This position is subject to the signing of a performance agreement. We are an affirmative action employer. Preference will be given candidates whose appointment will enhance representivity. |

OTHER POSTS

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| <u>POST 04/67</u> | : | <u>STATE ACCOUNTANT (REF. GSSSD/FIN ACC 034)</u> |
| <u>SALARY</u> | : | Total package of R165 367.08 per annum |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | The Directorate: Financial Accounting has a key responsibility to report in terms of the Public Finance Management Act and Treasury Regulations. • A national diploma in Accounting or relevant qualification, with 2 years relevant experience • Knowledge of PERSAL and BAS • Computer skills (Microsoft Office and Excel) is a prerequisite • Creative and innovative thinker • Knowledge of the PFMA, Treasury Regulations, Financial Regulations as well as financial policies • Sound ability to communicate well, both verbal and written • Good administrative and organisational skills • Ability to work independently and be self-motivated • Ability to work under stress • Good interpersonal skills. |
| <u>DUTIES</u> | : | • Calculation and payment of Travel and Subsistence advances and claims • Calculation and payment of Cell phone claims • Follow-up of outstanding advances • Capture payments and journals on BAS • Maintenance of PERSAL related transactions • IRP5 updates on PERSAL • Follow-up suspense accounts • Monthly reporting • Attend to audit queries and the implementation of control measures to prevent over / under payments and possible fraud areas • Handling of enquiries in a quick and efficient manner • Ensure adherence and compliance with departmental policies. |
| <u>ENQUIRIES</u> | : | Ms DJ Blanchard tel. (012) 394-1883 |
| <u>POST 04/68</u> | : | <u>SENIOR ACCOUNTING CLERK (GSSSD/ FIN ACC 032)</u> |
| | | Directorate: Financial Accounting |
| <u>SALARY</u> | : | Commencing salary: R68 955 per annum, All inclusive remuneration package: R113 905 per annum |
| <u>REQUIREMENTS</u> | : | A Senior certificate or equivalent qualification with experience in finance, especially within the Public Sector. *Workable knowledge of Public Finance Management Act (PFMA) and Treasury Regulations will be an advantage. * Knowledge of Basic Accounting System (BAS). Good interpersonal relations, customer service and organising skills. * Computer literacy especially in MS Word, MS Excel and MS Outlook. * Proven ability to work under pressure and have knowledge of government financial administration. |

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| <u>DUTIES</u> | : | Verify all requests for payments Capture all□ received for allocation codes and supporting documentation. Ensure payments adhere to legislation, government prescripts□payments. Prepare payment□and departmental policies and procedures. advices for large account. Perform monthly□ reconciliation of accounts to ensure that all invoices are paid in time. Perform administrative tasks relating to safeguard of documents.□ Attend to queries related to payments.□ |
| <u>ENQUIRIES</u> | : | B Mathlare, Tel no. :012 – 394 1895 |
| <u>POST 04/69</u> | : | <u>SENIOR PROVISIONING ADMINISTRATION CLERK</u> <u>(REFERENCE NUMBER: PROC& ASSETS 021)</u> |
| <u>SALARY</u> | : | Commencing salary: R60 915 per annum |
| <u>REQUIREMENTS</u> | : | Minimum of Senior Certificate or National diploma. Ability to work in a co-ordinated team. Creative and innovative thinker. Ability to work under pressure |
| <u>DUTIES</u> | : | The successful candidate will be responsible or the following: Posting of issue vouchers on the Logis on-line system. Generating of official orders on Logis. Capturing of requisitions on Logis-online. Verify (budgets) availability of funds. Assist with quarterly stock counts. Registration of suppliers on the Logis system. Provide inputs for daily and monthly stats. The following will be strong recommendations: Successful completion of the prescribed PAS I, II courses. Logis I Knowledge and practical working experience of generating of orders and processing payments. Well conversant with the Provisioning Administration Procedures, the PFMA and Treasury Regulations pertaining to the Public Service. Computer literacy. Good interpersonal relations and commitment to customer services. |
| <u>ENQUIRIES</u> | : | L La Grange, Telephone number: 012 394 1935 |

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICES CENTRE**

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

- POST 04/70** : **TEAM LEADER: BEE PROJECT REF NO 70048224**
Directorate: Procurement
- SALARY CENTRE REQUIREMENTS** : R196 815 – R228 492 per annum (plus benefits)
Johannesburg
A relevant business or supply chain or project management degree or equivalent qualification. At least 3 years project management experience, preferably within a business development environment, experience and understanding of the South African marketplace and BEE in particular, broad knowledge of procurement. Business acumen, analytical, problem solving, communication, supervisory and people management skills.
- DUTIES** : Responsible to the unique training and development needs within a specific technical area and developing a strategy and solution to address them. Providing training support to BEE vendors on how to draft tender responses, costs, finance and estimate proposals. Developing and compiling specialized training methodologies and material. Sourcing of cost effective and suitable training interventions. Liaison with tertiary and other training authorities. Development of a training approach and format. Carrying out generic training and information sessions at the GSSC location when required. Following up training intervention and determining whether successful and responding as necessary.
- ENQUIRIES CLOSING DATE** : Humphrey Mjikeliso, Tel No: (011) 689-8279
15 February 2008

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 04/71** : **SENIOR SPECIALIST - INTERNAL MEDICINE (2POSTS) REF NO: 70048306**
Directorate: Gauteng
- SALARY CENTRE** : R369 000 per annum (all inclusive package)
Tembisa Hospital

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| <u>REQUIREMENTS</u> | : | Registration with the HPCSA as a Specialist Physician-FCP (SA) or MMed Internal Medicine. Good communication and Interpersonal skills. Computer skills (MS Word, Excel and PowerPoint). |
| <u>DUTIES</u> | : | Ensure and effective clinical service at the Specialist level. Training of Medical Officers, Community Service Doctors and Interns. Administration of the department. Facilitate the HIV/ AIDS services in the department. |
| <u>ENQUIRIES</u> | : | Dr H.M Mosoane, Tel No: (011)923-2053 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/72</u> | : | <u>PROFESSIONAL NURSE REF NO: 70048303</u> Directorate: Nursing |
| <u>SALARY</u> | : | PN- A2 – PN-A4 R106 086 – 203 280 per annum (plus benefits) |
| <u>CENTRE</u> | : | Edenvale General Hospital |
| <u>REQUIREMENTS</u> | : | Diploma in General Nursing. Registration with the South African Nursing Council. Proven applicable experience will be advantageous. Work shifts in all departments. |
| <u>DUTIES</u> | : | Identify patient needs for nursing care. Formulate nursing programmes for the identified needs. Implement and evaluate programmes. Excellent patient care. |
| <u>ENQUIRIES</u> | : | Ms P. Chauke, Tel No: (011) 321-6002 |
| <u>CLOSING DATE</u> | : | 14 February 2008 |
| <u>POST 04/73</u> | : | <u>E.P.I. SURVEILLANCE OFFICER REF NO: 70048107</u> Directorate: Health Programmes |
| <u>SALARY</u> | : | R132 054 – R153 312 per annum (plus benefits) |
| <u>CENTRE</u> | : | Ekurhuleni District Office |
| <u>REQUIREMENTS</u> | : | Matric with Medical/Laboratory background. Post tertiary qualification in related field will be an advantage. Knowledge of disease surveillance. A valid driver's license. Recommendation: Advanced computer literacy. Good interpersonal and communication skills. |
| <u>DUTIES</u> | : | Ability to implement and manage disease surveillance in the district and hospital. Prepare and analyse monthly statistical data to enact prompt control measures. Execute disease surveillance functions with strategic plan of the department. Support and follow up district disease surveillance. General weekly and monthly reports. |
| <u>ENQUIRIES</u> | : | Ms. T. Moloto, Tel No: (011) 876 - 1700/ 1823 |
| <u>CLOSING DATE</u> | : | 01 February 2007 |
| <u>POST 04/74</u> | : | <u>ASSISTANT DIRECTOR: FINANCE REF NO: 70048223</u> Directorate: Administration |
| <u>SALARY</u> | : | R215 253 per annum (plus benefits) |
| <u>CENTRE</u> | : | Sizwe Tropical Disease Hospital |
| <u>REQUIREMENTS</u> | : | A recognised Bachelor's degree or relevant tertiary qualification in Financial Management. 3-4 years experience in the Finance field. Outstanding budget planning and analytical skills. Cost accounting skill, management and interpersonal relations. |
| <u>DUTIES</u> | : | To develop, implement and maintain effective and efficient budgeting, financial analysis and accountability mechanisms. Facilitate the planning, development and coordination of multi year budgeting (Medium Term Expenditure Framework Process). Compile and submit inputs in respect of budget matters, financial statements and monthly reports. Advice on and costing of the financial consequences of a new departmental policies and any planned changes to existing policy reviews. Advice on and costing of the financial consequences of a new departmental policies and any planned changes to existing policy reviews. Advice managers on financial planning and budgeting matters. Maintain sound financial reporting in accordance to the PFMA, Treasury Regulations and Generally Accepted Accounting Practise. |
| <u>ENQUIRIES</u> | : | Dr M.C. Louw Tel No: (011) 531-4305 |
| <u>CLOSING DATE</u> | : | 5 February 2008 |

