



DATE OF ISSUE: 01 FEBRUARY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 05 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 **03 MARCH 2008**

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ANNEXURE A

DEPARTMENT OF AGRICULTURE

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

APPLICATIONS : ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113.
FOR ATTENTION : ITP Response Handling
CLOSING DATE : 18 February 2008
NOTE : Applications must be accompanied by Z 83 and a recent updated comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. All qualifications will be verified. Successful candidates will be appointed on a probation period of 12 months

OTHER POSTS

POST 05/01 : **DEPUTY DIRECTOR: ANIMAL PRODUCTION (REF 39/2008)**
Directorate: Grootfontein Agricultural Development Institute

SALARY : R311 358 per annum Inclusive packages
CENTRE : Middelburg (Eastern Cape)
REQUIREMENTS : A M. Sc Degree in Agriculture in the field of Animal Science. Extensive experience related to Agricultural Education, Training and Research. Experience in management of staff, budgets and other resources. Excellent proven writing skills related to papers published in peer reviewed scientific journals. Computer literacy with regard to word processing, spreadsheets, databases, graphic and statistical software packages. Excellent communication and presentation skills.

DUTIES : Head the Animal Production Management and coordination of the training programme of the Animal Production together with the College Principal. Management and coordination of the animal production research programme of the institute together with the Head of Research of the institution. Establishment and maintenance of links with clients as a forum for the identification of needs (this is done in the form of organising and attendance of relevant meetings, representation on committees and participation in work groups). Plan and initiate appropriate courses and projects to address the needs of clients. To execute quality control over the training and research activities of the Animal Production unit. Assist scientists with analysis and interpretation of research data. Supply of advice through telephonic or written correspondence. Presentations and talks on information days such as subject advisory and liaison committee meetings as well as farmers days and farmers associations days on request. Deliver talks to visiting groups to GADI. Responsible for quality assurance of all publications by the unit in popular and scientific magazines. Progress reports and annual reports. Papers and posters at national and international conferences and symposia. Budgeting and expenditure control.

ENQUIRIES : Mr. T. Herselman, Tel. No. 049-842-1113

POST 05/02 : **IN-SITU OFFICER (REF 40/2008)**
Directorate: Genetic Resources Management

SALARY : R132 054 per annum
CENTRE : Gene Bank, Roodeplaat

<u>REQUIREMENTS</u>	:	A B. Sc Degree in Agricultural Science or B.Tech with specialisation in Crop Science, Botany or Genetics. Relevant experience in working with Extension and local communities. In depth knowledge of the plant morphology, population genetics, plant breeding and documentation systems related to the in-situ conservation of plant genetic resources for food and agriculture. Computer literacy (MS Office). Good communication (verbal and written) skills in English. A valid driver's licence and the ability to drive. Be prepared to travel countrywide to carry out duties.
<u>DUTIES</u>	:	Implementation of in-situ conservation strategies, including on-farm projects for long term conservation of landraces. Monitoring of on-farm conservation projects as directed by the In-Situ Conservation Specialist. Contribute towards the functions of the IKS Policy through the characterisation of biological resources and practices of local communities. Assist the In-Situ Conservation Specialist with maintaining a database on the status of on-farm conservation projects of crops species as well as activities that promote their cultivation, like seed diversity fairs to facilitate exchange of genetic material and prevent social losses. Assist the In-Situ Conservation Specialist with maintaining an on-farm database for crop species and other mandate species in existing reserves as well as wild crop relatives. Assist the collection officer in the collection of all plant genetic resources for food and agriculture (landraces, wild relatives and endangered medicinal plants) from all ecological zones. Assist in characterisation, multiplication and regeneration activities of the National Gene Bank.
<u>ENQUIRIES</u>	:	Mr. A. Lezar, Tel. No. 012-808-5387
<u>POST 05/03</u>	:	<u>DOCUMENT SECURITY AND RISK MANAGEMENT OFFICER (REF 44/2008)</u> Directorate: Security Services
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification and / or three-years post qualification. A National Intelligence Agency (NIA) Security Management Course and qualifications in Document Security and Risk Management. Extensive knowledge in Document and Risk Management practices. Investigation and presentation skills. The ability to work independently and under pressure. Computer literacy, conflict resolution, negotiation and report writing skills. Extensive knowledge of all security legislations including the MISS. Willingness to work extensive hours and must have a valid driver's licence.
<u>DUTIES</u>	:	Conduct threat and risks assessments in the department and develop/ implement security measures to prevent or minimise security risks. Investigate fraud and corrupt activities. Advise Director: Security Services on sector and departmental issues and develop a strategic intervention. Assist in the formulation of policies in the department from a security risk point of view. Develop and implement a fraud/ corruption prevention plan. Evaluate assets with specific reference to crime risks. Liaise with relevant stakeholders. Assist with the design of the training and awareness intervention within the department. Conduct staff awareness with regard to document security and risk management processes and responsibilities. Ensure the safe custody of DoA records. Promote effective, efficient and accountable management of departmental records. Conduct inspections/ audits to all directorates and registries in the department to ensure compliance with relevant legislation in terms of the MISS. Draft policies and procedures in terms of document security. Ensure proper classification, storage, handling and dispatch of documents based on the MISS. Monitor compliance to security policies and measures.
<u>ENQUIRIES</u>	:	Mr. M. Steffen, Tel. No. 012-319-7338

<u>POST 05/04</u>	:	<u>AGRICULTURAL PRODUCT TECHNICIAN (REF 41/2008)</u> Directorate: Bio Safety
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A B. Sc Degree or equivalent qualification in agricultural or biological sciences (you are required to furnish a credit certificate and/ or statement of results). Major subjects in either of the following: Biotechnology, Molecular Biology, Genetics, Microbiology or Biochemistry. Relevant experience and knowledge of the principles of biotechnology and genetic modification, including principles of risk analysis. Knowledge, understanding and ability to interpret requirements and provision of legislation, policies and other issues related to bio-safety, including the Genetically Modified Organisms Act, 1997 and the Cartagena Protocol on Bio-safety. Good communication skills (written and verbal). Good information management and record keeping skills. Ability to work independently and under pressure. Computer literacy in MS Office software. The ability to compile documents such as submissions, letters, reports, recommendations and other line function documentation independently. A valid Code B driver's license.
<u>DUTIES</u>	:	Manage the administration of permits issued in terms of the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) by determining, monitoring and reporting on compliance to permit conditions. Initiate and co-ordinate inspections of authorized GMO activities (permits) by liaising with inspection officials and facilitating the exchange of information and documents for conducting inspections. Management of GMO databases relating to the issue and monitoring of GMO permits. Providing advisory services and input on matters relating to compliance with the GMO Act, regulations and permits issued. Facilitate knowledge and information related to monitoring of GMO's in the form of compiling reports, submissions, presentations etc. Liaise with clients and relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. C. Arendse, Tel. No. 012-319-6199
<u>POST 05/05</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER (REF 38/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Directorate: Supply Chain Management, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualifications with relevant and sufficient Logistical Information Management System (LOGIS) experience. Good verbal and written communication skills. Successful completion of LOGIS I course.
<u>DUTIES</u>	:	To ensure that the procurement of goods and services comply with all Supply Chain Management processes. Verify and authorise all actions of supervised employees on LOGIS/ BAS with regard to processing of orders, stores, payments, control over assets, etc. Provide training, guidance and assist people management and development to employees.
<u>ENQUIRIES</u>	:	Ms. S. Makhaola, Tel. No. 012-319-7199
<u>POST 05/06</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 47/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Directorate: Agricultural Product Inspection Services, Beitbridge
<u>REQUIREMENTS</u>	:	Appropriate three-years Diploma/ Degree in Agriculture or B.Sc Degree in Agriculture with at least one of the following subjects as a major: Plant Production (Entomology or Pathology), Horticulture, Animal Health (you are required to furnish a copy of the academic transcript). Relevant experience in one of the related fields, A valid code B driver's licence and the ability to drive. Good communication skills with special emphasis on conflict management and basic computer knowledge and experience. Conduct inspections inter alia on trucks, in containers, etc. Be prepared to travel and work away from home/ office on short notice, work overtime during the week

<u>DUTIES</u>	:	and weekends and work irregular hours (shifts). Conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act, 36 of 1983), Animal Diseases Act 1984, (Act, 35 of 1984), Meat Safety Act, 2000(Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/ Exporters and their agents etc. Special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. Detecting unauthorised regulated goods by means of X- ray machines and safekeeping of detector dogs.
<u>ENQUIRIES</u>	:	Mr. R.E. Maisha, Tel. No. 012-319-6451
<u>POST 05/07</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER (REF 37/2008)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Relevant and sufficient experience with regards to the managing and processing of assets on Logistical Information Management System (LOGIS). Good verbal and written communication skills. Successful completion of LOGIS I course.
<u>DUTIES</u>	:	Manage stores and assets within the Department. Ensure compliance of the prescribed Supply Chain Management procedures. Provide guidance and assist with all functions on LOGIS. Verify and authorise actions of supervised employees on LOGIS, including service delivery, people management and development, training, supervising and motivation of employees. Co-ordinate stocktaking according to stocktaking programme. Manage the disposal process of assets, transito functions, etc.
<u>ENQUIRIES</u>	:	Mr. T.J. Kgorutla, Tel. No. 012-319-7272
<u>POST 05/08</u>	:	<u>HUMAN RESOURCES OFFICER (REF 28/2008)</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent Certificate. Knowledge and experience in an HR-administration environment dealing with e.g. Appointments, Transfers, Performance Management and Conditions of Service. Computer literate (proof should be submitted and skills could be tested). Knowledge of the PERSAL-System. A pre-interview test will be conducted to assess the required skills and knowledge.
<u>DUTIES</u>	:	Be responsible for the handling of various aspects pertaining to Human Resources matters, i.e. appointments, performance management, conditions of service, etc.
<u>ENQUIRIES</u>	:	Ms. M.E. Henning, Tel. No. 012-319-6940
<u>POST 05/09</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK (REF 29/2008)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualifications with relevant experience. Computer literacy. Good verbal and written communication skills.
<u>DUTIES</u>	:	Perform functions on Logistical Information Management System (LOGIS) such as stores, capture requests, placing of orders, control assets and settle payments.
<u>ENQUIRIES</u>	:	Ms. S. Makhaola, Tel. No. 012-319-7199

POST 05/10 : **SUPPLY CHAIN MANAGEMENT CLERK (4 POSTS) (REF 30/2008)**
 Directorate: Supply Chain Management

SALARY : R49 665 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent qualifications with relevant experience. Computer literacy. Good verbal and written communication skills.

DUTIES : Perform functions on Logistical Information Management System (LOGIS) such as stores, capture requests, placing of orders, control assets and settle payments.

ENQUIRIES : Mr. T.J. Kgorutla, Tel. No. 012-319-7276
 Ms. S. Makhafola, Tel. No. 012-319-7199

**COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE
(CIPRO)**

CIPRO is an equal opportunity, affirmative action employer.

CLOSING DATE : 15 February 2008

NOTE : The successful candidate will be subjected to the signing of an annual Performance and Development Agreement (PDA) and must be prepared to undergo a process of security clearance prior/ subsequent to appointment as and when required. In addition, applicants may, as part of the selection process, be expected to undergo technical/ competency assessments. A new appointment will be made on a 12 months probation period. Preference will be given to candidates whose appointment will enhance representivity in accordance with the approved employment equity plan. Qualification and SA citizenship checks will be conducted on the successful candidate. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). CIPRO reserves the right not to fill an advertised position. For more information on how to apply for this challenging post please visit our website: www.cipro.drm-za.com/

OTHER POST

POST 05/11 : **PAYROLL OFFICER (REF S60/2007/8)**
Business Unit: Finance and Procurement
Purpose of the Job: To assist with the management of the payroll process in order to ensure effective and efficient services that is compliant with legislation and meets the needs of CIPRO's employees.

SALARY : R106 335 Basic salary p/a, Total salary package per annum R149 315

REQUIREMENTS : Qualifications, Experience & Knowledge: Grade 12 with 2-3 years relevant Experience. •1-2 year's relevant experience in payroll administration. • Advanced knowledge of PFMA, Treasury regulations, SARS Tax act and DPSA policies. •MS Office. • Proficiency in Persal and ACCPAC is essential. Code 08 drivers license essential

DUTIES : Key result areas: Reporting to the Payroll Manager this position calls for an enthusiastic, action orientated individual who can successfully work independently and in a group in a highly stressed environment. Your primary responsibilities can be summarized as follows: • assist the Payroll Manager with the the control of Salaries. • Determine departmental debt for service terminations and process on PERSAL • Capture payment transactions on PERSAL • Assist with the implementation of control procedures and measures. • Clearing of suspense accounts • Handling of internal and external correspondence with regard to Salary administration • Compile reports. • Implementation of Salary deductions and amendment of stop orders. • Payment of Salary deductions to relevant institutions. • Verification of transactions on the exception report. •Processing of allowances and deductions on PERSAL • Compile monthly statistics in relation to remuneration matters. • Monthly reconciliation of the following: Tax reconciliation, Medical aid reconciliation, Home owners deduction, Housing guarantees, Motor Finance, Payrolls, Garnishees, Insurances, RSC, Levies, Pension deductions, Compliant loans, Tuition Fees, PERSAL and ACCPAC run totals as well as PERSAL and ACCPAC reconciliation. • Handle salary administration and queries, reconcile IRP5 for tax purposes. • Capturing of overtime authorizations and claims • Compile internal control procedures for overtime claims.