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| <u>POST 04/75</u> | : | <u>CLEANER (5 POSTS) REF NO: 70048331</u> Directorate: Logistics |
| <u>SALARY</u> | : | R 38 610 – 43 062 per annum (plus benefits) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | Standard 6 (Grade 8) or Abet level 3. Experience in cleaning. Ability to work with people. Good interpersonal relations. |
| <u>DUTIES</u> | : | Cleaning floors, windows and walls. Dusting and polishing of furniture, vacuum and cleaning of carpets. Cleaning and dusting of windows seals, curtain rails and lights. Cleaning bathrooms, toilets and sluice room. Proper management of waste. Cleaning the ward surroundings and the drains. General maintenance of cleanliness throughout the day. Any other duties or instruction as requested by supervisor. |
| <u>ENQUIRIES</u> | : | Ms. D. Nyati, Tel no: (011) 933 - 8932 |
| <u>CLOSING DATE</u> | : | 12 February 2008 |
| <u>POST 04/76</u> | : | <u>DRIVER (2 POSTS) REF NO: 70048332</u> Directorate: Logistics |
| <u>SALARY</u> | : | R 58 290 – 67 668 per annum (plus benefits) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | Minimum of STD 8 (Grade 10). Abet level 4 with literacy and numeracy. Drivers license code 8 or 10 with PDP. Be able to read and write. Good communication skills. Knowledge of the Road Traffic Act 93 of 1996. Be prepared to work shifts and after hours calls in times of need. Practical test driving is compulsory. |
| <u>DUTIES</u> | : | Transporting patients and staff to various destinations. Collecting and delivering official documents, equipments, stock and other official items assigned by the manager. Routine reporting of any vehicle defects, repairs maintenance that is required to the vehicles. Perform all legal duties that may be suggested by management. |
| <u>ENQUIRIES</u> | : | Mr. Marcus. Rammbuda, Tel no: (011) 933 - 9783 |
| <u>CLOSING DATE</u> | : | 12 February 2008 |
| <u>POST 04/77</u> | : | <u>ADMINISTRATION CLERK REF NO: 70048333</u> Directorate: Social Work |
| <u>SALARY</u> | : | R 43 245 – 48 249 per annum (plus benefits) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | STD 10 (Grade 12) Computer literate. 2 years experience in administrative. Knowledge of Medicom and experience in public sector will be an advantage. Ability to work under pressure and keep confidentiality. Good interpersonal relation and communication skills. |
| <u>DUTIES</u> | : | Screening of all patients that visit the social work department. Monitoring escorts services in social work. Patients registration on Medicom system. Taking care of patients material needs. Responsible for the reception area. Compile departmental statistics. Social work stock ordering and monitoring and filing of documents. |
| <u>ENQUIRIES</u> | : | Ms. Thobeka Nkomo, Tel No: (011) 933 – 8858 |
| <u>CLOSING DATE</u> | : | 12 February 2008 |
| <u>POST 04/78</u> | : | <u>PORTER REF NO: 70048334</u> Directorate: Occupational Therapy |
| <u>SALARY</u> | : | R 38 610 – 43 062 per annum (plus benefits) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | Minimum Abet level 4 or equivalent qualification. Ability to read and write. Prepared to work under pressure. Sound Interpersonal Relations. Delivery of high standards of cleanliness. |
| <u>DUTIES</u> | : | Cleaning of stretches before use and in between transfer of patients for prevention of cross infection and to render quality patient care. Transport of patients from point A to point B e.g. from ward to OT department and back to the wards. Assisting in movement of equipment from point A to point B. Helping in any other area where |

need is necessary as well as implementation of Batho Pele Principle.

ENQUIRIES : Ms. T. Coetzee, Tel no (011) 933 - 8294
CLOSING DATE : 12 February 2008

POST 04/79 : **JUNIOR OCCUPATIONAL THERAPY ASSISTANT (2 POSTS)**
REF NO: 70048335
 Directorate: Occupational Therapist

SALARY : R 49 665 – 57 663 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Tertiary qualification in Occupational Therapy Assistance. Registration with Health Profession Council of South Africa as an occupational therapy assistant.

DUTIES : Render an occupational therapy service according to the rules and regulations of the Health Profession Council of South Africa. Work in a large academic hospital. Assessment and treatment of patients according to treatment protocols. Participation in the continuing professional development programme in the department. Administrative tasks allocated.

ENQUIRIES : Ms. T. Coetzee, Tel no (011) 933 - 8294
CLOSING DATE : 12 February 2008

POST 04/80 : **JUNIOR OCCUPATIONAL THERAPY ASSISTANT REF NO: 70048336**
 Directorate: Occupational Therapist

SALARY : R 58 290 – 67 668 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Tertiary qualification in Occupational Therapy Assistance. Registration with Health Profession Council of South Africa as an occupational therapy assistant.

DUTIES : Render an occupational therapy service according to the rules and regulations of the Health Profession Council of South Africa. Work in a large academic hospital. Assessment and treatment of patients according to treatment protocols. Participation in the continuing professional development programme in the department. Administrative tasks allocated. Supervision of junior staff.

ENQUIRIES : Ms. T. Coetzee, Tel no (011) 933 - 8294
CLOSING DATE : 12 February 2008

DEPARTMENT OF SOCIAL AND DEVELOPMENT

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

FOR ATTENTION : Ms Arti Singh
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 04/81 : **ICT- OPS MANAGER (INFO COMM TECHN-OPERATIONS) REF NO: 70048296**
 Directorate: Office of the Chief Information Officer

SALARY : R369 000 per annum (All inclusive Packages)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : The position calls for a candidate who is in possession of an appropriate three year post matric or equivalent qualification in Information Technology with extensive experience gained in

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| | | customer service activities, including minimum technical expertise A+, MCSE or MCP, N+ certified. Good customer relationship skills. Knowledge of how Government systems work will be an added advantage. Valid unendorsed driver's license. Good verbal and written communication skills. Operate in changing environment. Service delivery innovation skills. Ability to take initiative and make decisions. An independent logical thinker who is able to work with minimum supervision. |
| DUTIES | : | Provide technical advice and support to the user base of the Department. Manage LAN and WAN connectivity. Determine and manage the infrastructure requirements for the Department viz. Head Office, Regional Offices and Institutions to ensure a stable and efficient environment. Manage all ICT Operations including the help desk, overseeing the technical support team to ensure minimum disruption to service delivery. Analyze, plan, manage and monitor the connectivity and render advice on technical changes in the ICT environment. Analyze problem reports to identify trends and take appropriate preventive action. Liaison with management at all levels and the Department users. Develop and manage ICT security policies. Oversee and manage the development of the BCP and DRP. Report on the state of ICT usage in the Department. |
| <u>ENQUIRIES</u> | : | Ms. T. Phatudi, Tel No : (011) 355- 7690 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/82</u> | : | <u>DEPUTY DIRECTOR: ASSISTANT TO THE CHIEF DIRECTOR</u> <u>REF NO: 70048299</u> Directorate: Strategic Monitoring & Evaluation |
| <u>SALARY</u> | : | R369 000 per annum (all inclusive remuneration package) |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate tertiary qualification and/or relevant experience. Knowledge in transformation and equity issues and policies, priorities of the Department. Knowledge of the administrative processes, Strategic Planning, Monitoring and Evaluation and activities of the Department. Excellent communication (written, verbal) and presentation skills. Good interpersonal skills. Computer literacy. Code B driver's license. |
| <u>DUTIES</u> | : | Promote the image of the Department at all times. Handling of confidential information and correspondence. Represent or stand in for Chief Director at meetings. Act as Chief Directorate's principal point of contact with the National and Provincial Departments and other stakeholders. Assist the Chief Director to monitor the implementation of Executive Management decisions and key programmes. Co-ordinate special projects /activities for / on behalf of the Chief Director. Provide leadership in the management of the Chief Directors dairy. Undertake research and compile reports for the Chief Director. Follow up on reports and actions to be taken for / by the Chief Director. Manage deadlines and track progress for / on behalf of the Chief Director. |
| <u>ENQUIRIES</u> | : | Mr. A Soorju, Tel No; (011) 355 7670 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/83</u> | : | <u>ASSISTANT DIRECTOR: INVESTIGATIONS AND LOSS</u> <u>CONTROL REF NO: 70048300</u> Directorate: Corporate Governance |
| <u>SALARY</u> | : | R196 815 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Head Office |
| <u>REQUIREMENTS</u> | : | Relevant 3 year qualification. At least 5 years experience in Public Service. Extensive knowledge of investigation methods and techniques. Planning and organizing skills. Communication skills (Written and Verbal). Extensive knowledge of legislative and regulatory procedures in the public sector, e.g. PFMA and Treasury Regulations, etc. Knowledge of Risk Management. Computer literate. Problem solving and analytical skills. Good interpersonal skills. Supervisory skills. Time management. Ability to work under pressure and display innovative thinking. Knowledge of |

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| | | departmental activities and strategy serve as advantage. Valid code 08 driver's license and be prepared to travel extensively. |
| <u>DUTIES</u> | : | Keep statistical records and prepare or collate annual, monthly investigation and losses reports for submission to the Deputy Director. Recommendations of corrective steps to prevent similar incidents. Actively participate in Anti-fraud and corruption activities. Manage Investigations and Loss control sections. Plan investigation and recovery strategies and manage a monthly planner on Investigations and loss control activities. Liaise with other law enforcement agencies e.g. SAPS, NIA, SIU, and other stake holders in fighting fraud and corruption. Coordinate investigation and loss control functions at decentralized level. Assist the department in recovery of losses. Management all staff and equipment under span of control. When required take part in disciplinary / criminal proceedings. |
| <u>ENQUIRIES</u> | : | Mr. L A du Toit, Tel No: (011) 355- 7961 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/84</u> | : | <u>ASSISTANT DIRECTOR: BUDGET REF NO: 70048297</u> Directorate: Financial Administration |
| <u>SALARY</u> | : | R196 815 per annum (plus benefits) |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | Recognized Bachelors degree or equivalent qualification in financial management PLUS credible experience. Skills needed: Outstanding budget planning and analysis skills. Cost accounting skills. The ability to exercise financial discipline. Proven managerial and organizational skills. Communication and interpersonal skills. Extensive computer software knowledge and experience. Knowledge of the new government budget reforms process. Sound knowledge of Basic Accounting System (BAS). Good knowledge of the Public Finance Management Act and the National Treasury Regulations. Creative, motivated, self-driven, results orientated and have initiative. Ability to work independently and as a team member as well as under pressure. Be able to meet strict deadlines. |
| <u>DUTIES</u> | : | To develop implement and maintain effective and efficient budgeting, financial analysis and accountability mechanisms for welfare functions. Facilitate the planning, development and coordination of multi year budgeting for the welfare functions (Medium Term Expenditure Framework Process) Compile and submit inputs in respect of budget matters, financial statements and monthly reports. Advice on and costing of the financial consequences of new departmental policies and any planned changes to existing policy reviews. Advise programme and responsibility managers on financial planning and budgeting matters. Maintain sound financial reporting in accordance to the PFMA, Treasury Regulation and Generally Accepted Accounting Practice. Through the following: Analyze expenditure trends in relation to projections for advice to both responsibility / programme managers. Monthly reports of expenditure and revenue trends against the budget. Management of veriment of funds. Manage monthly cash flow projections. Daily reconciliation of the bank statement. Reconciliation between the expenditure on the BAS/ Persil System versus the Budget allocations. Drafting of submission, circulars, memorandum and letters. Daily control and reporting of Conditional Grant. Attend to audit queries. Implement and maintain the performance management system. General supervision, management and training of subordinates. |
| <u>ENQUIRIES</u> | : | Mrs. J E M Brink, Tel No: (011) 355-7624 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/85</u> | : | <u>ASSISTANT DIRECTOR (RISK MANAGEMENT) REF NO: 70048327</u> Directorate: Corporate Governance |
| <u>SALARY</u> | : | R196 815 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Head Office |