ENQUIRIES : Mr. Sifiso Dube 012 394 5336

DEPARTMENT OF DEFENCE

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

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. With regard to the minimum requirements in the advertisements, the following information is presented: 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 05/12 : **ASSISTANT DIRECTOR COMMUNICATION (CREATIVE MANAGER)**

**SALARY
CENTRE
REQUIREMENTS**

: R157 686 per annum
: Defence Corporate Communication, Pretoria
: A Degree/Diploma in Graphic Design/Visual Communication or Art Direction (NQF 5/6) Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, initiative-, interpersonal proficiency-, leadership- and problem solving. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Manage and co-ordinate, internally and, related aspects wrt the interactive outputs (concepts, design, art and construction) of all approved support products pertaining to Defence Corporate Communication. Scrutinize, evaluate and interpret the communication objective, to enable the aim to be achieved by the appropriate visual communication medium, within the constraint of the laws, regulations, policies and provisions of the DOD and other related external bodies. Manage and produce visual communication products, including the technical approach, creative process, specifications and quality control. Manage sub-ordinates wrt admin and budget.

**ENQUIRIES
APPLICATIONS**

: Lt Col C. Hugo, Tel: (012) 355 6322
: Department of Defence, Defence Corporate Communication, Private Bag X161, Pretoria, 0001.

CLOSING DATE

: 15 February 2008, (Applications received after the closing date and faxed copies will not be considered).

<u>POST 05/13</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	SA Army Infantry Formation (6 SAI BN), Grahamstown
<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): Extensive knowledge of HR administration and policies essential. Must have good communication-, interpersonal- and problem solving skills. Be able to function independently. Computer literate and mainframe (PERSOL) knowledge essential. 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 within the unit. 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 roll call books. Supervisory duties.
<u>ENQUIRIES</u>	:	Lt L. Tamanli, Tel (046) 622 2018
<u>APPLICATIONS</u>	:	Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/14</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III</u> (Barrack Clerk) <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, 1 SA Infantry Battalion, Bloemfontein
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Experience in log administration will be a recommendation. Special requirements (skills needed): Must have good communication- and organisational skills. Be computer literate. Be able to handle a high volume of work. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Responsible that prescriptions wrt maintenance and repair of buildings and breakages be followed. Responsible that all breakages in or outside buildings be reported to the GSB. Ensure that breakages that are not urgent be logged in the register and followed up. Up date register for small and main works in the unit. Spot checks must be done on inventories. Responsible for the accommodation of all living in members. Responsible that shortages and damages on buildings be reported to the QM. Ensure that inspections on buildings be done frequently and irregularities be reported. Manage key control.
<u>ENQUIRIES</u>	:	Capt B. Makgowe, Tel (051) 402 1307
<u>APPLICATIONS</u>	:	Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/15</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, 1 SA Infantry Battalion, Bloemfontein
<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): Be computer literate (MS Word, Power Point, Excel). Must have good organisational and communication skills. Be able to work under pressure. 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 ito prescribed rules. Proof read of documents and rectify mistakes. Ensure effective utilisation of equipment. Ensure

up keeping of stock levels for stationary. Ensure equal workload between typists.

ENQUIRIES : Capt B. Makgowe, Tel (051) 402 1307
APPLICATIONS : Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

POST 05/16 : **SENIOR ADMINISTRATION CLERK GR III**
(Command Section)
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : SA Army, 1 SA Infantry Battalion, Bloemfontein
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Previous admin/secretarial will be a recommendation. Special requirements (skills needed): Must be computer literate (MS Word, Power Point, Excel). Must have good communication- and organisational skills. Be able to work under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Handle incoming and outgoing correspondence in the section. File documents. Acknowledge receipt documents in a register. Type, proof read and rectification of documents. Ensure effective utilisation of equipment. Ensure neatness of the office. Keep the diary of the OC. Up keep stock levels for the stationary.

ENQUIRIES : Capt B. Makgowe, Tel (051) 402 1307
APPLICATIONS : Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

POST 05/17 : **SENIOR ADMINISTRATION CLERK GR III**

SALARY : R85 362 per annum
CENTRE : SA Army Infantry Formation (SA Irish Regiment), Johannesburg
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound knowledge of Reserve Force administration and policies will be a recommendation. Must have good communication and interpersonal relations skills, be able to function independently and have the ability to solve problems. Be computer literate and have mainframe experience (PERSOL). Must be able to obtain a confidential security clearance within a year.

DUTIES : Registration documents, file documents, distribute files, safe keep files and documents, archive files and retrieval of archived files. Admin of the Regiment working together with the co-coordinating centers. Process Item 10 allocation of serve force units and all the related pay admin. Process requests for transfers, promotions, extension of manday and medal admin iro reserve force members.

ENQUIRIES : Ms S.M. Yon, Tel (012) 355 1168
APPLICATIONS : Department of Defence, SA Army Infantry Formation, Private Bag X 172, Pretoria, 0001.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

POST 05/18 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III**
(Stores)
The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : SA Army Infantry Formation (6 SAI BN), Grahamstown
REQUIREMENTS : 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 and problem solving skills. Be able to function independently. Be computer literate (CALMIS). Must be able to obtain a confidential

DUTIES : security clearance within a year.
: Liaise with procurement section as well as with clients to ensure that demands for store is satisfied. Compile stock take program. Ensure that equipment is stored safely. Ensure that correct stock levels are maintained.

ENQUIRIES : Lt L. Tamanli, Tel (046) 622 2018
APPLICATIONS : Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

POST 05/19 : **SENIOR ADMINISTRATION CLERK GR III**
: The post is advertised in the DOD and broader Public Service.

SALARY : R85 362 per annum
CENTRE : SA Army Infantry Formation (6 SAI BN), Grahamstown
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Experience of registry and administration 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.

DUTIES : Compile daily strengths. Responsible for all queries iro the troops in the platoon. Responsible for the processing of all requests and documentation to the HR section, Log section, etc. Handle all typing and any other administration in the Platoon Admin Section.

ENQUIRIES : Lt L. Tamanli, Tel (046) 622 2018
APPLICATIONS : Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

POST 05/20 : **SENIOR SECRETARY GR II**

SALARY : R68 955 per annum
CENTRE : Log Agency: SAFI, Pretoria
REQUIREMENTS : NQF Level 2 - 4 Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in Secretarial or related occupation will be a recommendation. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Organising-, good interpersonal-, problem solving- and analytic skills. Ability to work independently. Have detailed knowledge of the operation/utilisation of the specific software packages. Must be able to obtain a confidential security clearance within a year.

DUTIES : Write routine notes, memo's, letters and reports. Develop and maintain an updated database of internal and external stakeholders. Handle S&T claims. Compile agendas and take accurate notes during meetings. Compile accurate minutes. Diary management, faxing and photocopying. Organise special and social functions. Receive visitors and organise refreshments where necessary. Provide high quality typing service to the Director. Deal with classified files and documents. Arrange for visitors authorisation and parking.

ENQUIRIES : Ms G. Williams, Tel: (012) 671 0049.
APPLICATIONS : Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered).

POST 05/21 : **SENIOR SECRETARY GR II**

SALARY : R68 955 per annum
CENTRE : Defence Headquarters, Pretoria.
REQUIREMENTS : NQF Level 4 preferable. A post NQF Level 4 qualification will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special

		requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Manage Director's diary and schedule. Handle Director's telephone, Internet point and other means of communication, including the payment of these accounts. Type routine notes, memoranda, letters and reports on behalf of the Director. Liaise with clients and colleagues of the Directorate in pursuit of Directorate objectives. Arrange meetings within the Directorate, the Division and the Department at all levels. Compile, manage and distribute agenda's and minutes for meetings. Distribute and collect of material on behalf of the Directorate to offices in the Department and to organisations outside the Department. Make travel and accommodation arrangements. Maintain a good filing system for the Directorate.
<u>ENQUIRIES</u>	:	Mr S.D. Dladla, Tel: (012) 355 5216
<u>APPLICATIONS</u>	:	Department of Defence, Directorate Material Resources Policy, Private Bag X910, Pretoria, 0001 or Armscor Building, Block 1 Level 5, Room 121.
<u>CLOSING DATE</u>	:	15 February 2008, (Applications received after the closing date and faxed copies will not be considered).
<u>POST 05/22</u>	:	<u>PRINCIPAL TYPIST GR I</u> (Personnel Planning and Career Management)
<u>SALARY</u>	:	R68 955 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 (Word/Excel/Presentations). Good communication skills. Have detailed knowledge of the operation, utilisation of specific software packages and departmental typing prescripts. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Acknowledge receipt of draft document in register. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typists. Ensure effective utilisation of equipment. Ensure the cleanness of equipment. Up keeping stock levels for stationery.
<u>ENQUIRIES</u>	:	Ms G. Williams, Tel: (012) 671 0049.
<u>APPLICATIONS</u>	:	Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/23</u>	:	<u>SENIOR SECRETARY GR II</u> Policy and Planning Division (Planning and Programming Directorate)
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	NQF Level 5 Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. A minimum of three years experience in Secretarial or related occupation will be a recommendation. Special requirements (skills needed): Computer literate (MS Word, PowerPoint, Access and Excel). Good interpersonal-, organising-, problem solving and analytic skills. Ability to work independently. Proficiency in at least two official languages. Have detailed knowledge of the operation/utilisation of the specific software packages. Financial management skills and experience. Good organisational skills/events management and the ability to deal with databases, presentations and financial matters will be an advantage. Must be

<u>DUTIES</u>	:	able to obtain a confidential security clearance. The candidate will be expected to do a typing test as part of the selection process. Write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures so as to improve filing, tasking and document tracking. Create various databases. Develop and maintain an updated database of internal and external stakeholders. Handle S&T claims. Handle petty cash payment. Must be able to maintain the budget cash flow information for Directorate. Arrange meetings with internal and external stakeholders. Compile agendas and take accurate notes during meetings. Compile accurate minutes. Order and purchase stationery. Diary management, faxing and photocopying. Organise special and social functions. Receive visitors and organise refreshments where necessary. Provide high quality typing service to the Director. Deal with classified files and documents. Scan newspapers and collect important clippings for Director. Arrange for visitors authorisation and parking. Contribute positively to building a high performing team within the Directorate.
<u>ENQUIRIES</u>	:	Ms L. Hammond, Tel: (012) 392 2471.
<u>APPLICATIONS</u>	:	Department of Defence, Human Resource Management, CD Human Resource Management (DCM), Private Bag X137, Pretoria, 0001
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered).
<u>POST 05/24</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II (TRANSPORT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	SA Army Infantry Formation (6 SAI BN), Grahamstown
<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. Computer literate (CALMIS). 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. Conduct frequent inspections on vehicles Ensure that all drivers are in possession of a valid SANDF drivers' license. Compile monthly statistics. Ensure history files of vehicles are kept up to date.
<u>ENQUIRIES</u>	:	Lt L. Tamanli, Tel (046) 622 2018
<u>APPLICATIONS</u>	:	Department of Defence, 6 SAI Bn, Private Bag X 1014, Grahamstown, 6140.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/25</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	SA Army Infantry Formation (6 SAI BN), Grahamstown
<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): Personnel administration experience essential. Must have good communication-, interpersonal- and problem solving skills. Be able to function independently. Computer literate and mainframe knowledge would be a recommendation. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Compile strengths. Handle applications for transfers, Arms of service transfers, etc. Handle all promotion queries. Assist with all HR administration as requested within the section.
<u>ENQUIRIES</u>	:	Lt L. Tamanli, Tel (046) 622 2018
<u>APPLICATIONS</u>	:	Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and

faxed copies will not be considered)

<u>POST 05/26</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, 1 SA Infantry Battalion, Bloemfontein
<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>	:	Capt B. Makgowe, Tel (051) 402 1307
<u>APPLICATIONS</u>	:	Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/27</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR I</u> (Storeman) <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, 1 SA Infantry Battalion, Bloemfontein
<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. Be able to function independently. 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 store is satisfied. Compile yearly 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</u>	:	Capt B. Makgowe, Tel (051) 402 1307
<u>APPLICATIONS</u>	:	Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/28</u>	:	<u>ADMINISTRATION CLERK GR II</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	SA Army Infantry Formation (6 SAI BN), Grahamstown
<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 registry and administration. Must have good communication skills and be computer literate. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Handle incoming and outgoing post. Process correspondence to the relevant sections. Process requests for transfers, promotions, ect to the HR Section. Assist with typing duties in the section. Responsible for the copying of documents.
<u>ENQUIRIES</u>	:	Lt L. Tamanli, Tel (046) 622 2018
<u>APPLICATIONS</u>	:	Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.
<u>CLOSING DATE</u>	:	21 February 2008 (Applications received after the closing date and

faxed copies will not be considered)