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| <u>REQUIREMENTS</u> | : | Three years relevant qualification with Risk Management, Auditing and / or Finance as majors. Practical experience in risk management environment. Excellent knowledge of PFMA 1999, Treasury Regulations and other Public Service procedures and regulations. Ability to work under pressure and display innovative thinking. Report writing and computer literate skills. Planning and organizing skills. Time management. Analytical skills. Supervisory ability. Communication (written, verbal and presentation) and liaison skills. Monitoring and evaluating skills. Problem solving skill. Valid driver's license and be prepared to travel around Gauteng. |
| <u>DUTIES</u> | : | Facilitate risk identification and assessments to develop and ensure the implementation of risk management process. Manage education and awareness campaigns on the risk management to promote a risk management culture and capacity in the department. Monitor and review the implementation of risk management processes to ensure the pro-active assessment of the current state of controls. Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management. Monitor the risk environment, maintain risk register and evaluate the overall effectiveness of the risk management strategies. Assist in the development and implementation of departmental fraud prevention plan and anti-corruption strategy. Participate in regular risk assessment within department. |
| <u>ENQUIRIES</u> | : | Mr. Du Toit, Tel No: (011) 355- 7960 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/86</u> | : | <u>ASSISTANT DIRECTOR REF NO: 70048178</u> Directorate: Procurement |
| <u>SALARY</u> | : | R196 815 per annum (plus benefits) |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate recognized Bachelor's degree or equivalent qualification in Finance, Supply Chain or Public Management or matric with three years management experience in supply chain management. Well conversant with legislation regulating Financial and Supply Chain Management. Knowledge of SAP. Analytical and financial management skills. Good interpersonal relations. Communication and negotiation skills. Organising, planning, project management and problem solving skills. Computer literacy. Valid Drivers License. |
| <u>DUTIES</u> | : | Ensure that requisitions are processed within the turn Around time as per contract terms and conditions. Ensure use of catalogue and material master by end users. Release requisitions below R30 000.00. Submission of reports with regard to outstanding and finalized orders and payments. Prepare ex post facto report on monthly basis. Ensure proper safeguarding of documentation. Dealing with payment queries. Ensure that invoices are sent to GSSC on daily basis. Coordinate expediting of outstanding payments and orders. Facilitate creation of framework orders. Supervision of staff. Report writing. Provide training to staff members within the Directorate with regard capturing of requisitions and payments. |
| <u>ENQUIRIES</u> | : | Mr. K.Finini, Tel No: (011) 355 7978/355 7740 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/87</u> | : | <u>SENIOR ADMINISTRATION OFFICERS (RISK MANAGEMENT - 3 POSTS) REF NO: 70048328</u> Directorate: Corporate Governance |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Head Office |
| <u>REQUIREMENTS</u> | : | A relevant degree or equivalent qualification. At least three years' credible experience in finance and knowledge of legislative requirements in the public sector. Excellent written and verbal communication and interviewing skills. Well developed computer skills. Analytical skill. Problem solving skill. Conflict management. Ability to work under pressure and display innovative thinking. Good |

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| | | interpersonal skill. Time management. Valid driver's license and be prepared to travel around Gauteng. |
| <u>DUTIES</u> | : | Assist in risk identification and assessment and capture the information on risk register. Ensure the implementation of risk management process. Participate in educating and awareness campaigns on the risk management to promote a risk management culture and capacity in the department. Co-ordinate with external stakeholders on broader effective and efficient risk management. Participate in a periodic risk assessment within department. |
| <u>ENQUIRIES</u> | : | Mr. Du Toit, Tel No : (011) 355- 7960 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/88</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: INVESTIGATIONS AND LOSS CONTROL REF NO: 70048326</u> Directorate: Corporate Governance |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg, Head Office |
| <u>REQUIREMENTS</u> | : | Relevant 3 year qualification. Experience in investigations and loss control functions. Extensive knowledge of legislative and regulatory procedures in the public sector, e.g. PFMA and Treasury Regulations, etc. Planning and organizing skills. Excellent written and verbal communication and interviewing skills. Ability to work under pressure and display innovative thinking. Computer literate. Analytical skill. Problem solving skill. Good interpersonal skills. Time management. Valid code 08 driver's license and be prepared to travel extensively. |
| <u>DUTIES</u> | : | Co-ordinate investigation and loss control activities. Supervise Investigation and loss Control subordinate. Gather evidence, draft investigation report and compile an investigation file. Participate in Anti-fraud and corruption campaigns. Follow up on investigation and losses reports. Be able to identify and quantify departmental losses. When required take part in disciplinary / criminal proceedings. Liaise with other law enforcement agencies e.g. SAPS, NIA, SIU, etc. |
| <u>ENQUIRIES</u> | : | Mr. L A du Toit, Tel No: (011) 355- 7961 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/89</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER:BUDGET (03 POSTS) REF NO: 70048298</u> Directorate: Financial Administration |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg, Head Office |
| <u>REQUIREMENTS</u> | : | The successful candidate should have a grade 12 qualification plus 1 - 3 years relevant experience in the public sector, preferably in a finance environment. Exposure to all the applicable legislative frameworks, such as the PFMA and Treasury Regulations. Understanding of the Financial systems in use within the GPG, such as BAS, PERSAL and cash Management within the GPG context. Good communication skills ability to work and build a strong team. |
| <u>DUTIES</u> | : | The incumbent will be responsible for: ensuring optimal resource allocation, implementing an effective budget planning and appropriation/resource allocation framework, ensuring the submission of credible departmental budgets, quarterly and monthly provincial performance reporting. Assist to analyse and solve business problems or business opportunities. This will be achieved through research, analyzing existing process analyzing costs, identifying solutions, proposing solutions and measuring the results. Assist to improve the current business practices by implementing solutions that enhance productivity, reduce costs and improve service. Ability to analyze and break down costs. Assist with the co-ordination of cross functional and cross departmental activities. Will be responsible for: Rendering administrative support to Responsibility Managers in matters relating to procurement and administration. Perform general administrative work includes the drafting of letters, memorandums, submissions Compile reports like the IYM). Reconciliation of PERSAL/BAS, SAP, accounts and |

identify incorrect allocations. Perform daily cash management processes including monitoring and controlling the cash flow and meet the business and investment needs of GPG. In addition provide support for departments in meeting their targets on cash management. Guide departments to achieve accurate cash flow forecasting to enhance the soundness of the province's cash management.

ENQUIRIES : Mr. M Lale, Tel No: (011) 355 -7600
CLOSING DATE : 15 February 2008

POST 04/90 : **IT TECHNICIAN (10 POSTS) REF NO: 70048181**
 Directorate: Information Communication Technology

SALARY : R132 054 per annum (plus benefits)
CENTRE : Head Office, Johannesburg Metro, Ekurhuleni, Sedibeng, West Rand, North Rand

REQUIREMENTS : A three-year post matric qualification in IT or matric with 2-3 years experience in IT and a valid driver's license. A+ and N+ qualification will be an added advantage. Analytical skills; customer relationship management; planning and organisational skills; and good communication (verbal and written) skills.

DUTIES : Provide technical support and maintain desktops/and other hardware for all users in the department. Minimize service disruptions by supporting and maintaining the day-to-day operational issues at Head Office, decentralized services and institutions to ensure a stable and efficient environment. Attend to user complaints (physically and telephonically). Report on state of ICT usage in the department. Installation, configuration and testing of applications and new ICT equipment for all users. Solve data communication problems. Write reports and maintain records.

ENQUIRIES : Mr. T. Xaba, Tel No: (011) 355- 7773
CLOSING DATE : 31 January 2008

POST 04/91 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 70048182**
 Directorate: Gender/youth and disability Mainstreaming

SALARY : R132 054 per annum (plus benefits)
CENTRE : Johannesburg Head Office

REQUIREMENTS : National diploma or equivalent qualification and appropriate experience in gender/youth and disability mainstreaming. Research, policy management; problem solving; communication and resource management skills. Knowledge of the Departments constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Change management and innovative thinking. Interpersonal relations and computer literacy. Valid driver's license.

DUTIES : Gender/ Youth and Disability Mainstreaming (including service delivery improvement interventions to be effected in accordance with the department's service delivery needs and performance management. Assisting in the development of key performance indicators in respect of gender, youth and disability mainstreaming. Coordination of monitoring and evaluation in respect of gender, youth and disability mainstreaming. Monitor women job creation activities and programmes. Impact assessment of partnerships with Gender/ Youth and disability programmes. Compile and analyze data on interventions, and preparation for reporting purposes.

ENQUIRIES : Mr. A Daya, Tel No: (011) 355 -7701
CLOSING DATE : 31 January 2008

POST 04/92 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 70048183**
 Directorate: Monitoring and evaluation

SALARY : R132 054 per annum (plus benefits)
CENTRE : Johannesburg Head Office

REQUIREMENTS : A National diploma or equivalent qualification with relevant appropriate experience in the Monitoring and Evaluation field. Sound background and / or knowledge in monitoring and

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| | | evaluation. Project Management skills; highly motivated, confident, enthusiastic and energetic. Reliable, committed and result driven. Ability to work and deliver in highly pressured environment. Report writing and interpersonal relation skills. Relevant experience within related sector. A valid driver's license. |
| <u>DUTIES</u> | : | Monitor and evaluate current delivery constraints of all regions. Comprehensive evaluation used to give input on programmes enhancements throughout the regions. Provide input on strategic planning functions within the department and the regions. Provide input on the departmental's integrated development principles and ensure they are achievable and that quality services are delivered. Use Monitoring & Evaluation to anticipate strategic shifts in addressing challenges. Compilation of the Department's annual report as well as monthly reports. |
| <u>ENQUIRIES</u> | : | Mr. A Daya , Tel No: (011) 355-7701 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/93</u> | : | <u>SENIOR SOCIAL WORKER (13 POSTS) REF NO: 70048184</u> Directorate: Older persons |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Head Office 2, North Rand 2, Ekurhuleni 4, Johannesburg Metro 2, Sedibeng 2, West Rand 1 |
| <u>REQUIREMENTS</u> | : | The successful candidate must have an appropriate recognized four year bachelor's degree in Social Work, registration with the South African Council for Social Services Professions. 3 years experience in the field of older persons is necessary. A valid driver's license is essential. |
| <u>DUTIES</u> | : | The successful applicants will be required to Facilitate the development of community based programmes, register and monitor community based services, home based care services for older persons. Assist with the investigations of abuse of older persons. Assist with the registration and keeping of regional registers of facilities (frail care and assisted living) and community based services. Identify and assist with the registration of caregivers in the community. Keeping of regional registers on abuse of older persons. Monitor the compliance with legislation and the minimum standard for service rendering. |
| <u>ENQUIRIES</u> | : | Mrs. L Smith, Tel No: (011) 355-7857 / Mr. Peet Human, Tel No: (011) 355-7844 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/94</u> | : | <u>SENIOR OCCUPATIONAL THERAPIST REF NO: 70048185</u> Directorate: People with special needs |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Head Office |
| <u>REQUIREMENTS</u> | : | The successful candidate must have an appropriate recognised four year Bachelor's Degree in Occupational Therapy, registration with the Health Professions Council of South Africa. Experience in the area of paediatrics, older persons and disability (emotional and developmental delay) is necessary. The following will serve as a recommendation: Psychiatric background as well as experience in community work with the emphasis on prevention and early intervention. Proficiency in an African language will be an advantage. Possession of a valid driver's licence is essential. |
| <u>DUTIES</u> | : | The successful applicant will be required to conduct a needs assessment of places of safety and decentralised offices. Conduct training on normal development and stimulation. Plan and supervise programmes. Make recommendations for future placement of children at risk as part of a multi-disciplinary team. Render limited therapy as per referrals. Supervision of Occupational therapy assistants where applicable. Plan and execute life skills groups and programmes. Assist with Policy development And Procedural Guidelines for the implementation of programmes. |
| <u>ENQUIRIES</u> | : | Mrs. L Smith, Tel No: (011) 355-7857 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |

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| <u>POST 04/95</u> | : | <u>SENIOR TRAINING OFFICER (12 POSTS) 12 MONTH</u> <u>CONTRACT REF NO: 70048186</u> Directorate: Information Communication Technology |
| <u>SALARY</u> | : | R132 054 per annum (Plus benefits) |
| <u>CENTRE</u> | : | Head Office, Johannesburg Metro, Ekurhuleni, Sedibeng, West Rand, North Rand |
| <u>REQUIREMENTS</u> | : | An appropriate recognized three year tertiary qualification plus experience. Added advantage if trained on SAP system modules. Excellent organizational and co-ordination skills. Must have documented training material before. Have good understanding of training requirements for adults, learner and facilitator guide. Change/diversity management skills. Computer literacy, facilitation and presentation skills. Sound communication skills (written and verbal). Ability to work under pressure and display innovative thinking. Understand business processes, system preparation, learner and facilitator guides. A valid driver's license. |
| <u>DUTIES</u> | : | Manage and oversee the process of implementing training programmes for the users on the SAP Social Care Solution (Supatsela Project). Conduct impact assessments on the solution training ensure that training is bringing about the desired organizational change, and develop/ submit recommendations and change that needs to be effected. Assist with the development of curricula, course packs and evaluation material. Collate and provide reports on the specification training conducted. Conduct PC literacy, business process, functional training, SAP navigation, user acceptance and integration testing. |
| <u>ENQUIRIES</u> | : | Ms. T. Rangaka , Tel No: (011) 355- 7745 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/96</u> | : | <u>SENIOR SOCIAL WORKER (ADVANCED PRODUCTION) REF</u> <u>NO: 70048187</u> Directorate: Regions |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | North Rand Region |
| <u>REQUIREMENTS</u> | : | Bachelors Degree in Social Work or appropriate tertiary qualification in social work. Extensive appropriate experience (minimum 2 to 3 years). Registration with the South African Council for Social Services Profession. A Valid code 8 driver's licence. Knowledge and understanding of current social development practices based on the integrated developmental approach. Knowledge of departmental policies and legislation pertaining to Social Development and Social Welfare Services. Ability and competencies to develop advocate and empower organizations and communities. Ability to communicate effectively with communities and other stakeholders. |
| <u>DUTIES</u> | : | Monitoring and evaluation of non governmental organizations. Give guidance, advice and support to the non-governmental organizations on legislation, policies and services. Fast track the transformation of funded non- governmental organizations and registration of ECD Facilities. Develop, implement and monitor community development programmes which are rendered by non-governmental and community based organizations. Capacity building of community based and non-governmental organizations. Monitor the implementation and the quality of services rendered by non-governmental organizations. Facilitate inter-sect oral and inter departmental collaboration. Capacity building of CBO's e.g. ECD centres. Implementation of collaborative mechanisms by way of establishing and facilitating stakeholder's fora. |
| <u>ENQUIRIES</u> | : | Ms JM Mokoena / Ms G Finger, Tel No: (012) 328 4026 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |

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| <u>POST 04/97</u> | : | <u>COMMUNITY DEVELOPMENT PRACTITIONER REF NO: 70048188</u> Directorate: Regions |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | North Rand Region |
| <u>REQUIREMENTS</u> | : | Relevant tertiary qualifications in Development Studies Community development or Social sciences. Knowledge skills and values to engage in the social development of communities. The ability and competence to co-ordinate community development structures and projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Presentation/facilitation skills. Research and report writing skills. Must be computer literate. Must be in possession of a valid code 08 driver's license. |
| <u>DUTIES</u> | : | Implement the development activities identified according to the plans developed by involving the community, identify leaders in the community, mobilization of resources and the monitoring of the implementation. Plan activities required to develop the programme by formulating goals and objectives, assessing the available resources, set time frames and compile budgets where relevant. Strengthen and build structures that can assist in implementation of the programme. Liaise and co-ordinate with all relevant role players (e.g. in departments, NGO's, local community structures and faith based organizations) and stakeholders to facilitate inter-sector collaboration and to establish partnerships to ensure the sustainability of development actions within the community and the department. Monitor and support NPO's, NGO's and CBO's which deliver on the community development programmes. Maintain relevant records on for example progress reports, statistics, minutes of meetings, relevant data on the administration of the conditional grant. Drive compliance towards the regulatory framework and statutory requirements. Ensure that financial measures are adhered to by beneficiary organizations and structures and monitor the utilization of funds by such institutions. |
| <u>ENQUIRIES</u> | : | Ms. JM Mokoena / Ms. G Finger, Tel No: (012) 328 4026 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/98</u> | : | <u>SENIOR SOCIAL WORKER: (3 POSTS) REF NO: 70048189</u> Directorate: Field/intake services |
| <u>SALARY</u> | : | R132 054 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Metro Region |
| <u>REQUIREMENTS</u> | : | B.A. Social Work Degree. Registration with the Council for Social Services Professions. Proof of payment for the current year with the Council. Valid code 08 driver's licence. Extensive knowledge of the Child Care Act and relevant Social Work legislation. At least three years Social Work experience with exposure to the broader spectrum of the profession. Experience in developmental work, extensive knowledge of all Legislation, Policies and Priorities Governing Social Services. Computer literacy. Administrative capabilities should include organisational skills, compilation of statistics, correspondence and report writing. Good communication skills and an excellent ability to handle conflict, difficult clients and crisis intervention. |
| <u>DUTIES</u> | : | Render complex Developmental Social Work services to individuals, families and communities. Statutory crisis intervention in terms of relevant Social Work legislation e.g. Child Care Act. Implementation of transformation policies and legislation. Intersectoral and Interdepartmental collaboration. Inputs into and execution of operational plan in accordance with work plans and performance. Compilation, interpretation and management of statistics, relevant reports and research. Compilation of community profiles for interpretation, planning and rendering of services. |
| <u>ENQUIRIES</u> | : | Mrs E. Jacobs, Tel No: (011) 374-1857 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |

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| <u>POST 04/99</u> | : | <u>SOCIAL WORKER (20 POSTS) REF NO: 70048294</u> Directorate: Regions & Institutions |
| <u>SALARY</u> | : | R106 335 per annum (plus benefits) |
| <u>CENTRE</u> | : | In & Around Gauteng Area |
| <u>REQUIREMENTS</u> | : | Bachelors Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Services Profession. Knowledge and understanding of human behaviour and social systems and skills to intervene at the point where people interact with their environment in order to promote social well being. The ability and competence to assist develop groups, Organizations and communities to enhance their social functioning and the problem solving capacities. The ability to restore, maintain, advocate for and enhance functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Computer literate. Good Communication skills (verbal and written). Sound interpersonal relations. Ability to provide good customer care. Ability to work within multi disciplinary environment. Willingness to work after hours and weekends. A valid driver's license. |
| <u>DUTIES</u> | : | Render social work services with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes. Conduct assessments aimed at identifying conditions in individuals, group's families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, reports on progress and identify further /amended interventions to address the identified conditions. Study, interpret, apply and give guidance on legislation and policies in the identified works fields for Social Auxiliary students / interns and other role players / stakeholders. Perform all statutory functions applicable to relevant function, compile court reports and attend court enquires and other tasks emanating from courts when need arises. Produce and maintain records of social work interventions, progress and outcomes. Support Social Auxiliary Workers and interns / students. Keep up to date with new developments in the Social Work and Social Welfare field. Perform all administrative functions required of the job. |
| <u>ENQUIRIES</u> | : | Mr. A Daya/ M Lukwe, Tel No:(011) 355- 7701/7838 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/100</u> | : | <u>CARE WORKER (21 POSTS) REF NO: 70048293</u> Directorate: Institutions |
| <u>SALARY</u> | : | R85 362 per annum (plus benefits) |
| <u>CENTRE</u> | : | Itireleng & Pabalelo Care Centres |
| <u>REQUIREMENTS</u> | : | 2-3 years tertiary qualification in Child and Youth and/or grade 12 with 2 years experience in child and youth care. Computer literacy and valid driver's license will be added advantage. Good interpersonal skills. Knowledge of Developmental Child and Youth care policies / legislation / procedures. Good communication skills (written and verbal). Ability to work within a multi-disciplinary environment. Willingness to work after hours and weekends. A Shift Work. Ability to work with all age groups and special needs children. |
| <u>DUTIES</u> | : | The duties will among others include: Holistic care of children in place of safety or secure delivery. Supervision of children to ensure quality and support development. Self development Services rendered should comply with all legislative requirements / national |

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| | | norms and standards and highest levels of professional ethics. Implement behaviour management programme and Introduction of creative methods based on client need. Ability to provide good customer care. Escorting of children to schools, hospitals, clinics, community activities and approved excursions. Design implements and evaluate developmental / life space programmes for children and their families. Ability to implement transformation legislation, policies and procedures. Implementation of operational plan+ Departmental Priorities. Participation in internal portfolios. Assist with IDP formulation and implementation. Building and maintaining positive relationships with young people. Work within a Multi Disciplinary Team environment. Perform administrative duties. |
| <u>ENQUIRIES</u> | : | Mr. A Daya/ M Lukwe, Tel No :(011) 355-7701/7838 |
| <u>NOTE</u> | : | Applicants from Garankuwa area are encourage to Apply as vacancy exists in Garankuwa. |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/101</u> | : | <u>CARE WORKER (20 POSTS) REF NO: 70048295</u> Directorate: Institutions |
| <u>SALARY</u> | : | R85 362 per annum (plus benefits) |
| <u>CENTRE</u> | : | In & Around Gauteng Area |
| <u>REQUIREMENTS</u> | : | 2-3 years tertiary qualification in Child and Youth and/or grade 12 with 2 years experience in child experience in child and youth care. Computer literacy and valid driver's license will be added advantage. Good interpersonal skills. Knowledge of Developmental Child and Youth care policies / legislation / procedures. Good communication skills (written and verbal). Ability to work within a multi-disciplinary environment. Willingness to work after hours and weekends. A Shift Work. Ability to work with all age groups and special needs children. |
| <u>DUTIES</u> | : | The duties will among others include: Holistic care of children in place of safety or secure delivery. Supervision of children to ensure quality and support development. Self development Services rendered should comply with all legislative requirements / national norms and standards and highest levels of professional ethics. Implement behaviour management programme and Introduction of creative methods based on client need. Ability to provide good customer care. Escorting of children to schools, hospitals, clinics, community activities and approved excursions. Design implements and evaluate developmental / life space programmes for children and their families. Ability to implement transformation legislation, policies and procedures. Implementation of operational plan+ Departmental Priorities. Participation in internal portfolios. Assist with IDP formulation and implementation. Building and maintaining positive relationships with young people. Work within a Multi Disciplinary Team environment. Perform administrative duties. |
| <u>ENQUIRIES</u> | : | Mr. A Daya / M Lukwe, Tel No: (011) 355- 7701/7838 |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>POST 04/102</u> | : | <u>SECRETARY (PERSONAL ASSISTANT) REF NO: 70048193</u> Directorate: Management accounting (Finance) |
| <u>SALARY</u> | : | R85 362 per annum (plus benefits) |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | A senior Certificate or equivalent qualification and Appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter-personal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organize and priorities work. Computer literacy, extensive knowledge and experience of MS Office (including Word, Excel, Power Point). Filling Skills and ability to keep record of flow of documents. |
| <u>DUTIES</u> | : | Administers the document management system in the office of the relevant manager. Maintain a filing system to file and retrieve documentation. Handling confidential documents. Operate standard |

office equipment (Fax, Photocopying machine and telephone). Type correspondence such as reports, submission and letters. Receiving the manager's visitors. Attend to telephone calls, messages, and referring appropriately where required. Liaise on behalf of the Director with departmental officials, other government departments, stakeholders and the public. Manage the diary of the relevant Manager. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging / serving refreshments. Make official travel arrangements for the relevant Manager. Processing of subsistence and travel claims and reconciliation timeously.