<u>POST 05/29</u>	:	<u>PROVISIONING ADMINISTRATION CLERK GR I (STORES)</u> The post is advertised in the DOD, broader Public Service and Media.
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	SA Army Infantry Formation (6 SAI BN), Grahamstown
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Stores experience will be a recommendation. Special requirements (skills needed): Must have good communication skills. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Assist in the co-ordination of daily support. Assist with stock taking program. Ensure that equipment is stored safely. Ensure that correct stock levels are maintained. Responsible for the copying of documents within the section and the distribution of documents to the various sections.
<u>ENQUIRIES</u>	:	Lt L. Tamanli, Tel (046) 622 2018
<u>APPLICATIONS</u>	:	Department of Defence, 6 SAI Bn, Private Bag X1014, Grahamstown, 6140.
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered)
<u>POST 05/30</u>	:	<u>GENERAL STORES ASSISTANT II</u> Logistic Support Formation (MOB CEN)
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	ABET Level 1 - 2. Special requirements/skills needed: Reasoning ability-, mathematical-, problem solving-, interpersonal, language- and physical skills.
<u>DUTIES</u>	:	Assist with preparation of Mobilisation Warehousing, packing stores and equipment. Assist with preparation of stores and equipment for Mob and De-Mobilisation. Assist with issue stores, equipment, receipt stores and equipment. Assist with execution of maintenance plan. Assist with preservation of equipment. Assist with warehousing capability. Assist with receiving General equipment Sub-Section. Assist with maintenance, preservation and safekeeping.
<u>ENQUIRIES</u>	:	Ms S.H. Smith, Tel: (012) 671 0027
<u>APPLICATIONS</u>	:	Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed applications will not be considered).
<u>POST 05/31</u>	:	<u>DRIVER II</u>
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	Logistic Support Formation (MOB CEN), Bloemfontein
<u>REQUIREMENTS</u>	:	ABET Level 1 - 4 and must be in possession of a valid code 8 driver's license. Special requirements (skills needed): Must have the ability to communicate effectively and to prioritise. Must have planning skills.
<u>DUTIES</u>	:	Prepare vehicles for issue and concentration area. Keep register of documents received and delivered to internal and external clients. Transporting passengers. Responsible for routine maintenance, garaging vehicles, and timely reporting of minor and major defects. Keep prescribed records and logs with regard to the vehicle. Assist with the issuing and receipts vehicles.
<u>ENQUIRIES</u>	:	Ms S.H. Smith, Tel: (012) 671 0027
<u>APPLICATIONS</u>	:	Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140
<u>CLOSING DATE</u>	:	21 February 2008, (Applications received after the closing date and faxed copies will not be considered).

POST NO 05/32 : **PROVISIONING ADMINISTRATION CLERK GR I**
 (Stores)
The post is advertised in the DOD, broader Public Service and Media.

SALARY : R43 245 per annum
CENTRE : SA Army, 1 SA Infantry Battalion, Bloemfontein
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Stores experience will be a recommendation. Special requirements (skills needed): Must have good communication skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assist in the co-ordination of daily support. Assist with stock taking program. Ensure that equipment is stored safely. Ensure that correct stock levels are maintained. Responsible for the copying of documents within the section and the distribution of documents to the various sections. Ensure that unit routine is strictly followed.

ENQUIRIES : Capt B. Makgowe, Tel (051) 402 1307
APPLICATIONS : Department of Defence, 1 SAI Bn, Private Bag X40009, Tempe, 9318.

CLOSING DATE : 21 February 2008, (Applications received after the closing date and faxed copies will not be considered)

ANNEXURE D

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

MANAGEMENT ECHELON

- POST 05/33** : **SENIOR ADVISOR: RISK ASSESSMENT (AP10/2008)**
3-Year renewable contract based on performance
Directorate: Atmospheric Policy, Regulation and Planning
- SALARY** : Remuneration package of R540 429 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : MSc or PhD in Toxicology or Environmental Epidemiology, or MPH in combination with appropriate years experience in the area of toxicology and risk assessment. Specialist knowledge of toxicology, exposure assessment and risk assessment. Experience or knowledge of environmental epidemiology, atmospheric chemistry and knowledge of Government's environmental quality and protection related policies, priorities and strategies and general air quality management governance will be an advantage. In addition, candidates must have general knowledge of Environmental issues, especially those relating to the air and the atmosphere and air toxics. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subject to competency assessment.
- DUTIES** : The Department of Environmental Affairs and Tourism is looking for a dynamic senior advisor in the area of risk assessment within the Atmospheric Policy, Norms and standards unit. The successful applicant will be responsible for providing scientific support for ensuring that the department's atmospheric policy, norms and standards functions are carried out efficiently and effectively, and are supported by relevant human health information. To this end, the successful applicant will be responsible for the establishment of an institutional framework for risk assessment with the initial focus on air toxics and will contribute to: Development of national ambient air quality standards that is based upon relevant scientific information and effectively safeguards the health and well-being of all peoples and the environment. Review of national policies, norms and standards related to atmospheric multilateral agreements and provision of technical support to the negotiations. Provide science-based input to the implementation of AQA; participate in inter-departmental committees on environment and health issues. Participate in periodic review of national standards and norms to ensure that they are based upon newest scientific data. Provide expert input into the risk management of accidental spills and releases. Support to other tiers of government and participation in

<u>ENQUIRIES</u>	:	international committees on health effect of air pollution.
<u>CLOSING DATE</u>	:	Ms Shirley Moroka, Tel (012) 310 3436 25 February 2008
<u>POST 05/34</u>	:	<u>SENIOR TECHNICAL ADVISOR: INDUSTRIAL PROCESS ENGINEERING (AP12/2008)</u> 3-Year renewable contract based on performance Directorate: Atmospheric Policy, Regulation and Planning
<u>SALARY</u>	:	Remuneration package of R540 429 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Msc or PhD in Engineering, Process Engineering or Environmental engineering or Masters degree in Engineering, Process Engineering or Environmental engineering and appropriate years of experience in the area of air quality policy, regulation and planning, industrial process engineering or cleaner technology. In order to fill the post efficiently and effectively, the incumbent must have specialist knowledge of Industrial processes and abatement technologies especially those relating to emissions to the air and the atmosphere and Cleaner technology/Best Available Environmental Technology. Applicants must have general knowledge of: Government's standard administrative procedures. Government's environmental quality and protection related policies, priorities and strategies, Environmental policy, legislation and regulation development. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subject to competency assessment.
<u>DUTIES</u>	:	The Department of Environmental Affairs and Tourism is looking for an Industrial Process Engineer to provide technical expert input into the norms and standard development process and monitor local and international developments and trends in respect of air quality related cleaner production initiatives and technology. Participate in interdepartmental and provincial committees on environmental impact to ensure that Best Available Environmental Technology are considered in the policy, strategy, legislation, regulations and plans developed, and implemented. To develop an institutional framework for Best Available Environmental technology with the initial focus on air pollutants. The successful applicant will be responsible for the following key performance areas: Technical support to national policy, legislation and regulation development and review contribution to, identifying, and developing national norms and standards in respect of emissions to air related to cleaner technology and production; Day to day advising of the regional and local authorities in BAET related matters. Responsible for providing expert input to legal cases related to BAET in cases where DEAT, Regional or local authorities are involved; contribution to the AQA implementation project in regards to BAET related guidelines and manuals and standard formats to be used by Regional and local authorities. International benchmarking of standards and norms related to cleaner production technology and Issue printed information material related to BAET for external stakeholders.
<u>ENQUIRIES</u>	:	Ms Shirley Moroka, Tel (012) 310 3436
<u>CLOSING DATE</u>	:	25 February 2008
OTHER POSTS		
<u>POST 05/35</u>	:	<u>DEPUTY DIRECTOR: EDMS CONTENT MANAGER (REF: AP05/2008)</u>
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor Degree (or equivalent) with appropriate experience. PLUS the following key competencies:♦

Knowledge of: • Content Management of electronic document, records management • Public sector, business management and people management • Open Text Livelink System • Knowledge of computer software related to databases • Understanding government processes in the department ♦ Skills: • Strong planning, strategic thinking, customer management, quality management, innovation and improvement, problem solving, decision-making and other administrative skills • Excellent computer skills in regard to Livelink, MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, GroupWise • Strong problem-solving and organizational skills • Well developed research and presentation skills • Sound management skills ♦ Communication: • Sound communication and presentation skills • A good negotiator ♦ Creativity: • ability to compile and analyze data • ability to work under pressure

DUTIES

: Manage the system for document and records management Ensure improvement of the Documents and Records Management strategies, to quality ensure Document Management and Records management processes and outputs. Maintain, check and verify information on database. Manage records according to the acts of the Republic of South Africa – National Archives and Records Service of South Africa (Act no 43 of 1996 as amended), Public Finance Management Act (Act no 1 of 1959), Promotion of Access to Information Act (Act no 2 of 2000), Promotion of Administrative Justice (Act no 3 of 2000), Electronic Communication Transaction Act. Extract and prepare requested information from the system. Livelink/EDMS (Electronic Document Management) Support; Management and monitoring of the contents of the Livelink system; Change controls initiated from this team; Livelink Index maintenance and support; Design and management of Workflows for the Department; Assistance to helpdesk to solve problems; Super-user support and Management; One-on-one support to Senior Managers; Policy design and maintenance; Monitoring of, and assistance on electronic Records Management; Manage Software Applications Training. Provide administrative support services to the Directorate and thus ensuring that all line-administrative functions are correctly undertaken. Performing leadership functions in respect of giving of guidance, advise, interpretation and application of directives and policies in matters affecting Budget Control; Provisioning and Procurement; all facets of Personnel Functions at a line functionary level; Transport and Auxiliary Services.

**ENQUIRIES
FOR ATTENTION
CLOSING DATE**

: Mr E Karg (012) 310-3408
: Mr V Blose
: 11 February 2008

POST 05/36

: **SENIOR ADMIN OFFICER: BUILDINGS AND ENERGY
MANAGEMENT (X2) (REF: AP07/2008)**

**SALARY
CENTRE
REQUIREMENTS**

: R132 054 (Total package of R190 466 p.a)
: Pretoria
: An appropriate qualification in buildings and energy management or related field or a completed Trade Test in terms of Section 13(2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the related Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the said act. Candidates should have sound knowledge of building and energy / electrical management or related fields. A good planning, organizing and communication skill as well as advanced computer literacy is essential. Strong supervisory skills, knowledge of relevant legislation, policies and procedures will be an advantage. Candidates should also demonstrate familiarity with the Occupational Health and Safety Act, 84/ 1993 as amended.

DUTIES

: The successful candidate will be responsible for: • Assist in the administration of building and energy functions • Assist in implementing energy efficiency measures • Administer leases and service contracts / service level agreements • Organise awareness

<u>ENQUIRIES</u>	:	campaigns
<u>FOR ATTENTION</u>	:	Ms N Ngcobo Tel: 012 310- 3933
<u>CLOSING DATE</u>	:	Mr V Blose
	:	11 February 2008

ANNEXURE E

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001, Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets.
- FOR ATTENTION** : Mrs Elsabe Visser
- CLOSING DATE** : 25 February 2008 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their applicants as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

OTHER POST

- POST 05/37** : **SPECIAL AUXILIARY SERVICES OFFICER**
Cluster: Non-Communicable Diseases: Forensic Pathology
Services: Forensic Chemistry Laboratory
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
- SALARY** : R58 290 per annum (plus competitive benefits)
- CENTRE** : Johannesburg.
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent with mathematics and science as subjects. Good use of the English language (both written and verbal). Working knowledge of analytical chemistry laboratory practices. Computer knowledge and experience in MS Word, Excel and analytical instrumentation software). Basic chemistry knowledge and good laboratory practices will be an added advantage. A valid code 08 (Code B) driver's licence.
- DUTIES** : *Assist analysts in the preparation of samples for analysis *This includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry and microwave) *Assist in doing repetitive analyses based on standardised methods *Assist analysts in basic analytical routine duties *Recording of sample information and perform calculations by means of simplistic mathematical formulae *File results and methods *Assist in Gas Handling *Assist in LIMS handling and management.
- ENQUIRIES** : Ms Ildi Fenyvesi at tel. (011) 242 9705

INDEPENDENT COMPLAINTS DIRECTORATE

APPLICATIONS : P O Box X 20708 Bloemfontein 9300 or in person at 15 Cnr St Andrew & West Burger Street Ground Floor Standard Bank Building Bloemfontein 9300

FOR ATTENTION : Me. Nanki Motloung

CLOSING DATE : 15 February 2008

NOTE : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver's licence. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only

OTHER POST

POST 05/38 : **SENIOR INVESTIGATOR**

SALARY : R132 054 per annum

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 certificate and should at least have three (3) years proven experience in criminal investigations. A degree/diploma in Law or Policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime. The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

DUTIES : His/her duties will entail amongst others, supervision of investigator and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : MJ Parman

ANNEXURE G

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE

: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Successful candidates may be required to undergo security clearance.

MANAGEMENT ECHELON

POST 05/39

: **CHIEF STATE COUNSEL REFERENCE: 08/16/DG**

SALARY

: R635 874 – R684 708 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: National Office, Pretoria
: A four year legal qualification (B. Proc/ and or B. Juris and LLB); An appropriate 10 or more years experience working at the Bar counsel; Right of appearance at the High Court of South Africa, Admission as an Advocate of Republic of SA; Knowledge of Government prescripts, regulations and laws, Constitutional law and Administrative Law, International Law and interpretation of Statute; Valid driver's license.