ENQUIRIES : Mr. A. Daya , Tel No: (011) 355-7701
CLOSING DATE : 31 January 2008

POST 04/103 : **SECRETARY (PA TO THE REGIONAL DIRECTOR'S OFFICE)**
REF NO: 70048194
 Directorate: Regions

SALARY : R85 362 per annum (plus benefits)
CENTRE : Johannesburg Metro Region
REQUIREMENTS : A senior Certificate or equivalent qualification and Appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter-personal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organize and priorities work. Computer literacy, extensive knowledge and experience of MS Office (including Word, Excel, Power Point). Filling Skills and ability to keep record of flow of documents.

DUTIES : Administers the document management system in the office of the relevant manager. Maintain a filing system to file and retrieve documentation. Handling confidential documents. Operate standard office equipment (Fax, Photocopying machine and telephone). Type correspondence such as reports, submission and letters. Receiving the manager's visitors. Attend to telephone calls, messages, and referring appropriately where required. Liaise on behalf of the Director with departmental officials, other government departments, stakeholders and the public. Manage the diary of the relevant Manager. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging / serving refreshments. Make official travel arrangements for the relevant Manager. Processing of subsistence and travel claims and reconciliation timeously.

ENQUIRIES : Mr. D Noble, Tel No: (011) 374-1892
CLOSING DATE : 31 January 2008

POST 04/104 : **SUPPLY CHAIN CLERKS (3 POSTS) REF NO: 70048177**
 Directorate: Procurement

SALARY : R68 955 per annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A Senior Certificate or equivalent qualification. Experience in Supply Chain Management. Well conversant with legislation regulating Financial and Supply Chain Management. Good interpersonal relations. Communication skills. Computer literacy. Analytical and financial management skills.

DUTIES : Processing of requisitions and Payments. Maintenance of registers used in the Directorate. Attending to queries. Filing and safekeeping of documents. Distribution of orders and reports to end-users. Assist suppliers in registering on the database. Liaise with GSSC and end users on the procurement of goods and services. Expediting of outstanding orders and payments.

ENQUIRIES : Ms. W. Mothapo, Tel No: (011) 355- 7688
CLOSING DATE : 31 January 2008

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| <u>POST 04/105</u> | : | <u>ADMINISTRATION CLERK REF NO: 70048179</u> Directorate: Persons with special needs |
| <u>SALARY</u> | : | R68 955 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg Head Office |
| <u>REQUIREMENTS</u> | : | The successful candidate must have a grade 12 Certificate. Computer literacy is essential. |
| <u>DUTIES</u> | : | Assisting staff of unit with arrangements of meetings and workshops. Responsible for taking and typing of minutes. Capturing and updating data information of the registers as prescribed in the Older Persons Act 13 of 2006. Assisting the Principal Social Worker with Admin Functions and managing procurement procedures. General office administration tasks. |
| <u>ENQUIRIES</u> | : | Mrs. L Smith, Tel No: (011) 355-7857 Mr. Peet Human, Tel No: (011) 355-7844 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/106</u> | : | <u>DATA CAPTURERS (35 POSTS) 3 YEAR CONTRACT REF NO: 70048180</u> Directorate: Information Communication Technology |
| <u>SALARY</u> | : | R 68 955 per annum (Plus benefits) |
| <u>CENTRE</u> | : | Head Office, Johannesburg Metro, Ekurhuleni, Sedibeng, West Rand, North Rand |
| <u>REQUIREMENTS</u> | : | Matric and or relevant experience. Advanced computer skills (MS Word and Excel). Pay attention to detail. Must work within Records Management (Registry) environment. |
| <u>DUTIES</u> | : | Search and find required information in paper based files. Capture all required information accurately on an Excel spreadsheet related to each client of the Department or each NPO working with the Department. Follow up and resolve management of duplicate records accurately, both For local and provincial cleanup. Assist with the indexing and scanning of files. Liaise and report progress accurately to Supatsela Business Integration Manager and local back scanning manager. |
| <u>ENQUIRIES</u> | : | Ms. T. Rangaka, Tel No: (011) 355 7745 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/107</u> | : | <u>ADMINISTRATION CLERK REF NO: 70048190</u> Directorate: Institutions |
| <u>SALARY</u> | : | R68 955 per annum (plus benefits) |
| <u>CENTRE</u> | : | Ikhaya Tini Vorster - Dunnottar |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate or equivalent qualification. Diploma or certificate in computer literacy. Secretarial skills. Computer literacy: MS Word, Excel and Power Point. Ability to prepare presentations, type reports and calculations. Filing skills, events, meetings, training preparations. High stress tolerance. Minimum of two years experience. |
| <u>DUTIES</u> | : | Admission and intake of patients and refer to Chief Social Worker. Handle enquiries. Perform all kinds of administration tasks in various units according to policies. Typing of all outgoing letters, reports and minutes, capturing of data on the system. Handle private telephone accounts. |
| <u>ENQUIRIES</u> | : | Mr. GP Wiggins, Tel No: (011) 734 2144 / 082 469 0585 |
| <u>CLOSING DATE</u> | : | 31 January 2008 |
| <u>POST 04/108</u> | : | <u>ADMINISTRATION CLERK (FINANCE) REF NO: 70048191</u> Directorate: Regions & Institutions |
| <u>SALARY</u> | : | R68 955 per annum (plus benefits) |
| <u>CENTRE</u> | : | In & Around Gauteng |
| <u>REQUIREMENTS</u> | : | Senior Certificate or equivalent education qualification. Knowledge of BAS, PFMA and Treasury Regulations. Numeric abilities. Good computer and office organizational skills. Good interpersonal relations and communication skills both verbally and written. Ability to work under pressure. |

DUTIES : Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions. Attend to related queries and perform other duties delegated by supervisor. Render financial administration support functions to the Region. Record movements of documents in accordance with guidelines and instructions. File documents in a way that is orderly and will enable easy access to information. Write basic letters and reports.

ENQUIRIES : Ms D Kgweedi, Tel No: (011) 355-7701

CLOSING DATE : 31 January 2008

POST 04/109 : **ADMINISTRATION CLERK: PROCUREMENT REF NO: 70048192**
Directorate: Regions & Institutions

SALARY : R68 955 per annum (Plus benefits)

CENTRE : In & Around Gauteng

REQUIREMENTS : Grade 12/equivalent. Knowledge of Procurement. Contract and Asset management. Knowledge of the PFMA and preferential procurement policy framework. Computer literacy and Numerical skills. Good interpersonal skills. Ability to accept responsibility. Valid Code 08 driver's license will be an added advantage.

DUTIES : Ensure that procurement processes are carried out effectively and efficiently within the current line structure. Handle and ensure processing of unit/cluster requisitions through RLS 01. Monitor orders and deliveries. Effective follow up mechanism, prepare, maintain and update regional procurement report. Manage contracts orders, renewals and amendments and update electronic records. Liaise with relevant service providers on matters affecting the region. Capture assets on the regional asset register 7 conduct physical inspections. Report deviations or discrepancies to management. Responsible for stock control and internal stationary requisitioning. Monthly reconciliation of requisitions against deliveries and stock control. Quality control services/deliveries and report on any deficiencies or discrepancies.

ENQUIRIES : Ms. D Kgweedi, Tel No: (011) 355- 7701

CLOSING DATE : 31 January 2008

DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS

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 04/110 : **CONTROL WORKS INSPECTOR (BUILDING) REF NO.70048253**
Directorate: Maintenance

SALARY : R157 686 per annum (plus benefits)

CENTRE : Pretoria Region

REQUIREMENTS : National Diploma in Building T and N stream. Experience in supervising and project management. Excellent verbal and written communication skills. Computer literacy: ms word and excel. Valid driver's license. Knowledge of maintenance and capital works in the public sector with specialization in the health sector.

DUTIES : Manage the building inspectorate unit. Ensure that services done by contractors comply with the relevant prescripts. Quality assurance. PMDS appraisals of junior personnel. Ensure compliance with OHS Act.