DUTIES

: Confer with and offer expert legal advice and counsel to State Attorneys in complex litigation cases; Confer with case participants; Negotiate with opposing parties and counsel; Establish case strategies; Draft and/or review documents and lawsuits filed against government; Provide assessment and recommendations in respect of State Litigation; Conduct factual and legal analysis to determine an appropriate position for the state based on facts of law and evidence; Conduct conferences with opposing parties or their legal representatives concerning settlements; Draft and revise legal measures as assigned by the Chief Litigation Officer; Conduct legal research; Prepare and present legal documents and analyses as required; Gather and compile legal instruments and documents; Identify and evaluate witnesses, records and other information required to present the case; Represent the State at hearings and trials, on brief from State Attorneys; Examine witnesses and argue facts of the case in relation to points of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorneys in the development of case strategy, legal theories and other related matters in complex cases; Provide training on litigation processes to junior colleagues, State Attorneys and government officials responsible for state litigation; Manage human resources (providing professional guidance and assistance to subordinates); manage the budget of the unit; Provide strategic direction for the unit; Develop policies and procedures for the unit; Managing the work flow and the quality of outputs; provide direction in the development of case strategies; Oversee assigned cases and provide advice to the Chief Litigation Officer.

<u>ENQUIRIES</u>	:	Mr N Gawula ☎ (012) 357-8573
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/40</u>	:	<u>SENIOR STATE COUNSEL REFERENCE: 08/21/CLO</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	B.Proc and/or B.Iuris and LLB; An appropriate 6 -10 years experience working at the Bar Counsel; Admission as an Advocate of Republic of SA; Right of appearance at the High Court of South Africa; Knowledge of Government prescripts, regulations and laws; Constitutional law; Administrative Law; International Law and interpretation of Statute; A valid driver's license.
<u>DUTIES</u>	:	Confer with and offering expert legal advice and counsel to State Attorneys in complex litigation case; Confer with case participants; Negotiate agreements with opposing parties and counsel; Establish case strategies; Draft and/or review documents and lawsuits filed against government; Provide assessment and recommendations in respect of State Litigation; Conduct factual and legal analysis to determine an appropriate position for the state based on facts of law and evidence; Conduct conferences with opposing parties or their legal representatives concerning settlement; Draft and revise legal measures as assigned by the Chief Litigation Officer; Conduct legal research; Prepare and present legal documents and analyses as required; Gather and compile legal instruments and documents; Identify and evaluate witnesses, records and other information required to present the case; Represent the State at hearings and trials, on brief from State Attorneys; Examine witnesses and arguing facts of the case in relation to points of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorneys in the development of case strategy, legal theories and other related matters in complex cases; Provide training on litigation processes to junior colleagues, State Attorneys and government officials responsible for state litigation; Manage of human resources (provide professional guidance and assistance to subordinates); Manage own budget.
<u>ENQUIRIES</u>	:	Mr N Gawula ☎ (012) 357-8573
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/41</u>	:	<u>OFFICE MANAGER REFERENCE: 08/14/LAS</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Chief State Law Adviser (Cape Town)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification; Relevant experience of which 3 – 5 years experience should be at a middle management level; Knowledge of the Public Service Regulations, Public Service Act, Batho Pele Principles, PFMA, PPFA and all other related legislation applicable in the public service.
<u>DUTIES</u>	:	Managing the Corporate Services (HR, Finance, Communication , Administration etc.) of the Office Managing and supervising administrative, library and support staff as well as legal researchers and language practitioners; Managing the financial , asset, procurement and budget functions of the Office; Ensures effective internal and external communication including overseeing reception,

		switchboard and related auxiliary services; Co-ordinate the Risk Management requirements of the Office; Facilitation , coordination and implementation of strategic and operational plans of the Office, Manage, implement and/or coordinate the Performance Management function for the Branch; Overall responsibility for efficient and effective operation of the Office, Overseeing the Employee Relations and Human Resources Development functions of the Office; Assist the Chief State Law Advisor in managing relationships within the Office
<u>ENQUIRIES</u>	:	A Johaar / C Booyse ☎ 021 441 4900
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/42</u>	:	<u>DIRECTOR: VICTIM SUPPORT AND LEGAL SUPPORT SERVICES REFERENCE: 08/15/COO</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A Four year recognised Legal Degree or equivalent qualification; Five years' legal experience after obtaining the qualification; The following will serve as an advantage: Proven knowledge of the Public Finance Management Act, 1999; Managerial Experience; Knowledge of the work of the Truth & Reconciliation Commission; Post Graduate legal qualification.
<u>DUTIES</u>	:	Ensure provision of a fair, equitable and impartial process of investigating reported human rights violations and implementing victim support initiatives; Ensure provision of timely reports and appropriate response to Parliamentary/Ministerial enquiries; Manage assessment of victim status and validate recommendations; Manage the development and implementation of victim support, rehabilitation and reparation policies; Make recommendations to the Chief Director in terms of policy and operational procedure (urgent interim reparation, reparation and rehabilitation policies and procedure); Co-ordinate the implementation of victim support activities in conjunction with relevant state departments and other stakeholders; Manage legal support services relating to victim support.
<u>ENQUIRIES</u>	:	Ms Olgah Theledi ☎ (012) 357 8287
<u>POST 05/43</u>	:	<u>DEPUTY STATE ATTORNEY REFERENCE: 08/18/SA</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Pretoria A Legal Degree (B.Proc/ B.Iuris and LLB) Admission as Attorney An appropriate five – ten years or more legal experience. Right of Appearance in the High Court of South Africa. Thorough knowledge of legal practice, office management and accounting systems (trust and vote accounts); Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa; Knowledge of the Public Service Regulation; Public Finance Management Act; Employment Equity Act; Skills Development Act and the Labour Relations Act; Knowledge of all legislation and policies that inform the Department of Justice's Administrative Support Activities.
<u>DUTIES</u>	:	Provide litigation services to the State in the Magistrates Court, High Court, Constitutional Court, Labour Court, CCMA and other tribunals; Furnish Legal Advice and Opinions; Conveyancing and Notarial Practices; Debt Collection.; Assist the Head of office with supervision of staff and Planning; Professional and administrative management of the office; Manage the budget and the Vote and Trust Accounts.
<u>ENQUIRIES</u>	:	Ms L Mantla (012) 309 – 1506

<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/44</u>	:	<u>DEPUTY STATE ATTORNEY REFERENCE: 08/03/SA</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Pretoria Legal Degree (BProc/ Bluris and LLB) Admission as attorney. An appropriate five - ten years or more legal experience. Right of appearance in High Court of South Africa. Thorough knowledge of legal practice, office management and legal accounting systems. Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa. Knowledge of the Public Service Regulations; Public Finance Management Act; Employment Equity Act; Skills Development Act and the Labour Relations Act. Knowledge of all legislation and policies that inform the Department of Justice's Administrative Support Activities.
<u>DUTIES</u>	:	Provide litigation services to the State in the Magistrates Court, High Court, Constitutional Court, Labour Court, CCMA and other tribunals; Furnish Legal Advice and Opinions; Conveyancing and Notarial practices; Debt Collection; Assist the Head of office with supervision of staff to give effect to Strategic Management Planning; Professional and Administrative Management of the office; Manage the budget, Vote and the Trust Account; Ensure that work is allocated in the most effective manner among support staff in Human Resource; Accounts; Registry; Secretaries; Debt Collection; Procurement; Messenger services and Library; Lead and manage the transformation of the office; Compile annual performance assessments; Supervise training of the support staff. Keep records and statistics for the office.
<u>ENQUIRIES</u>	:	Ms L Mautla (012) 309 – 1506 and/or Ms M Thomas (012) 399 - 1527
<u>POST 05/45</u>	:	<u>DIRECTOR: FINANCIAL SYSTEM REFERENCE: 08/20/ISM</u>
<u>SALARY</u>	:	R540 429 – R581 880 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An appropriate tertiary qualification in Information Technology coupled with 5 years experience
<u>DUTIES</u>	:	Develop new capabilities (Incl Infrastructure, Applications Processes etc); Ensure ongoing application code maintenance and administration of applications; Maintain good relations with business users across the Department; Meet SLA's across branches and for relevant KPI metrics; Guide the definition, negotiation and review of SLA's with branches; Define and monitor overall OLA's support delivery of agreed SLA; Understand project and service request priorities across branches and provide guidance on overall priorities; Facilitate the resolution of critical issues raised during project execution; Ensure timely resolution of critical issues and outages for production application; Ensure sound management and administration of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms S Bansi ☎ 012 315 1424
OTHER POSTS		
<u>POST 05/46</u>	:	<u>STATE COUNSEL REFERENCE: 08/17/DG</u>
<u>SALARY</u>	:	R369 000 – R427 836 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A four year legal qualification (B.Proc and/or Bluris and LLB degree); An appropriate 3 – 4 years experience working at the Bar Counsel, Admission as an Advocate of Republic of South Africa and Right of appearance in the High Court of South Africa. Knowledge of Government prescripts; Regulations and Law; Constitutional Law; Administrative Law; International Law and Interpretation of Statute; A Valid drivers license

<u>DUTIES</u>	:	Confer with and offer expert legal advice and counsel to State Attorneys in complex litigation cases; Confer with case participants; Negotiate agreements with opposing parties and counsel; Establish case strategies; Draft and/or review documents and lawsuits filed against government; Provide assessment and recommendations in respect of State Litigation; Conduct factual and legal analysis to determine an appropriate position for the state based on facts of law and evidence; Conduct conferences with opposing parties or their legal representatives concerning settlements; Draft and revise legal measures as assigned by the Chief Litigation Officer; Conduct legal research; Prepare and present legal documents and analyses as required; Gather and compile legal instruments and documents; Identify and evaluate witnesses, records and other information required to present the case; Represent the State at hearings and trials, on brief from State Attorneys; Examine witnesses and argue facts of the case in relation to point of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorney in the development of case strategy, legal theories and other related matters in complex cases; Provision of training on litigation processes to junior colleagues, State Attorneys and Government officials responsible for state litigation.
<u>ENQUIRIES</u>	:	Mr N Gawula ☎(012) 357 8573
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/47</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY REFERENCE: 08/07/SA</u>
<u>SALARY</u>	:	R369 000 – R427 836 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate legal qualification (B.Proc/ B.Iuris and LLB); Admission as an Attorney with Right of appearance in High Court of South Africa; Thorough knowledge of legal practice, office management and accounting systems and trust accounts; Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa Five years or more legal experience; valid driver's license.
<u>DUTIES</u>	:	Responsible for guiding and training of Candidate State Attorneys; Handle litigation and appeal in the following Courts: Magistrate, High, Labour, CCMA, Land Claims, Constitutional Courts, Tax and tax tribunals; Attend to liquidation and insolvency queries and conveyancing and notarial services; Drafting and/or setting of all types of agreements on behalf of the various client departments; The rendering of legal opinion for the benefit of client departments; All forms of arbitration including inter-departmental arbitrations; Registration of trusts and companies; Debt Collection.
<u>ENQUIRIES</u>	:	Lydia Mautla ☎ (012) 309-1506
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/48</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES REFERENCE: NC 07/08</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Human Resource Management or any relevant qualification with fundamental experience in Generalist HR environment; In-depth knowledge in all aspects of HR.
<u>DUTIES</u>	:	Render generalist HR consulting services to the client branches in the Department of Justice and Constitutional Development; Provide HR interventions in the following fields; Performance Management,

		Organisational Development, Learning and Development, Employment Relations, Business Process Improvement Methods and any other skills of HR service interest; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocates and change champion; continually assess the effectiveness of HR.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Cader ☎ (053) 839 0031.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, KIMBERLEY, 8300.
<u>CLOSING DATE</u>	:	11 February 2008
<u>POST 05/49</u>	:	<u>DEPUTY DIRECTOR – AREA COURT MANAGER REFERENCE: 07/VA75/NW</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Taung Cluster – North West
	:	An appropriate bachelor degree/three year diploma or equivalent qualification 5 years supervisory/managerial experience; A valid drivers' licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; a thorough understanding and knowledge of the Department's various branches will be an advantage;
<u>DUTIES</u>	:	Reporting to the Director–Court Services, the successful candidate will be required to manage staff and ensure efficient financial management in the area; Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities; physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value-added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority; perform other duties as required by the Regional Director – Court Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M L Moetanalo ☎ (018) 389 8362.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 for the attention of Mr. M L Moetanalo.
<u>CLOSING DATE</u>	:	11 February 2008
<u>POST 05/50</u>	:	<u>SENIOR REGISTRAR REFERENCE: 08/02/KZN</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Registrar of the High Court, Pietermaritzburg
	:	An appropriate four year legal qualification, which includes at least the following courses: Law of evidence, civil procedure and Criminal procedure, Criminal law and Interpretation of statutes; Minimum of five years relevant experience which includes Management; A valid driver's license code EB.
<u>DUTIES</u>	:	Co-ordinate Case Flow Management Support processes to the judiciary and prosecution at area level; Issue all processes initiating court proceedings; Co-ordinate Interpretation Services, Appeals and Reviews; Process unopposed divorces and facilitation of pre-trial conferences; Check criminal record books; Consider Judgment by default; Appoint Sheriffs of the Court on "ad hoc" basis; Authenticate signatures of Legal Practitioners, Notaries, Sworn; Translators; Supervise subordinates and evaluate their performance; Any other official duties requested by the Area Court Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.V. Hlatshwayo ☎ (033) 345 821
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000
<u>CLOSING DATE</u>	:	11 February 2008

<u>POST 05/51</u>	:	<u>DEPUTY DIRECTOR: SERVICE EVALUATION REFERENCE: 08/20/ISM</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An appropriate three year Bachelor's Degree or equivalent qualification in IT plus 6 – 7 years relevant experience; Knowledge of resource management, business knowledge, transformation and equity and communication systems.
<u>DUTIES</u>	:	Analyse user satisfaction with IT applications; Analyse service delivery and times; analyse the degree of public access and analyse the degree to which information systems meet the departmental objectives.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Sakasa ☎ 012 315 1077
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/52</u>	:	<u>DEPUTY DIRECTOR: LEGAL ADMINISTRATION REFERENCE: NC08/08</u>
<u>SALARY</u>	:	R286 203 – R332 298 per annum (all inclusive). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Kimberley
	:	An appropriate Legal degree (B.Luris, B.Proc, LLB); Minimum two years post graduate practical experience in legal administration; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation; Working knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); A valid code EB driver's license; Shortlisted candidates may be required to complete a questionnaire in order to ascertain their compliance with the above post requirements.
<u>DUTIES</u>	:	Drafting legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss of damage to State property; Determination of Legal Liability; Oversee the smooth functioning of specialised courts in the Province; Training the community on the Victim Charter; Conduct community awareness campaigns on legislations administered by the Department; Give support services to the courts regarding quasi-judicial functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Cader ☎ (053) 839 0031.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6106, KIMBERLEY, 8300.
<u>CLOSING DATE</u>	:	11 February 2007.
<u>POST 05/53</u>	:	<u>PERSONAL ASSISTANT TO THE DEPUTY MINISTER REFERENCE: 08/01/MIN</u>
<u>SALARY</u>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Minister: Pretoria / Cape Town
	:	National Diploma in Secretarial or Office Management; The successful candidate should have thorough proven knowledge and understanding, and at least 2 years experience as a personal assistant and or in office management; Computer literacy and excellent typing skills; a code 08 driver's license; Willingness to work outside official hours.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Deputy Minister,

		to both his official and private office; Manage the diary of the Deputy Minister; Screen/transfer calls and handle telephone, as well as other enquiries from internal/external clients; Handle all travel, accommodation and other logistical arrangements of the Deputy Minister; Communicate timely with VIP Protectors regarding logistical arrangements (date, time, venue, etc) for meetings; Take minutes at meetings and compile reports where necessary; Accompany the Deputy Minister on official visits (domestic and abroad), if so required; Type draft letters, if so required by the Deputy Minister; Manage the personal affairs of the Deputy Minister; and Liaise with the Head of Office on the above.
<u>ENQUIRIES</u>	:	Mr BP Williams ☎ (012) 315-1022
<u>POST 05/54</u>	:	<u>ASSISTANT DIRECTOR – SECURITY AND RISK MANAGEMENT</u> <u>REFERENCE: 07/VA74/NW</u>
<u>SALARY</u>	:	R157 686– R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional office – North West
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Post matric qualification in security and risk management will be advantageous; At least two years supervisory experience; A code EB driver's (code 8) licence; Knowledge of PFMA will be an added advantage;
<u>DUTIES</u>	:	Perform a variety of duties related to the core functions of the security and risk management unit; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel and physical security infrastructure ; Ensure Implementation of security measures at courts in consultation with the court managers; Promote and facilitate security awareness and education programmes ; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Liaise with the office of National Security Operations Manager, SAPS, National Defence and Intelligence in ensuring effective implementation of national security standards and departmental policies; Ensure the safety of all persons in the court environment,
<u>ENQUIRIES</u>	:	Mr. I Manyathela at ☎ (018) 389 8319
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Mr. M L Moetanalo.
<u>CLOSING DATE</u>	:	11 February 2008
<u>POST 05/55</u>	:	<u>LEGAL RESEARCHER (5 POSTS) REFERENCE: 08/13/LAS</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the chief state law adviser, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate four year recognized legal degree or an equivalent legal qualification (LLB); Experience as a legal researcher will serve as a strong recommendation; Knowledge and experience in the field of Constitutional Law, Labour Law, Administrative Law, Law of Evidence, International Law and Criminal Law.
<u>DUTIES</u>	:	Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others; Maintain legal and constitutional documents and ensure they are updated; Consider legal question and plan how to go about answering it before conducting actual research; Find and summarise in a report relevant research to help answer a legal question; Locate and analyse foreign statutes and read material on the topic or legal question provided; Keep abreast of the law including changes in the law; Assist in the development of good office practice with regard to research; Attend to own administrative work.
<u>ENQUIRIES</u>	:	C Booyse or A Johaar ☎ (021) 441 4900
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 05/56</u>	:	<u>ASSISTANT DIRECTOR: VICTIM SUPPORT REFERENCE: 08/08/COO</u>
<u>SALARY</u>	:	R157 686 – R190 488 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National office, Pretoria
	:	A Bachelor's Degree in Social Science, Political Science or equivalent qualification; Minimum of three - five years experience in managing social work services
<u>DUTIES</u>	:	Assist in compiling draft reports and responses to Parliamentary/Ministerial enquiries; Assist in providing a service that is victim-friendly, culturally appropriate and respectful to human dignity; Assist in gathering confidential information relating to the identity, fate and whereabouts of victims of reported human rights violations; Conduct research to determine the social needs of victim survivors or their relatives; Assist in monitoring human rights violation occurrences in line with the TRC recommendations and mandate; Make appropriate recommendations to meet the social needs of victim survivors or their relatives; Monitor the implementation of recommendations by working together with relevant State departments.
<u>ENQUIRIES</u>	:	Ms Olga Theledi ☎ (012) 357 8284
<u>POST 05/57</u>	:	<u>SENIOR TYPIST REFERENCE 08/12/LAS</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Chief State Law Adviser, Cape Town
	:	Bachelor's Degree or equivalent three years tertiary qualification in Library and information Science. Knowledge of and experience in electronic information resources and online retrieval skills. A minimum of two years library experience. Experience in a legal library will be an advantage
<u>DUTIES</u>	:	Establish and manage a library within the office if the Chief State Law Adviser; Keep library statistics on a daily basis. Insert replacement pages in the loose-leaf publications and statutes of RSA; Bind and index Bills; Answer complicated enquiries Conduct literature searches on internet, Jutastat, Lexis Nexis, Citrix. Administer the library stock taking.
<u>ENQUIRIES APPLICATIONS</u>	:	C Booyse / A Johaar (021) 441 4900
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/58</u>	:	<u>ADMINISTRATIVE OFFICER: SECRETARIAT TO THE EQUALITY REVIEW COMMITTEE REFERENCE: 08/02/DG</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Chief State Law Adviser, Cape Town
	:	A Bachelor's Degree or National Diploma in Public Administration or equivalent qualification; At least one-two year's administrative experience; A valid drivers' license will be a recommendation; Basic knowledge of the promotion of Equality and Prevention of Unfair Discrimination Act,2000; Knowledge of Procurement processes within the Public Service.
<u>DUTIES</u>	:	Render secretarial and administrative support to the Equality Review Committee; Prepare and submit payment advices for miscellaneous payments on JYP and BAS; Co-ordinate the distribution of incoming and outgoing mail; Attend to acquisition and procurement of stores and equipment for the Unit; Coordinate all duties and functions (HR, Finance, Admin) for the Unit; Monitor and control expenditure of budget (cash flow); Perform messenger duties; Assist the Unit with planning and coordination of events, meetings and seminars; Perform miscellaneous job related duties

		as assigned (e.g. filing copying, faxing, etc); Perform other functions and duties assigned.
<u>ENQUIRIES</u>	:	Mr Tshivhonambi Rasiuba ☎ 012 315 1683
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/59</u>	:	<u>CHIEF ACCOUNTING CLERK: AGENCY SERVICES (3 POSTS)</u> <u>REFERENCE: 08/06/CFO</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with 12 years relevant experience or appropriate Tertiary qualification plus 1 – 2 years experience.
<u>DUTIES</u>	:	Clear Agency Services Control Account; Check and Authorize journal and claims received from Accounting Clerks; Journal and Batch control; Monthly balance and reconcile with bank statement for the whole month; Ensure submission of well prepared claims that meet the set standards and quality; Supervise the Accounting Clerk by allocating work; ensuring orderliness in work performance; quality and turnover, ensure office discipline and providing on-the-job training; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES</u>	:	Ms R Pearce (012) 315 1352
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/60</u>	:	<u>LIBRARIAN REFERENCE: 08/08/LCD</u>
<u>SALARY</u>	:	R66 459 – R77 160 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Sanlam centre, cnr Andries and Pretorius streets Pretoria
<u>REQUIREMENTS</u>	:	Degree (Library Qualification) plus 3-5 years experience; Knowledge of and experience in electronic information resources and online retrieval skills; Three to five years library experience. Preference will be given to candidates who gained experience in law or legal library.
<u>DUTIES</u>	:	Maintain adequate library literature (buying of publications, Annotating etc); Maintain accession and loan registers; Cataloguing and classification of new publications; Compilation of bibliographies, answering reference questions (personal, telephonic and e-mail) and supplying bibliographic verification; Provide assistance to professional staff (researchers) on publications and other literature including Jutastat, Internet and Sabinet researchers; Provide in-depth research and reference services to researchers and perform traditional and electronic legal research, prepare bibliographies; Manage services in library including photocopying services; Update loose- leaf publications; Keep current with library profession by reading professional publications and participating meetings, workshops and training sessions; Assist with interlibrary loans; Library committee member and responsible for library committee meetings and giving effect to recommendations of library committee; Manage Mindex Systems software including writing of reports, sorting of information, organising information and disseminating information; Providing statistics
<u>ENQUIRIES</u>	:	Mr A W F van Vuuren ☎ 012 392 9556
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower,

CLOSING DATE : Momentum Building, 329 Pretorius Street, Pretoria.
18 February 2008

POST 05/61 : **SENIOR ACCOUNTING CLERK (7 POSTS) REFERENCE: 08/10/CFO**

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

CENTRE : Payroll Service, Pretoria

REQUIREMENTS : Senior certificate or equivalent qualification; 1-2 years appropriate experience; Knowledge of Persal and BAS.

DUTIES : Implement salary related allowances on PERSAL and BAS; Take-on and recovery of departmental debts; Reconcile salary ledger accounts; Pay over of salary deductions to relevant institutions

ENQUIRIES : Ms C Croukamp ☎ (012) 315-1244

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 18 February 2008

POST 05/62 : **SENIOR TYPIST REFERENCE: 08/09/SA**

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

CENTRE : State Attorney, Bloemfontein

REQUIREMENTS : Grade 12 or equivalent qualification with typing as a passed subject; At least 1 – 2 years experience as a typist; Minimum typing speed of 35 wpm; an appropriate Word Processing course successfully completed; Short-listed candidates will be required to pass a typing test.

DUTIES : Type reports, proformas, minutes, circulars and memorandums; Relieve administrative personnel where and when necessary; Open files and do filing; Facilitate appointments; Deal with public queries; Dictaphone typing; Coordinate meetings, workshops/conferences and perform administrative tasks such as taking minutes and arranging/serving refreshments; Control diaries for attorneys; Answer incoming calls, screen calls, relay messages and outgoing mail;

ENQUIRIES : J C Hechter ☎ (051) 4004 315

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 18 February 2008

POST 05/63 : **SENIOR PERSONNEL OFFICER REFERENCE: 08/05/CS**

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

CENTRE : Magistrates Commission, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification plus 2 - 5 years HR experience. Knowledge of Performance Management System in the Public Service; Public Service Act, Public Service Regulations and Department Human Resource Policies; Knowledge of the Magistrate Acts, Regulations for Magistrate and their service benefits will be an added advantage; Experience in working on the PERSAL system and/or attendance of PERSAL courses.

DUTIES : Handle correspondence; keeping of registers; Responsible for a variety of administrative duties related to the appointment of Magistrates; Respond to verbal and written enquiries; Handling of S&T claims; attending meetings of interviews for the filling of posts countrywide at certain intervals of the year.