ENQUIRIES : Mr. M Khambule / Ms. M Rademeyer, Tel (012)338-3385/3460

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| <u>CLOSING DATE</u> | : | 11 February 2008 |
| <u>POST 04/111</u> | : | <u>CONTROL WORKS INSPECTOR (ELECTRICAL) REF</u> <u>NO.70048254</u> Directorate: Maintenance |
| <u>SALARY</u> | : | R196 815 per annum (plus benefits) |
| <u>CENTRE</u> | : | Springs Regional Office |
| <u>REQUIREMENTS</u> | : | National Diploma in Electrical (T or N stream). Valid code 08 Driver's license. Writing and Negotiation skills. Experience in electrical field. Master installation Electrician. |
| <u>DUTIES</u> | : | Compile quotations/tender documents and specification for quotations/tender purposes. Execute overall quality control of projects where government's funds are involved. Compile comprehensive technical reports and handle all relevant technical correspondence. Plan and execute maintenance on government assets. Responsible to ensure that all work adheres to the prescribed Occupational Safety Standards. Attend site inspection and site meetings. Compile payments to contractors. Manage and supervise personnel. |
| <u>ENQUIRIES</u> | : | Mr. H Duvenage, Tel (011) 360-7801 |
| <u>CLOSING DATE</u> | : | 11 February 2008 |

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

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

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

OTHER POSTS

- POST 04/112** : **DEPUTY MANAGER (2 POSTS)**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R369 000 per annum
: Cost Centre, Dundee. No. P15/2008)
: Cost Centre, Metro No. P16/2008)
- REQUIREMENTS** : *An appropriate recognized Bachelor's Degree / National Diploma or equivalent qualification in Civil Engineering, plus *A minimum of 3 years appropriate and relevant experience in budgeting and cost control, plus *A strong management background with technical and administrative skills, plus *Practical demonstration of knowledge and skills. Knowledge, Skills, Training And Competencies Required*Understanding of Public Service and Departmental policies, analysis, objective and implementation processes as well as project and financial management. *In-depth expert knowledge of financial policies, procedures and practices including administrative, budgeting and managerial functions. *Knowledge of Public Service reporting procedures, acts and Regulations and work environment. *Knowledge of planning and organizing. *Computer literacy. *A clear conceptual understanding of transformation within the Regional Directorate. *Knowledge and experience within a technical and engineering environment. *Knowledge of interpretation and application of policy, i.e. financial, administrative, technical, etc. *Research, policy formulation and managerial skills. *Problem solving and analytical thinking skills. *Strategic planning and co-ordination skills. *Team building skills. *Well-developed verbal and written communication skills including the ability to network. *Project and Financial management skills. *Motivation skills. *The ideal candidate should show a demonstrated interest in technical,

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| | engineering, financial, administrative and related fields. *He/she should also be an innovative thinker, be receptive to ideas and suggestions, be accurate, creative/innovative, a total quality controller, have honesty and integrity, believe in openness and transparency and be reliable. |
| <u>DUTIES</u> | : *Render advice/guidance/assistance in respect of the application of policies and programmes specifically relating to matters of a monetary (budget) and departmental nature. *Timeous and correct dissemination and gathering of information, including those related to computer based information systems. *Accurate and informative liaison with all relevant officials and role-players. *Availability and compilation of statistics applicable to the Department (Financial, etc.). *Organising all activities in such a manner that all organizational goals are achieved in the most effective manner for all Cost Centres within the Region. *Ensure management and staff are correctly advised and assisted as well as take corrective measures to ensure compliance thereto. *Determine the most efficient and effective work procedures and methods required in order to achieve Regional and subsequently Departmental goals and objectives. *Represent the Region at various meetings/forums pertaining to cost control and elsewhere when required. *Monitor and ensure quality control with regard to the various activities carried out within the various Cost Centres. |
| <u>ENQUIRIES</u> | : Dundee Mr S Mothilal Tel. No.: 034 312 611 Metro Mr S Majola Tel No.: 0317002222 |
| <u>FOR ATTENTION</u> | : Ms S M Nell |
| <u>CLOSING DATE</u> | : 11 February 2008 |
| <u>NOTE</u> | : It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/113</u> | : <u>SENIOR PROJECT CO-ORDINATOR (4 POSTS)</u> <i>Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.</i> |
| <u>SALARY CENTRE</u> | : R196 815 per annum : Durban Region (Ref. No. P 17/2008) : Pietermaritzburg Region (Ref. No. P 18/20087) : Ladysmith Region (Ref. No. P 19/2008) : Empangeni Region (Ref. No. P 20/2008) |
| <u>REQUIREMENTS</u> | : *A minimum of 4 years Civil Engineering Degree along with registration or eligibility for registration as Professional Engineer/Professional Technologist Engineering. *A minimum of 5 years proven experience. *Valid Code EB driver's license. Knowledge, Skills, Training And Competencies Required: *Specialized knowledge of engineering materials required in the building and design of roads and structures. *Computers Literacy. *Planning and organizing. *Norms and standards. *Construction and maintenance of roads. *Financial matters-measurements, checking invoices. *Project Management, Design-roads, pavement and structures. *Analytical thinking, Interpersonal Relations, Facilitation, Numeric. *Record keeping and filing report writing, Public speaking, Chairing meetings. *Tender documents and tendering procedures, Schedule of tenders, Tender report/Adjudication. *Innovation, Organisation, Management, Leadership. *Computer literacy. *Innovative thinker, Receptive to suggestions and ideas. *Logical, Responsible, Team builder. |
| <u>DUTIES</u> | : *Provide specialist advice with regard to technical services to internal staff and contractors. *Execute business plans in connection with the Regions requirements with regard to reseat, rehabilitation and reconstruction of road and structures. *Prepare and manage contracts to stay within budget. *Ensure the capturing of all relevant information on the Project Information Managements system for management/record purposes. *Manage the resources within the component. |
| <u>ENQUIRIES</u> | : Empangeni Region: Mr L X K Mtambo, Tel. No.: 035 – 787 1442 Ladysmith Region: Mr S Mothilal, Tel. No.: 036 – 638 4400 Pietermaritzburg Region: Mr W Bennett, Tel. No.: 033 – 845 5800 |

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| <u>FOR ATTENTION</u> | : | Durban Region: Mr S C Majola, Tel. No.: 031 – 700 2222 |
| <u>CLOSING DATE</u> | : | Mrs S M Nell |
| <u>NOTE</u> | : | 11 February 2008 |
| | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/114</u> | : | <u>ASSISTANT MANAGER: ASSET MANAGEMENT (REF. NO. P 21/2008)</u> |
| <u>SALARY</u> | : | R196 815 per annum |
| <u>CENTRE</u> | : | Head Office, Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | <p>* An appropriate recognised Bachelor's Degree / National Diploma or equivalent qualification in Finance or Commerce field, plus. * A minimum of 3 years appropriate experience in Inventory and / or Asset Management Control, plus. * A valid Code EB Driver's licence.. Knowledge, Skills, Training and Competencies required: * Understanding of Inventory and Asset Management policies, procedures and implementation processes. * Overall understanding of departmental policies, procedures, systems and processes. * Understanding of the Financial Management and Inventory and Asset Management systems and the PFMA requirements. * Understanding of departmental reporting and record keeping procedures. * Interpretation and application of policies and Practice Notes. * Problem solving and analytical thinking skills. * skills. * Understanding of all aspects of the business process-including analysis, design, management and re-engineering. * Understanding of how to drive successful change in the Department. * Excellent written and oral communication skills. * Must be a self starter and team player. * Ability to manage multiple responsibilities simultaneously. * Computer literacy. * Communication skills,. * Accounting skills. * Demonstrate a willingness to develop staff. * demonstrate an interest in the Asset Management field. * Demonstrate leadership qualities. * Receptive to ideas and suggestions. * The ideal candidate should be a high performer, dynamic, passionate, confident, creative and innovative, accurate reliable, open and honest. * He / she should also have strong work ethic-with a sense of urgency to get the right things done and must be capable of working under deadline pressure</p> |
| <u>DUTIES</u> | : | <p>* Establish, implement and maintain appropriate systems, policies and procedures to ensure effective, efficient and economical management of the Department's assets. * Ensure compliance with the provision of all related statutes, regulations and framework (eg. PFMA, Treasury Regulations, etc.) with regard to assets and adherence to reporting requirements relating to assets in annual financial statements. * Overall responsibility and accountability for Asset Management – monitor and control the reconciliation of the Fixed Asset Register – monitor and control the reconciliation of the Standard Stock accounts – update and maintain the Head Office Fixed Asset Register (FAR) and reconciliation between the regional FAR's on a monthly basis – co ordinate and monitor regular asset counts. * Manage and control departmental assets – infrastructural Assets (Roads), Mechanical Plant, Official Vehicles, Inventory in departmental stores, Furniture and equipment, Firearms and Land and buildings. * Ensure proper risk management planning in respect of Departmental Assets.</p> |
| <u>ENQUIRIES</u> | : | Ms B Nogwanya, Tel. No.: 033 – 355 8737 |
| <u>FOR ATTENTION</u> | : | Mr R Marillier |
| <u>CLOSING DATE</u> | : | 15 February 2008 |
| <u>NOTE</u> | : | It is the intention of this Department to fill this post with a person from the disabled community or a female. |
| <u>POST 04/115</u> | : | <u>CHIEF PROVINCIAL INSPECTOR (REF. NO. P04/2008)</u> |
| <u>SALARY</u> | : | R157 686 per annum |
| <u>CENTRE</u> | : | Road Traffic Inspectorate, Midway |
| <u>REQUIREMENTS</u> | : | <p>* A Senior Certificate, plus. * Successful completion of the Traffic Officer's Diploma, plus. * A minimum of 3 years supervisory experience in the Traffic law Enforcement environment, plus. * A</p> |

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| | valid Code B Driver's licence... Knowledge, Skills, Training and Competencies required: * * Sound knowledge and understanding of legislation, policies, delegations, regulations, practice notes, PFMA, Labour Relations Act and the Road Traffic Act... * Understanding the Departments vision, values, objectives, structure etc... * Knowledge of general administrative procedures and human resources. * Knowledge of Financial Management: BAS, procurement, provisioning and state money control. * Computer literacy. * Knowledge of Asset Management. * Knowledge of departmental service delivery programmes. * Ability to interpret and apply legislation and policy. * Problem solving, analytical and innovative thinking skills. * Well developed written and verbal communication skills. * Interpersonal relations. * Planning, organizational, management, co-ordination, presentation, facilitation and training skills. * The ideal candidate must be committed to organisational objectives, projects and programs, be improvement / development orientated and pay attention to detail. He / she must be self disciplined, dedicated, responsible, honest, creative, energetic, enthusiastic, empathetic, trustworthy, innovative and a team player. |
| <u>DUTIES</u> | : * Manage and control the financial and procurement functions according to the PFMA, treasury regulations and relevant practice notes within the station. * Manage and control the patrol and administration staff. * Develop all staff within the Road Traffic Inspectorate, Estcourt and ensure that all procedures and regulations are adhered to. * Manage and control general conduct and output of all staff within the station. * Ensure effective service delivery within the station to the public |
| <u>ENQUIRIES</u> | : Mr S Mothilal, Tel. No.: 036 – 638 4400 |
| <u>FOR ATTENTION</u> | : Mr R Marillier |
| <u>CLOSING DATE</u> | : 11 February 2008 |
| <u>NOTE</u> | : It is the intention of this Department to fill this post with a female. |
| <u>POST 04/116</u> | : <u>SENIOR ARTISAN SUPERINTENDENT (2 POSTS)</u> |
| <u>SALARY</u> | : R157 686 per annum |
| <u>CENTRE</u> | : Cost Centre, Dundee (REF. NO P 01/2008) Cost Centre, Eshowe (REF. NO P 02/2008) |
| <u>REQUIREMENTS</u> | : *An appropriate National Diploma (T/S/N- stream) in the mechanical engineering field with a minimum of 3 (three) years experience in the field of preventative maintenance and repairs of Earthmoving Equipment Plant such as Bulldozers, Graders, Excavators, TLBs and Trucks. OR *An appropriate N4 mechanical certificate plus a Trade Diploma either in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic, Diesel Fitter Mechanic, Automotive Fitter Mechanic or Tractor Mechanic with a minimum of six(6) years relevant experience on Earthmoving Equipment Plant (Heavy Plant) such as Dozers, Graders, Loaders, Excavators, TLB and Trucks. *A valid Code C1 drivers licence. Knowledge, Skills, Training and Competencies Required: *In-depth knowledge of maintenance and repairs of plant and equipment. *A wide knowledge of Oil Analysis programme. *Knowledge of Road Traffic and Road Transportation Legislation. *Knowledge of Dangerous Goods Regulations. *Knowledge of transport regulations. *Sound knowledge of Occupational Health and Safety Act (OHS). *Knowledge of Environmental Conservation Act. *Sound knowledge of administrative process. *Sound knowledge of procurement procedures. *Sound knowledge of delegation of authority. *Sound knowledge of disciplinary procedures/ Labour relations *Sound knowledge of PMDS procedures. *Knowledge of PFMA. *Knowledge of Microsoft Windows based computer programmes. *Knowledge of PJC computer programme. *Literacy and Numeracy skills. *Driving skills (Certificate of competency). *Operating equipment skills. *Basic language skills. *Computer literacy skills. *Typing skills. *Project management skills. *Financial management skills. *Training and mentorship skills. *First aid skills to attend to minor injuries. *Ability to interpret and apply policies. *Negotiating skills. * Analytical and innovative skills. * Problem solving skills. * |