ENQUIRIES : Ms D M Goosen ☎ (012) 325 3951

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional

		Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/64</u>	:	<u>LIBRARY ASSISTANT REFERENCE: 08/11/LAS</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Chief State Law Adviser, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; One to Two years working experience in library; General knowledge of a legal library will be an advantage;
<u>DUTIES</u>	:	Keep library statistics on a daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index Bills; Handle simple library inquiries; Bind local journals; Place publications back on the shelves; Bind and circulate Government Gazettes; Assist with library stock taking;
<u>ENQUIRIES</u>	:	C Booyse / A Johaar ☎ (021) 4414900
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/65</u>	:	<u>SENIOR ACCOUNTING CLERK: AGENCY SERVICES (3 POSTS)</u> <u>REFERENCE: 08/06/CFO</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with 1 - 2 years relevant experience or equivalent qualification.
<u>DUTIES</u>	:	Check claims received from State Attorney Offices for correctness. Prepare claims for submission to client departments; Follow-up on outstanding documentation; Compile and capture journals for allocation from control account to relevant client department's account; File claims.
<u>ENQUIRIES</u>	:	Ms R Pearce (012) 315 1352
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 February 2008

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

OTHER POSTS

- POST 05/66** : **PRINCIPAL PLANNER: STATISTICAL ANALYSIS (2 POSTS)**
(STATISTICAL SERVICES UNIT) (REFERENCE: S8/3/2008/37)
Directorate: Monitoring and Evaluation
- SALARY** : R157 686 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : *A Bachelor's degree in Statistics/Mathematics or related social science subjects *Relevant experience in Statistical Analysis and/or research and/or Monitoring and Evaluation *Knowledge of Statistics/Mathematics, research methodology, Legislations and Policies administered by the department *Computer (MS Excel and/or SPSS), Report writing, Project management, Presentation skills as well as good writing and analytical skills will serve as recommendation.
- DUTIES** : Developing and conducting statistical surveys or quantitative research focusing mainly on land reform projects *Assist in setting standards for quality control on surveys *Identification and prioritization of statistical data needs both internally and externally *Assist in developing standards data collection, data capturing, verification of data and accuracy measures *Analysing and interpreting statistical data *Rendering statistical advise for the directorate *Assisting in the general computer work, spreadsheets and accessing information *Compiling statistical publications or reports and also assist in compiling presentations *Liaise with other units within DLA such as LRIS to enhance the quality of statistical information in the directorate and the department as a whole *Support research activities and other projects of the department
- CLOSING DATE** : 10 February 2008

<u>POST 05/67</u>	:	<u>PRINCIPAL PLANNER: RESEARCH (REFERENCE: S8/3/2008/38)</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	* A relevant degree in Social Services and Development studies or equivalent qualification. * Relevant experience in Research and/or Monitoring and Evaluation. * Knowledge of Research methodology/Legislations and Policies administered by the Department. * Computer: MS Word and/or SPSS, Report writing, Project management, Presentation skills as well as good writing and analytical skills will serve as recommendation. * A good understanding of Departmental programmes. * Be prepared to travel and work irregular hours.
<u>DUTIES</u>	:	* Coordinating qualitative research focussing mainly on impact assessments of Land Reform programmes. * Developing and implementing of plans for qualitative research. * Assist in reviewing and updating existing Monitoring and Evaluation tools. * Developing sampling methods. * Coordinating data collection, capturing, editing and coding. * Providing technical research support to the directorate. * Generating research reports and also assist in compilation of presentation. * Linking Monitoring and Evaluation findings to other national research initiatives. * Liaison with other government institutions and research institutions to identify the types of surveys conducted and how they can be used to enhance the quality of statistical information in the directorate and the department as a whole
<u>CLOSING DATE</u>	:	10 February 2008
<u>POST 05/68</u>	:	<u>PRINCIPAL PLANNER (REFERENCE: S8/3/2008/39)</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	* An appropriate Bachelor's degree or equivalent qualification. * Ability to write professional reports and articles, research and information management. * Knowledge of Land Reform and Human Rights issues. * Extensive computer and user knowledge and experience. * Good networking skills. * Ability to interact at different levels. * A drivers licence and should be prepared to travel and work irregular hours.
<u>DUTIES</u>	:	* Determine research needs of the Department related to compliance with human rights obligations. * Conduct research into human rights issues relevant to the Department. * Compile binding and non-binding global, national and departmental human rights reports. * Maintain the monitoring and evaluation communication infrastructure. * Support Strategic Information Support sub-directorate
<u>CLOSING DATE</u>	:	10 February 2008
<u>POST 05/69</u>	:	<u>ADMINISTRATIVE OFFICER (REFERENCE: S8/3/2008/40)</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	* An appropriate Bachelor's degree or equivalent qualification plus appropriate practical knowledge and experience in record and information management. * Experience in general office administration and record and information management. * Knowledge of PFMA and the National Archives Act. * Good computer skills. * Good communication, verbal and writing skills.
<u>DUTIES</u>	:	* Execute a variety of administrative responsibilities including, recording, information management and updating the filing system. * Establishment of an office registry system to ensure that incoming and outgoing information in the Directorate is properly filed and well maintained. * Provide logistical service to projects including minutes taking during workshops and project meetings. * Managing budgets

<u>CLOSING DATE</u>	:	of projects. * Provide relieve to administrative and secretarial duties 10 February 2008
<u>POST 05/70</u>	:	<u>PRINCIPAL DEEDS CONTROLLER (3 POSTS) (REFERENCE: S8/3/2008/59)</u> Office Of The Registrar Of Deeds
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and Legal Qualification will be an added advantage. * Extensive An appropriate recognised three year legal qualification. * Knowledge and proven ability in the interpretation and application of the Deeds Registries Act, Sectional Title Act and other Acts, ordinances, proclamations, Case Law, Common Law and directives pertaining to the registration of deeds. * Experience within the examination registration and information sections within Deeds Registry.
<u>DUTIES</u>	:	Examine Deeds and documents for validity and resistibility in accordance with Common, Statutory and Case Law as well as accepted practice and procedure. * Raise notes of faults in Deeds for their compatibility and delete notes after faults have been rectified. * Ensure that transfer duty, property tax and office fees have been levied. * Give guidance to Conveyancers when difficulties are with the drafting and the examination of deeds. * Perform duties in the Registration, Interdict and Information Sections of the office. * Any other duty assigned by the Registrar
<u>CLOSING DATE</u>	:	17 February 2008
<u>POST 05/71</u>	:	<u>PRINCIPAL DEEDS CONTROLLER (2 POSTS) (REFERENCE: S8/3/2008/58)</u> Office of The Registrar of Deeds
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognised three year legal qualification. * Knowledge and proven ability in the interpretation and application of the Deeds Registries Act, Sectional Title Act and other Acts, ordinances, proclamations, Case Law, Common Law and directives pertaining to the registration of deeds. * Experience within the examination registration and information sections within Deeds Registry.
<u>DUTIES</u>	:	Examine Deeds and documents for validity and resistibility in accordance with Common, Statutory and Case Law as well as accepted practice and procedure. * Raise notes of faults in Deeds for their compatibility and delete notes after faults have been rectified. *Ensure that transfer duty, property tax and office fees have been levied. * Give guidance to Conveyancers when difficulties are with the drafting and the examination of deeds. *Perform duties in the Registration, Interdict and Information Sections of the office. * Any other duty assigned by the Registrar
<u>CLOSING DATE</u>	:	17 February 2008
<u>POST 05/72</u>	:	<u>ACCOUNTING CLERK (REFERENCE: S8/3/2008/26)</u>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	Nelspruit (Office Of The Surveyor General Mpumalanga)
<u>REQUIREMENTS</u>	:	* 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

<u>DUTIES</u>	:	under pressure and be self-motivated.
	:	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)
<u>CLOSING DATE</u>	:	10 February 2008
<u>NOTE</u>	:	Persons from the Coloured and White race groups are encouraged to apply for this post
<u>POST 05/73</u>	:	<u>PROVISIONING ADMINISTRATION CLERK (Reference: S8/3/2008/57)</u> Office of The Registrar of Deeds
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	Vryburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. * Good interpersonal skills. * Liaison and communication and organising skills. * Computer literacy. * Good Excel skills. * Knowledge of Financial Accounting systems. * (Accpac will be an added advantage) Knowledge of GAAP, PFMA and Treasury Regulations. * Ability to work independently with minimum supervision. * Good written and verbal communication skills.
<u>DUTIES</u>	:	Receive approved request from clients and record requests in request register. Complete acquisition checklist. * Check completeness of documentation. * Verify approval of requests and forward to procurement manager. * Capture purchase orders on procurement system, invite price quotations and select service providers from service provider database. * Draft comparative schedules. * Provide any other administration support in Supply Chain Management Section
<u>CLOSING DATE</u>	:	17 February 2008
<u>POST 05/74</u>	:	<u>DATA TYPIST (REFERENCE: S8/3/2008/56)</u> Office Of The Registrar Of Deeds
<u>SALARY</u>	:	R43 245 per annum
<u>CENTRE</u>	:	Vryburg
<u>REQUIREMENTS</u>	:	Senior Certificate with Typing as a fully passed subject. * Knowledge of MS Word and Excel. * Knowledge of the activities of a Deeds Registry will be an added advantage. Typing skills, must at least type 40 words per minute. * Numeracy skills. * Good interpersonal skills.
<u>DUTIES</u>	:	Capture and verify all relevant data. * Prepare Deeds, black book Deeds and supply information. * Report system and equipment problems to Head Data Capturer. * Any other duty assigned by Registrar
<u>CLOSING DATE</u>	:	10 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** : Please forward your application, quoting the relevant reference number, to: The Personnel Administrator, Human Communications, tel. (011) 807-3260, PO Box 1305, Rivonia 2128 or fax: 086 619 7693 or e-mail: humancv@humancommunications.co.za (MS Word).
- CLOSING DATE** : 22 February 2008
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our department.

OTHER POST

- POST 05/75** : **MANAGER (DEPUTY DIRECTOR LEVEL)**
 Directorate: Municipal Finance Policy
 Branch: Systems and Capacity Building
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. Please note this is a re-advertisement and persons who applied previously need not re-apply as their applications will be taken into consideration.

- SALARY** : An all-inclusive remuneration package of R311 358 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Economics, Development Studies, Public Finance or related areas. A post graduate degree in the above-mentioned fields will be an added advantage. Relevant experience in policy analysis, formulation and implementation, mainly as it relate to public finance or local government finance. A broad understanding of intergovernmental fiscal relations and local government finance. Good verbal and written communication. Good computer skills in word processing, spreadsheets and PowerPoint. Comprehensive and proven interpersonal skills to maintain effective relationships with stakeholders. Ability to work under pressure and meet tight deadlines, and be target driven. Preparedness to travel frequently, if and when necessary. Capable of working independently with minimum supervision/guidance.

- DUTIES** : Manage the development of policy and regulatory framework on municipal finance, in particular, the Municipal Property Rates Act. Monitor and support municipalities in the implementation of the Municipal Property Rates Act, as well as supporting provinces regarding their monitoring and support role to municipalities regarding the said Act. Input in the development of policy on the reform of local government taxes and exploring of other potential local government revenue raising instruments. Regulate the financial aspects of the Municipal Systems Act. Respond to queries/enquiries from municipalities, provinces, stakeholders and members of the public, as well as responding to Parliamentary Questions.

- ENQUIRIES** : Mr M Manyike, tel. (012) 334-4918

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 15 February 2008
- NOTE** : ☐ A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. ☐ It will be required of the successful candidate to undergo an appropriate security clearance. ☐ An indication in this regard will facilitate the processing of applications. ☐ Applicants must please note that they will be required to show proof of original qualifications during the selection process. ☐ Correspondence will be limited to successful candidates only. ☐ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. ☐ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ☐ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 05/76** : **ASSISTANT SOCIAL WORK MANAGER: CHILD CARE LEGISLATION**
Directorate: Child Protection
- SALARY CENTRE REQUIREMENTS** : R196 815 p.a
Pretoria
: ☐ An appropriate, recognised Bachelors Degree in Social Work or equivalent qualification PLUS credible experience in the implementation of the Child Care Legislation. ☐ Registration with the South African Council for Social Service Professions. ☐ A valid code 08 drivers licence. ☐ Willingness to travel. ☐ Knowledge of child care and other related social welfare legislation, policies and practices. Competencies needed: ☐ Policy development, formulation and analysis skills. ☐ Communication (written, verbal and liaison) skills. ☐ Negotiation skills. ☐ Management, planning and organising skills. ☐ Monitoring and evaluation skills. ☐ Presentation skills. ☐ Project management skills. ☐ Computer literacy
- DUTIES** : Key Responsibilities: ☐ Facilitate the monitoring and evaluation of the implementation of the existing child care legislation. ☐ Facilitate the development, amendment and approval process of the Children's Bill. ☐ Facilitate and manage the costing process of the Children's Bill. ☐ Facilitate and manage the development of the regulations. ☐ Submit reports to the Minister as well as relevant stakeholders on the existing Child Care Act and Children's Bill. ☐ Represent the Department on forums, committees, task group meetings and conferences. ☐ Act as a resource person on legislation matters. ☐ Formulate drafts, responses, oral and written replies, media releases and speeches to senior management.
- ENQUIRIES** : Ms A Muller Tel no: (012) 312-7586
- POST 05/77** : **ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT PROGRAMMES (STATUTORY BODIES)**
Directorate: Population and Development Programmes
- SALARY CENTRE REQUIREMENTS** : R157 686 p.a
Pretoria
: ☐ An appropriate Bachelors Degree or equivalent qualification in Social Science / Population Studies PLUS credible experience in

the population and development field. □Familiarity with population and development issues. □Willingness to travel. Competencies needed: □Communication (written and verbal) skills, □Influencing skills. □Interpersonal and liaison skills. □Project management skills. □Policy formulation and implementation skills. □Basic financial management skills. □Basic strategic planning skills. □Computer literacy. □Ability to do statistical forecasting and modelling. Attributes: □Ability to work in a team and independently. □Ability to work under pressure. □Ability to interact at various levels.

DUTIES

: Key Responsibilities: □Liaise with statutory bodies, civil society, Non –governmental Organisations (NGO's) and Community Based Organisations (CBO's) regarding population and development programmes. □Develop and maintain a data base on population and development capacity building needs of civil society and statutory bodies. □Oversee the integration of population and development issues, programmes and plans in civil society and statutory bodies' projects in collaboration with donors. □Plan and facilitate workshops for civil society and statutory bodies and other stakeholders around population and development issues. □Attend and give inputs on behalf of the Department at fora and seminars where population issues are discussed. □Sensitise statutory bodies and their collaborating partners regarding technical support and expert services available to enhance population policy implementation □Initiate, develop and manage population and development projects in and between statutory bodies, civil social and government departments.

ENQUIRIES

: Ms L van Staden Tel no: (012) 312-7408

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag x 1000, Pretoria, 0001. or hand deliver to Union Building, Government Avenue, East Wing Entrance
- 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 short listed 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.

MANAGEMENT ECHELON

- POST 05/78** : **DIRECTOR: FINANCE**
Directorate: Finance
- SALARY** : R540 429 all inclusive remuneration package per annum.
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelors Degree or equivalent qualification and experience in control and management of Financial Management and Administration. Leadership, people management and financial skills. An in-depth knowledge of the government's financial framework. Short listed candidates will be required to undergo competency testing. Appointment is subject to signing of a performance agreement within three months of assumption of duty.
- DUTIES** : The successful candidate will be responsible for the following: Overall financial responsibility on the following areas: Budget administration, administration of donor funding Staff Management, training and development. Serve in various departmental committees. Control and management of state monies. Report accurately and timeously to the Auditor General. Control over budget and expenditure. Manage the internal control section. Control and maintain financial systems and to report on avoidable, fruitless and unauthorized expenditure.
- ENQUIRIES** : Mr KLG Terry: 012 300 5570
FOR ATTENTION : Ms KS Mashifane
CLOSING DATE : 18 February 2008

OTHER POSTS

- POST 05/79** : **ASSISTANT MANAGER: PUBLIC PARTICIPATION**
Unit: Public Participation And Public Relations
- SALARY** : R157 686 per annum
REQUIREMENTS : The candidate needs to be in possession of a relevant tertiary qualification and appropriate years of experience in coordinating public participation processes. Knowledge: of the government programme of action and protocol, public service regulatory framework, sound understanding of the political situation in the country and internationally and knowledge of the Presidency policy and procedures. Skills: Interpersonal relations, conflict management, communication, networking, negotiation, facilitation, presentation, report writing, political astuteness and computer literacy.
- DUTIES** : The successful candidate will provide administrative support to the Manager: Public Participation in coordinating and organizing public participation campaign and programmes, including Imbizo; develop and manage database on public participation stakeholders; liaise and maintain good working relations with stakeholders; handle

		requests and enquiries pertaining to public participation programmes; gather and collate information for preparing briefing documents for the Principals prior to the hosting of izimbizo and other public participation programmes; coordinate follow-up activities on Presidential Imbizo and other public participation programmes in consultation with relevant government departments.
<u>ENQUIRIES</u>	:	Mr M Louw 012 300 5253
<u>FOR ATTENTION</u>	:	Ms KS Mashifane
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/80</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER X 2</u> (Events Management)
<u>SALARY</u>	:	R132 054 per annum
<u>REQUIREMENTS</u>	:	The position requires an effective administrator with strong Programme coordination/organizer. Most suited to this position is a person who understands the importance of events planning and government functioning. The person should be a highly motivated and skilled individual, with outstanding Writing and word processing skills, as well as excellent Interpersonal relations, communication and organizational Skills. Apart from good office management skills, the person Must – within the context of existing rules , regulations and Procedures – be a self- starter and be able to function both Independently and as part of a team. The individual should also have a basic knowledge of applicable legislation and Public service prescripts, Public Finance Management Act, Relevant regulations and procurement procedures. The Individual should be in possession of a three year Post- matric qualification or a senior certificate with Extensive experience in office administration/management. A valid drivers license will be a recommendation.
<u>DUTIES</u>	:	The successful candidate will be required to facilitate the Administrative functioning of the Events Management functioning of the Events Management Unit and provide administrative support to professional staff. Make traveling, Accommodation and logistical arrangements, provide Logistical and secretarial support for meetings. Deal with requests, letters and enquires, as well as document Management. The individual must be able to liaise and communicate within various levels of government. Assist With budgeting, procurement, planning actions and special Projects. Identify training requirements for the unit. Manage the unit in the absence of senior personnel. The individual may be required to travel and work long hours.
<u>ENQUIRIES</u>	:	Ms L Kawe (012) 300 5254
<u>FOR ATTENTION</u>	:	Mr M Hlungwani, tel 012 300 5622
<u>CLOSING DATE</u>	:	15 February 2008
<u>POST 05/81</u>	:	<u>SENIOR ADMINISTRATION OFFICER</u> (Office of the Director-General)
<u>SALARY</u>	:	R132 054 per annum
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of three year qualification plus extensive experience. Knowledge of the IDMS in The Presidency. Knowledge of electronic filing system. Have good communication, interpersonal analytical skills.
<u>DUTIES</u>	:	Assist in the preparation and tracking of the unit budget Co-ordination of unit meetings/workshops, Minute taking and follow up on decisions taken in the unit and meetings and workshops Assist with the office administration Prepare documentation and collate packages for Director-General's meetings and workshops Organize venues for meetings and oversee entertainment budget of the Principal's meetings Management of the database Collate documents for the unit Strategic Plans and Performance Management documents Manage the unit leave registry Assist in the monitoring of overtime claims.
<u>ENQUIRIES</u>	:	Ms P Mazamisa (012) 300 5514
<u>CLOSING DATE</u>	:	15 February 2008

<u>POST 05/82</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SERVICES</u> Directorate: Legal and Executive Services
<u>SALARY</u>	:	R183 084 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Law with admission as an Attorney or Advocate. Relevant experience in government as well as post admission experience. Knowledge of constitution and administrative law is imperative. Good communication skills, planning skills, Basic Computer skills, ability to do research, analytical skills, ability to function effectively under pressure and to apply time management principles.
<u>DUTIES</u>	:	Ensure that President's Acts and Minutes submitted for the President's signature comply with the necessary requirements regarding format and content. Research the legal content of the Executive Acts submitted for the President's signature. Conduct research on the constitutionality and legality of President's Executive Acts. Scrutinise Acts of Parliament before assent by the President. Communicate with relevant stakeholders on matters relating to Executive Acts. Vetting of international agreements. Perform any other legal duties as required by the Head of the Unit.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Mr G Mphaphuli 012 300 5403 Ms KS Mashifane 18 February 2008
<u>POST 05/83</u>	:	<u>SENIOR SECRETARY</u> Directorate: Independent Commission for the Remuneration of Public Office Bearers.
<u>SALARY</u>	:	R 85 362 per annum.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification. Secretarial Diploma will be an added advantage. Good computer literacy with relevant computer packages (Ms-Word, MS Excel, PowerPoint and Outlook), Audio typing skills, typing skills, effective office administration skills including diary management skills. Good interpersonal relations and the ability to work both independently and in a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative support to the Head and staff of the Commission and its secretariat. Handling office correspondence/documents and reports. Administering office expenditure including submission of claims for subsistence and travel. Drafting and typing correspondence/ documents including PowerPoint presentation. Maintaining and managing the filing system for the secretariat. Organizing meetings/ workshops and taking minutes during the meetings. Administering the managers diaries and coordinating the office logistics matters including travel arrangements for the Manager and acting as a general receptionist. Liaising with stakeholders regarding office operation.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Ms D Frank-Swart 012 300 5405 Ms KS Mashifane 18 February 2008

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : 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
- FOR ATTENTION** : Central Recruitment Office
- CLOSING DATE** : 15 February 2008
- NOTE** : 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 POST

- POST 05/84** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING UNIT (REF. GSSSD/FIN ACC 003)**
Group Systems and Support Services
The Directorate: Financial Accounting has a key responsibility to report in terms of the Public Finance Management Act and Treasury Regulations.
- SALARY** : Commencing salary of R196 813 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma in Accounting or B.Comm degree with 5 years relevant experience • Knowledge of PERSAL and BAS is a prerequisite • 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.
- DUTIES** : • Personnel and office administration • Ensure effective and efficient management of the departmental payrolls • Monthly and annual reconciliation of tax and other deductions • Maintenance of code structure on PERSAL • Control use and access to PERSAL • BAS/PERSAL Reconciliation • Tax on Consultants • Monthly reporting on suspense accounts • Control over Travel and Subsistence claims and advances • Attend to audit queries and the implementation of control measures to prevent over / under payments and possible fraud areas • Handling and management of enquiries in a quick and efficient manner • Ensure adherence and compliance with departmental policies
- ENQUIRIES** : Ms JD Naser Tel. (012) 394-1888.

DEPARTMENT OF TRANSPORT

<u>APPLICATIONS</u>	:	The Director-General, Department of Transport, Private Bag X 193, Pretoria, 0001
<u>FOR ATTENTION</u>	:	The Recruitment Unit
<u>CLOSING DATE</u>	:	18 February 2008
<u>NOTE</u>	:	Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

<u>POST 05/85</u>	:	<u>LIBRARIAN</u> (Branch: Transport Policy and Economic Regulation) (Chief Directorate: Research and Development) (Directorate: Global Assessment and Knowledge Management) (Sub-Directorate: Knowledge Management)
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Bibl degree or an equivalent qualification with at least 3 years relevant experience in the library field. Working knowledge of SABINET and INMAGIC. Good analytical skills. Good communication skills (written and verbal). Ability to plan and organise. Ability to work systematically. Good human relations. Willingness to work beyond normal working hours. Short listed candidates will be subjected to a personality profile analysis
<u>DUTIES</u>	:	Responsible for the overall quality control and management of original and copy cataloguing, classification, indexing and abstracting activities. Process and supervise the inter-library loan requests. Maintain a high standard on information provision. Be re-active and pro-active while staying up-to-date with new information sources and ways of delivering information. Ensure overall neatness of the Library. Market the Library.
<u>ENQUIRIES</u>	:	Mr L Hasane, Tel: (012) 309 3013

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

CLOSING DATE : 15 February 2008
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

MANAGEMENT ECHELON

POST 05/86 : **DIRECTOR: MECHANICAL/ELECTRICAL ENGINEERING (NATIONAL WATER RESOURCE INFRASTRUCTURE) (212200/80093/1)**

SALARY : R540 429 per annum(all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognized four year Bachelor's degree in Mechanical and/or Electrical Engineering. Registered with the ECSA as a professional engineer and proven exposure at management level. Competencies needed: Sound managerial, administrative skills and demonstrate a commitment to service delivery.

DUTIES : Key Performance Areas: Responsible for the overall management of the Directorate: Mechanical and Electrical Engineering, the successful candidate responsibilities will include the following key performance areas: Management, implementation and monitoring of the Occupational Health and Safety Act throughout the Department. Management of specialist functions in the mechanical field, which will include the design and engineering of pump stations, dam outlet works, valve gates, pipelines and water purification plants, borehole installations and equipment management of specialist functions in the electrical fields, including design and implementation of medium and low voltage reticulation system and switchgear, such as protection systems, radio and telemetry systems, cathodic protection, earthing, surge and lighting protection systems, training of Engineers, Technicians, Pump Station and Water Treatment Plant Operation Personnel, management of administrative, financial and personnel-related functions.

ENQUIRIES : Dr C Ruiters, Tel (012) 336 7305
APPLICATIONS : The Acting Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, Room 610, Zwamadaka Building.