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| | | Accurate diagnosis of defects. *Accurate interpretation of oil analysis returns. * Supervisory/ Management skills. *Planning and organizing skills. *Interpersonal skills.0 |
| <u>DUTIES</u> | : | Manage the preventative maintenance and repair programme of plant, equipment and vehicle. *Conduct mechanical administrative functions of plant relating to the mechanical division. *Provide specialist advice, guidance and ensure policy development to comply with the OHS Act and Environment Act. * Manage the mechanical budget allocations and expenditure at the Cost Centre level *Manage human resources in terms of prescribed policies and procedures. * Manage mechanical projects within the Cost Centre. |
| <u>ENQUIRIES</u> | : | Mr M P Ntuli (Cost Centre, Dundee), Tel. No: 036- 3684400/56 Mr L X K Mtambo (Cost Centre, Eshowe)Tel.No.:035 7871442 |
| <u>FOR ATTENTION</u> | : | Ms P B Gumede |
| <u>CLOSING DATE</u> | : | 11 February 2007 |
| <u>NOTE</u> | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/117</u> | : | <u>ASSISTANT MANAGER: MATERIAL TESTING (REF. NO P03/2008)</u> |
| <u>SALARY</u> | : | R157 686 per annum |
| <u>CENTRE</u> | : | Regional Manager's Office, Ladysmith |
| <u>REQUIREMENTS</u> | : | * A Degree / National Diploma in material testing, Civil Engineering or equivalent qualification. *A minimum of 3 years in technical / scientific experience. *A valid driver's licence (Minimum code B). Knowledge, Skills, Training and Competencies Required: Knowledge of standards and procedures as per TMH/TRH/COLTO/SABS. *Knowledge of laboratory equipment. *Knowledge of legislation and regulations governing the use of nuclear density testing devices. *Knowledge in safety and training. *Knowledge of planning and co-ordinating. *Knowledge of computers. * Knowledge in completion of materials As Built Data Sheets, materials report and recommendations. * Knowledge of human resource matters. *Knowledge of general administrative functions. *Knowledge of Engineering material testing. *Design skills. * Communication skills (verbal and written). * Good interpersonal skills e.g. discipline, tack, conflict etc. *Problem solving skills. * Management skills. *Computer literacy. *Report writing skills. *Organizing and planning skills. * The candidate should be able to work independently and as a team, reliable, responsible, honest and have integrity. He/ She should also be loyal, dedicated, open, transparent, decisive, neutral and culturally aware. |
| <u>DUTIES</u> | : | *Provide a materials investigation service. * Provide a materials process and acceptance control service. * Manage the materials component resources. *Provide a materials design and recommendation service. *Provide materials input on all Regional infrastructure planning. |
| <u>ENQUIRIES</u> | : | Mr S Mthlhal, Tel. No: 036- 6384400 |
| <u>FOR ATTENTION</u> | : | Ms P B Gumede |
| <u>CLOSING DATE</u> | : | 04 February 2007 |
| <u>NOTE</u> | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/118</u> | : | <u>CHIEF INDUSTRIAL TECHNICIAN: GROUND SURVEY (REF. NO P 06/2008)</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Regional Manager's Office, Ladysmith |
| <u>REQUIREMENTS</u> | : | *Degree / National Diploma in Survey or equivalent qualification. *Minimum of 3years technical / scientific experience; plus *A valid drivers license (minimum code B). .Knowledge, Skills, Training And Competencies Required: *Knowledge of Land Survey Act 8 of 1997 and Survey Regulations as well as all amendments. *Knowledge of Technical Manual for Highways (TMH11) and specifications supplied by technical experts. *Knowledge of Professional and Technical Surveyors Act regarding registration, training requirements of all |

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| | students. *Knowledge of design specifications. *Knowledge of environmental legislation. *Good written and communication skills. *Leadership and research skills. *Computer skills. *The ideal candidate should be teamwork orientated, thorough, innovative and have enthusiasm. |
| <u>DUTIES</u> | : *Manage resources within the component. *Supervise volume calculations for construction of roads and quarries. *Plan mapping services for the construction and rehabilitation projects, local road projects, road structures and quarries for the Cost Centre and its consultants. *Manage road logging requirements and quarries, provincial road declarations and de-declarations, district road network and information maintenance, accesses and encroachment applications and control. *Manage survey and design survey for construction and rehabilitation projects. Manage Global Positioning systems services. *Compile cadastral information. |
| <u>ENQUIRIES</u> | : Mr S Mothilal, Tel. No: 036- 638 4400 |
| <u>FOR ATTENTION</u> | : Mr B Hornsby |
| <u>CLOSING DATE</u> | : 11 February 2008 |
| <u>NOTE</u> | : It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/119</u> | : <u>CHIEF INDUSTRIAL TECHNICIAN (REF. NO P 07/2008)</u> |
| <u>SALARY</u> | : R132 054 per annum |
| <u>CENTRE</u> | : Cost Centre, Eshowe |
| <u>REQUIREMENTS</u> | : *Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of standards and procedures as per TMH/TRH/COLTO/SABS. *Knowledge of laboratory equipment. *Knowledge of safety regulations. *Knowledge of planning and co-ordination. *Knowledge of training. *Knowledge of departmental reporting structure. *Knowledge of legislation, policies, procedures pertaining to the Public sector. *Knowledge of service delivery programme. *Computer literacy. *Knowledge of completion of materials As Built Data sheets, materials reports and recommendations. *Knowledge of Human Resource matters. *Knowledge of general admin procedures and policies. *Ability to interpret legislation / policies and procedures. *Good verbal and written communication skills. *Good interpersonal and problem solving skills. *Management and report writing skills. *Organizing, planning and motivating skills. *The ideal candidate should have the ability to work independently and as part of a team and should have cultural awareness. *He / she should also be reliable and responsible, have honesty and integrity, be loyal and dedicated, open and transparent and decisive and nuetral. |
| <u>DUTIES</u> | : *Co-ordinate, plan and control the work of laboratory staff and give training. *Ensure quality control by arranging the sampling and testing of materials according to materials standards. *Prospect / negotiate / sample / compile results of borrow-pits / quarries. *Maintain equipment and vehicles in good serviceable condition. |
| <u>ENQUIRIES</u> | : Ms B H Dlamini, Tel. No: 035- 474 2031 |
| <u>FOR ATTENTION</u> | : Mr B Hornsby |
| <u>CLOSING DATE</u> | : 11 February 2008 |
| <u>NOTE</u> | : It is the intension of this department to fill this post with a person from the disabled community or an african female. |
| <u>POST 04/120</u> | : <u>CHIEF INDUSTRIAL TECHNICIAN (2 POSTS)</u> |
| <u>SALARY</u> | : R132 054 per annum |
| <u>CENTRE</u> | : Cost Centre, Hluhluwe (Ref. No. P 09/2008) Area Office, Newcastle (Ref. No. P 09/2008) |
| <u>REQUIREMENTS</u> | : *Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. |

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| | | <p>*Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. *The ideal candidate should be a team builder, responsible, conscientious and lead by example. *He / she should also be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.</p> |
| <u>DUTIES</u> | : | <p>*Provision of advise and assistance with regard to technical related matters to staff in order to develop and execute business plan in line with Departmental Strategy. *Assist the Control industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise / manage materials and services effectively (quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in house teams. *Assist in the control and maintenance of computer based information systems there by providing accurate and timeous information.</p> |
| <u>ENQUIRIES</u> | : | <p>Ms T K Maphumulo (Hluhluwe), Tel. No: 035- 562 0261 Mr S Mothilal (Newcastle), Tel. No: 036- 638 4400 Mr B Hornsby</p> |
| <u>FOR ATTENTION</u> | : | |
| <u>CLOSING DATE</u> | : | 11 February 2008 |
| <u>NOTE</u> | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/121</u> | : | <u>CHIEF INDUSTRIAL TECHNICIAN (REF. NO P 10/2008)</u> |
| <u>SALARY</u> | : | R132 054 per annum |
| <u>CENTRE</u> | : | Cost Centre, Eshowe |
| <u>REQUIREMENTS</u> | : | <p>*Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of budget, expenditure and business plan. *Knowledge of legislation, policies, regulations, procedures and methods pertaining to the public sector. *Knowledge of project management. *Working knowledge of administrative procedures. *Knowledge of procurement processes. *Knowledge of technical matters in a civil engineering environment. *Knowledge of construction and management. *Project and conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good verbal and written communication skills. *Public speaking, presentation and facilitation skills. *Planning and organizational skills. *Interpersonal relations skills. *Ability to chair meetings. *Good organizational management and leadership skills. *The ideal candidate should be committed to organizational values, a team builder, responsible, conscientious and patient. *He / she should also lead by example, be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.</p> |
| <u>DUTIES</u> | : | <p>*Provision of advise and assistance with regard to technical related matters to staff in order to develop and execute business plan in line with Departmental Strategy. *Assist the Cost Centre Manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise / manage materials and services effectively (quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in house teams. *Assist in the control and maintenance of computer based information systems there by providing accurate and timeous information.</p> |
| <u>ENQUIRIES</u> | : | <p>Ms B H Dlamini, Tel. No: 035- 474 2031 Mr B Hornsby</p> |
| <u>FOR ATTENTION</u> | : | |
| <u>CLOSING DATE</u> | : | 11 February 2008 |
| <u>NOTE</u> | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/122</u> | : | <u>SENIOR INDUSTRIAL TECHNICIAN (P 11/2008)</u> |
| <u>SALARY</u> | : | R106 355 per annum |
| <u>CENTRE</u> | : | Area Office, Vryheid |

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| <u>REQUIREMENTS</u> | : | *Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. *The ideal candidate should be a team builder, responsible, conscientious and lead by example. *He / she should also be receptive to ideas and suggestions and believe in fairness. |
| <u>DUTIES</u> | : | *Assessing projects for the business plan in line with Departmental strategies. *Support the Chief Industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Efficient and effective training and developing of Vukuzakhe contractors and Trainee Technicians. *Ensure fair tender procedures with regard to assessment, estimates, workshop adjudication and implementation. *Assist in the maintenance of computer based information systems thereby providing accurate and timeous information and reports. *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. |
| <u>ENQUIRIES FOR ATTENTION</u> | : | Mr M A Biyela, Tel. No: 034- 980 0401 |
| <u>CLOSING DATE</u> | : | 11 February 2008 |
| <u>NOTE</u> | : | It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/123</u> | : | <u>SENIOR INDUSTRIAL TECHNICIAN (PROJECT IMPLEMENTATION)</u> <i>Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply</i> |
| <u>SALARY CENTRE</u> | : | R106 335 per annum |
| <u>REQUIREMENTS</u> | : | Area Office, Newcastle An appropriate Bachelor's Degree/National Diploma in Civil Engineering or equivalent qualification, plus *1 year appropriate experience. *A valid code B driver's license Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy skills. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. |
| <u>DUTIES</u> | : | *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. * Assessing projects for the business plan in line with Departmental objectives. Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessment, estimates, and workshop, adjudication and implementation of projects. |
| <u>ENQUIRIES FOR ATTENTION</u> | : | Mr S Mthlhal Tel. No.: 036 – 638 44108633 |
| <u>CLOSING DATE</u> | : | Ms A Mncwabe |
| <u>NOTE</u> | : | 11 February 2008 It is the intension of this department to fill this post with a person from the disabled community or an African female. |
| <u>POST 04/124</u> | : | <u>SENIOR INDUSTRIAL TECHNICIAN (4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R106 355 per annum |
| | : | Area Office, Utrecht (Ref. No. P 12/2008) |
| | : | Area Office, Umshwathi (Ref. No. P 13/2008) |
| | : | Cost Centre, Eshowe (2 Posts) (Ref. No. P 14/2008) |

REQUIREMENTS

: *Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. *The ideal candidate should be a team builder, responsible, conscientious and lead by example. *He / she should also be receptive to ideas and suggestions and believe in fairness.

DUTIES

: *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects.

ENQUIRIES

: Mr D Madlala (Utrecht), Tel. No: 034- 328 4000
Mr B Mckenzie (Umshwathi), Tel. No: 033- 387 2320
Ms B H Dlamini (Eshowe), Tel. No: 035- 474 2031
Mr B Hornsby

FOR ATTENTION**CLOSING DATE**

: 11 February 2008

NOTE

: It is the intension of this department to fill this post with a person from the disabled community or an African female.

ANNEXURE N

PROVINCIAL ADMINISTRATION: WESTERN CAPE DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : PO Box 6617, Roggebaai, 8012, Or 2nd Floor, 35 Wale Street, Cape Town
FOR ATTENTION : Ms P Leyland
CLOSING DATE : 12 February 2008, (Applications received after the closing date and faxed copies will not be considered).

OTHER POST

POST 04/125 : **CENTRE MANAGER: VREDENBURG TRAFFIC CENTRE**

SALARY : R 157 686 per annum
CENTRE : Vredenburg Traffic Centre, Western Cape
REQUIREMENTS : A Senior Certificate or equivalent qualification • Traffic Diploma with extensive appropriate management experience of a Traffic Law Enforcement • A valid drivers license • a clear criminal record. Skills And Competencies: • ability to work under pressure, flexi hours and travel • implementation of Batho Pele principles • knowledge of all relevant legislation • basic knowledge of community dynamics and cultural diversity • good organizing, networking, organizational and strategic/ operational planning skills • experience in Human Resources Management, PFMA, Asset Management, Public Administration and Traffic Law Management
DUTIES : • manage traffic center and law enforcement operations • maintain the traffic contravention data base (TCS) • report on all traffic law enforcement issues and advise the Directorate: Traffic Law Enforcement on traffic safety matters • develop and maintain a visible traffic policing strategy • facilitate meetings with other strategic partners • determine traffic law enforcement priorities, needs analysis and the development of environmental analysis • management of human resources at the centre • responsible for the implementation of minimum norms and standards • responsible for financial management • responsible for all state assets at the centre • implementation of the vision, mission and objectives of the Directorate: Traffic Law Enforcement • ensure effective overload control management
ENQUIRIES : Mr PR Curran, Tel (021) 483 4445

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 04/126 : **SPECIALIST (ANAESTHESIOLOGY)**

SALARY : Remuneration package: R311 358 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Must have fulfilled all the requirements for registration with the Health Professions Council of South Africa as Specialist Anaesthesiologist. FCA(SA) or M.Med Anaesthesia or equivalent qualification is essential. Recommendations: Publications and research would enhance the eligibility of a candidate.

DUTIES : Regular clinical anaesthesia and attendance to night, weekend and holiday calls. Specialist anaesthetic care to patients at all hospitals serviced by the Department of Anaesthesia. After-hour cover in accordance with the overtime contract. Supervision of Registrars in training. Participation in ICU, pain clinics and other departmental activities. Teaching of Registrars and Medical Officers in training as well as medical students as required. Research duties.

ENQUIRIES : Prof J Thomas, Tel no (021) 658-5003

APPLICATIONS : The Chief Executive Officer, Red Cross War Memorial Children's Hospital, Private Bag X 5, Rondebosch, 7700

FOR ATTENTION : Ms C Bulak

CLOSING DATE : 8 February 2008

POST 04/127 : **ADMINISTRATIVE OFFICER (PERSONNEL)**
(Boland/Overberg Region)

SALARY : R106 335 per annum

CENTRE : Ceres Hospital, Ceres

REQUIREMENTS : Senior (or equivalent) Certificate plus appropriate experience in Personnel and Human Resource Management in all aspects of personnel and salary administration. Computer literacy (MS Word, Excel). Good knowledge of Personnel and Salary Administration (PERSAL). Valid driver's licence. Ability to communicate verbal and written in at least two of the three official languages of the Western Cape. Recommendations: Ability to work under pressure. Knowledge of the SPMS system. Supervision experience. Financial management skills. A three-year degree (or equivalent) in Human Resource Management.

DUTIES : Implementation and monitoring of the relevant policies, procedures, prescripts with regard to personnel, appointments, salary, leave, auditing and administration in general as applicable in a staff office. Administer and ensure effective and efficient implementation of the Staff Performance Management System (SPMS). Provide in-service training of personnel within the relevant section. Render assistance to management and support services. Implementation of disciplinary and grievance procedures as well as relevant Labour Relations matters. Assist with the co-ordination of all skills training required of the Institute and attendance of regional meetings. Relieve the Senior Administrative Officer when necessary.

ENQUIRIES : Ms MJ van den Heever, Tel no. (023) 316-9600

APPLICATIONS : The Director, Boland/Overberg Region, Private Bag X3079, WORCESTER, 6849

FOR ATTENTION : Ms MM Janse van Rensburg

CLOSING DATE : 22 February 2008

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.

APPLICATIONS : The Director: Human Resource Management and Administration, Private Bag X 9083, CAPE TOWN, 8000

FOR ATTENTION : Ms S Marthinus

CLOSING DATE : 8 February 2008

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

POST 04/128 : **DEPUTY DIRECTOR: MUNICIPAL REGIONAL SUPPORT (2 POSTS) (REF NO L018/08)**

Component Directorate: Municipal Support and Capacity Building
Sub-directorate: Municipal Regional Support

SALARY
CENTRE
REQUIREMENTS

All-inclusive flexible remuneration package of R311 358 per annum.
Cape Town
The formal qualification requirement for these posts is an appropriate B. degree (or equivalent qualification) plus extensive appropriate experience. A valid code B (manual) driver's licence will serve as a further job requirement. The following will serve as recommendations: • Knowledge of local government legislation • Knowledge of the 5 key performance areas for local government, monitoring and reporting procedures • Knowledge and experience of project management • Computer literacy in MS Office and GroupWise • Good verbal and written communication skills in at least two of the official languages of the Western Cape.

DUTIES

The successful candidates will be responsible for the following duties: • Development, implementation and monitoring and evaluation of a district municipal capacity plan • Support municipalities to develop, establish and strengthen municipal systems • Enhancing the capacity of municipalities in terms of scarce skills • Engagement of national and sector departments in co-operative planning and delivery support for municipalities • Promote the enhancement of the professionalization and leadership capacity within municipalities • Facilitate and co ordinate the hands-on support initiatives with sector departments on the implementation of basic services, local economic development, integrated human settlements and financial viability and management • Participating in the strategic planning processes of the Department • Supervision and development of staff • Ensure the effective utilisation of financial resources.

ENQUIRIES

Ms F Gxabuza at (021) 483-4039

POST 04/129

DEPUTY DIRECTOR: ANTI-CORRUPTION (REF NO L019/08)

Component: Directorate: Legislation
Sub-directorate: Anti-corruption

SALARY
CENTRE
REQUIREMENTS

All-inclusive flexible remuneration package of R311 358 per annum.
Cape Town
The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus extensive experience in a legislative environment. The following will serve as recommendations: • Knowledge of the Constitution as well as housing and local government dispensation legislation • Knowledge of programme and project management • Knowledge and ability to read the political environment of the Western Cape • Proven knowledge and experience of anti-corruption policies and codes • Experience in human resources as well as financial management • excellent research skills • Conflict and interface management skills • Analytical thinking, planning and process design skills • Must be innovative, pragmatic, creative, self motivated and have the ability to deal with ambiguity and uncertainty • Computer literacy in MS Office and GroupWise • A valid Code B (manual) driver's licence • Good written and verbal 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: • Raise awareness of corruption issues in line with the Department of Provincial and Local Government's (DPLG) Anti-

corruption Strategy • Develop guidelines / policies in accordance with national anti-corruption strategy • Develop appropriate courses and materials for both political and administrative staff around corruption • Provide training sessions on corruption issues and the DPLG's Anti-corruption Policy • Evaluate allegations and investigate allegations of corruption • Co-ordinate and facilitate investigations • Provide inter-governmental relations (IGR) legal advice and support • Advise on all corruption litigation matters in consultation with the Legal Services Branch • Give effect to findings and recommendations • Provide support to develop systems to prevent further corruptions (policies / processes) • Identify and implement interventions to build the capacity of the institution • Report back to Parliamentary Oversight Bodies, such as the Standing Committee On Public Accounts (SCOPA) • Define and review on a continuous basis the purpose, challenges, objectives and priorities of the Sub directorate • Be actively involved in the strategic planning processes of the Department • Identify gaps in legislation/policies with regards to dealing with cases and seek solutions thereto • Supervision and development of staff • Exercise control over the budget and ensure the effective utilisation of financial resources.

ENQUIRIES

:

Mr BJ Brewis at (021) 483-3113