OTHER POSTS

POST 05/87 : **DEPUTY DIRECTOR: HEALTH AND HYGIENE EDUCATION (2 YEAR CONTRACT)**

SALARY : R369 000 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor diploma/degree in social sciences or equivalent qualifications with appropriate experience in health and hygiene, sanitation and knowledge management coordination of activities, understanding of sector wide approach and working with water services sector partners, clear understanding of Corporate Governance. Knowledge of Acts and Policies governing the delivery

		of basic services. Be computer literate. Ability to ensure that health and hygiene policies and strategies are implemented in an integrated and coordinated manner. Ensure that policies and strategies are rolled out to key stake holders, ability to manage advocacy programmes, ability to communicate and write on all levels.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordination of activities within water and health sectors through existing forums and bi-lateral relationships. Rollout and operationalization of Integrated Health and Hygiene and Sanitation related policies, regulations, strategies and guidelines. Facilitate sector input into sanitation policy and strategy formulation. Give strategic inputs into Water Services Sector policy and strategy development initiatives. Co-ordinate and guide the development of National Regional/Provincial and District level sanitation policies, strategies and programmes in line with national strategic objectives to ensure alignment. Ensure mainstreaming on Health and Hygiene component in the Sanitation programme. Give strategic inputs into Integrated Health and Hygiene component in the Sanitation programme. Give strategic inputs into Integrated Health and Hygiene Education within the context of MIG, Project Consolidate and EPWP. Develop and design WSAs. Commission studies in collaboration with DWAF (National Sanitation Programme Unit), Department of Health and other NSTT representatives inclusive of CONTEALESA. Co-ordinate and consolidate Health Related and Sanitation Health Indicators into a sector progress reports to Cabinets, MITT, Portfolio Committee and other forums. Assess and review sector reports on a regular basis (quarterly) to ensure that there is alignment with national strategic objectives and facilitate follow-up, ensure common, proper and accurate and timeous reporting on the sanitation to various authorities and bodies, monitor and evaluate the implementation of the sanitation programme to inform implementation and policy review process, facilitate sector advocacy. Managing and Mobilise Resources for Health and Hygiene and provide leadership to the unit. Review Health and Hygiene strategy to ensure HIV/AIDS, water quality issues are adequately addressed and mainstream within Sanitation programmes
<u>ENQUIRIES</u>	:	Ms P Makhanya, Tel: 012) 336 7616
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313 Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko , Tel: 012) 336 7624
<u>POST 05/88</u>	:	<u>STRATEGIC SUPPORT MANAGER</u>
<u>SALARY</u>	:	R311 358 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria-(228001)
<u>REQUIREMENTS</u>	:	Recognised three year degree/diploma or equivalent in Social Science, development, business management, public administration. Extensive working experience at management level. Knowledge of sanitation policies, strategies and guidelines is essential. Understanding of roles and responsibilities of Government in the delivery of basic infrastructure, the ability to work with other Departments at National, Provincial and Local levels. Understanding of all legislation impacting on the delivery of water services being computer literate and have valid drivers licence. Knowledge of the Water Services sector. Management of consultants, organisational & co- ordination skills. Facilitation, people and excellent communication and writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Achieve efficient and sustainable sanitation services by providing strategic support to the Chief Director: National Sanitation Programme. Ensure effective and efficient communication in chief director's office. Develop systems to coordinate the flow of correspondence between the CD's office and the clients such as sanitation managers, regional directors, chief directors and stakeholders, politicians etc. Manage incoming and outgoing strategic documents and respond on behalf of the chief director were applicable. Scrutinise and finalise documents submitted for chief director's signature. Ensure that the finances of

the chief Directorate are aligned .Prepare and scrutinise presentations for the chief director. Prepare minutes and agenda of meetings to be chaired by chief director. Track, monitor and follow up on actions from meetings for the chief director as well as the delegated tasks to sanitation managers to ensure that they are dealt with. Programme management support and performance monitoring by managers to chief director. Coordinate performance assessment sessions for the managers. Ensure that the business plans and the performance contracts are in place. Ensure that progress and quarterly reports are submitted. Ensure that intervention plans are in place and implemented for non performing programmes. Supporting Chief Director towards reaching performance management objectives through monitoring progress against objectives in all sanitation projects. Assisting the Chief Director on responding to internal and external queries on the sanitation programme

ENQUIRIES : Ms T Mpotulo, Tel: (012) 336 8370
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313 Pretoria, 0001
FOR ATTENTION : Ms Cornelia Mazibuko, Tel: 012 – 336 7624

POST 05/89 : **LEGAL ADMINISTRATION OFFICER**

SALARY : R196 815 per annum
CENTRE : Pretoria
REQUIREMENTS : At least a B. Proc or an LLB degree and appropriate post qualification experience in the legal profession or in the application of law. Good communication skills (verbal and written), computer literacy (Ms Word, Ms PowerPoint, Outlook), knowledge of the Constitution of South Africa, Public Service Act and regulations and Public Finance Management Act, interpersonal skills, good presentation skills, analytical thinking, research, report writing, policy formulation and project managements are required as well as the willingness to travel. Preference will be given to applicants with the following: A post graduate LLB degree or higher legal qualification with international law as a course, experience and skills in the drafting of legislation and litigation, broad knowledge of environmental and water law, broad knowledge of the Constitution and public service transformation policies and experience, knowledge or skills in international law and negotiation.

DUTIES : Key Performance Areas: Negotiate, draft and provide oral or written advice/opinions in respect of contracts for the Department and the Ministry; draft and process legislation, notices, regulations and general authorisations; draft legal documents such as affidavits, directives, delegations, assignments and cabinet memoranda; provide legal training and make presentations on the Acts Administered by or having a bearing on the department; appear before the Water Tribunal on behalf of the Department; debt recovery and litigation matters; provide ongoing legal advise/opinion to the Department and Ministry to ensure that the goals of the Department are met; comment on or make recommendations on policies/strategies for the Department and Public Service/State to the Directorate Legal Service; represent the Department at committees and meetings.

ENQUIRIES : Ms M Setwaba, tel (012) 336 8331
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, Zwamadaka Building 610

POST 05/90 : **ASSISTANT DIRECTOR: COMPLIANCE (2 POSTS)**

SALARY : R157 686 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized three year degree or diploma or equivalent in business or public administration/management. An extensive work related knowledge of Public Service Act and Regulations, Public Finance Management Act (PFMA), Treasury and the Division of Revenue Act. A strong financial administration

		ability. Must be pro-active, flexible and be able to work independently and under pressure. Good communication (written and verbal) skills and an ability to interact with Senior Management and external stakeholders at all levels. Good interpersonal, planning, organizational, supervisory and problem solving skills. Professional report writing skills. Advanced computer skills (Ms Office and Ms Project), leadership facilitation skills and creativity. The successful candidate must demonstrate experience of government planning, budgeting and implementation processes, especially at a provincial or local government level. Good organizational, co-ordination and planning skills. The successful candidature will be subjected to security clearance.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will support the implementation of the national water services and infrastructure transfers program in the Departments. Support the preparation of budgets and provide a data and information function to enhance data storage. Facilitate and coordinate and consolidate all Do Ra reports from the regional offices and local government. Prepare submissions, presentations and statistical reports as requested by the Director.
<u>ENQUIRIES</u>	:	Mr R T Meso, Tel (012) 336 6523.
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building 610.
<u>POST 05/91</u>	:	<u>GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN FOR COMMERCIAL FORESTRY</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree in Forestry or Natural Science plus appropriate experience in the planning and mapping of plantations to promote sustainable forest management. Extensive experience in Arcview/ArcGIS and spatial analyses. Working knowledge and experience of MS Office software. Good communication and report writing skills. Knowledge of project management is recommended.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent of the post will be responsible for mapping the commercial plantations that are managed by the Forestry Branch of the Department of Water Affairs and Forestry. Monitor and update spatial information for the above mentioned commercial plantations. Assist in compiling management schedules to support decision making by plantation managers. Provide technical guidance and support on GIS operational staff in the regions. Be involved in the daily administration of the Directorate and in addressing enquiries from the public and from within the Department.
<u>ENQUIRIES</u>	:	Mr Waldo Hinze, Tel (012) 336 7666
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 05/92</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGETING</u> (Directorate: Management Accounting)
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting and appropriate experience in Financial management with at least considerable involvement in budgeting; knowledge of Budget Procedures and Processes; knowledge of government accounting systems; computerized financial systems-BAS; planning and organisational skills; analytical skills; computer literacy e.g. Word and spreadsheets, etc; verbal and written communication skills; knowledge of the Public Finance Management Act (PFMA) ad Treasury Regulations.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent's responsibility will be to assist with the preparation of the Early Warning System as

		prescribed by National Treasury; assist with the co-ordination and consolidation of the departmental capturing of budget on BAS; assist with the adjustments estimates process; assist with the monitoring of departmental expenditure; assist with the provision of relevant information for financial statements; assist with management of virements; assist with department queries, Auditor-General, internal & External Audit, Consultants and Directorates.
<u>ENQUIRIES</u>	:	Mr J.M Mogane, Tel (012) 336 8541
<u>APPLICATIONS</u>	:	The Director: Management Accounting, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building 610
<u>POST 05/93</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE II (3 POSTS)</u> (5 year contract)
<u>SALARY</u>	:	R113 905 per annum (All inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate experience. Excellent communication, organisational skills. Interpersonal sensitivity. Flexibility. Personal motivation. Computer skills (Ms Word, Excel, PowerPoint and Outlook). Problem solving skills. The ability to use own initiative. Experience and insight in filling of records and general office administrative duties.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be required, amongst others, to do the following: Render efficient general office support to the Directorate and the Director. Co-ordinate meeting. Handle routine correspondence and enquiries. Faxing, photocopying, bind documents, make travel and accommodation arrangements, type letter, and memorandums and prepare power point presentations. Manage S&T claims. Maintain a good document and record management system for the Directorate. Open new files, order stationery and office equipments.
<u>ENQUIRIES</u>	:	Ms SB Mnisi Tel (012) 336 7507
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001, ZwaMadaka Building, Room 610
<u>FOR ATTENTION</u>	:	Ms C Mazibuko
<u>POST 05/94</u>	:	<u>SENIOR SECRETARY</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 Certificate, appropriate qualification in secretarial or office management field and extensive working experience. Excellent written and verbal communication skills. Organisational skills. Computer literate (Microsoft Word, Excel, PowerPoint & Outlook). Able and willing to work flexible and irregular hours and use own initiative.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for effective management of the Director's office, office organisation and general administration functions, the rendering of secretarial services, including professional reception of clients, telephone calls and typing of reports, letters and submissions. Arranging appointments, organising meeting and workshops, taking minutes at meetings and preparing minutes subsequent to meetings, making travel arrangement, develop and maintain an effective filing and information system. Maintaining the Director's diary and performing all other secretarial duties requested.
<u>ENQUIRIES</u>	:	Ms T H Carroll, tel (012) 336 8212
<u>APPLICATIONS</u>	:	The Director-General: Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building 610
<u>POST 05/95</u>	:	<u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate secretary diploma with relevant office management experience, knowledge and skill in Public Administration; general

		office managerial skills. An ability to think strategically, to develop systems and processes. Advanced computer literacy skills and knowledge. Strong organizational and leadership abilities. Innovativeness, interpersonal-personal, presentation and communication skills (written and verbal). Candidates must be willing to undergo a typing skills test. Competencies: Experience in working with senior management, ability to work independently and under pressure. Innovative thinking, computer literacy, good human relations, good organisational skills and communication skills (verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Management of the Manager's diary, scheduling meetings, booking venues, scheduling all the manager's engagements and communicate with the manager. Arranging travelling and accommodations. Organising and planning functions, workshops, seminars and meeting of the Chief Directorate. Provide a high-level administrative support to the Manager. Keep a well-organised administration system for the office. Draft correspondence to members of the public, internally, other organisations and state departments on instruction by the Manager. Attending to the manager's electronic correspondence such as e-mails and faxes. Answering phone calls and transferring them to the relevant offices as well as taking messages for the Manager. Receiving and attending to the Manager's visitors and serving them refreshments.
<u>ENQUIRIES</u>	:	Ms E K Boikanyo, Tel: (012) 336 7691,
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Mrs C Mazibuko, ZwaMadaka Building 610
<u>POST 05/96</u>	:	<u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Hartbeespoort Area Office
<u>REQUIREMENTS</u>	:	A grade 12 or equivalent qualification with typing as a passed subject or broad experience/exposure to general secretarial duties at least Director Level Hands on knowledge/experience of MS Office application (Excel, Word and Power Point) knowledge of budget well developed verbal and written communications skills Sound organisational skills. Good interpersonal skills, adaptability and resourcefulness. Ability to work under pressure, independently and handle confidential matters. High level of reliability
<u>DUTIES</u>	:	Key Performance: Provides an effective and efficient secretarial support to the Director, which will inter alias include typing, copying, faxing and managing e- mail correspondence. Type a variety of documents such as agenda, minutes, memos, letters and reports for the Director and ensure that these are distributed timorously. Prepare Power Point presentations. Arrange meetings, appointments, flights, accommodation, transport, parking, refreshments, etc for the Director's office. Handle and maintain the Director's daily correspondence. Maintain an effective filing system in the Director's office. Maintain the Director's diary. Answer telephones calls, take and relay messages and process outgoing calls. Control stationary needs.
<u>ENQUIRIES</u>	:	Mr. M. R. Williams Tel (012) 253 1093
<u>APPLICATIONS</u>	:	Director Northern Operations, NWRI- Branch, Private Bag X 352, Hartbeespoort, 0216
<u>FOR ATTENTION</u>	:	Mr. M. R. Williams
<u>POST 05/97</u>	:	<u>FORESTRY SCIENTIST: (GREENING, WOODLANDS & ARBOR WEEK)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate recognized degree in Forestry or Community Development Science or equivalent qualification. Basic knowledge of general IDP process, good writing and verbal communication skills, leadership and management skills, computer literacy and a valid Code 08 driver's licence.

<u>DUTIES</u>	:	Key Performance Areas: Contribute to the economic upliftment of all people in the Region by promoting the responsible and sustainable utilisation of the natural resources and encourage tree-centred development of the Region. Facilitate and co-ordinate service delivery and technical advice for forest/tree management. Initiating intervention, which might lead to the solution of woodland degradation. Implementing forest and tree related initiatives in the Region through municipality structures. Advising communities on the formation of the greening initiatives campaign. Compilation of the provincial business plans. Provincial Development Growth Strategy. Involved in the IDPs and budgeting processes. Planning rural community forestry initiatives on request. Participation in National Arbor Week campaigns. It will be expected of the incumbents to develop strong institutional links with local government institutions, private companies and the public in general and further promote Forest Enterprise Development initiatives.
<u>ENQUIRIES</u>	:	Mr S S Makau, tel (033) 3412600
<u>APPLICATIONS</u>	:	Regional Director, KZN Forestry, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms N Lesaoana
<u>POST 05/98</u>	:	<u>FORESTRY SCIENTIST: (FOREST REGULATION)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year Degree in Forestry or equivalent qualification plus extensive experience in forest regulation and woodlands as well as other forestry related matters such as planning and database management. The following will serve as recommendation: Extensive knowledge of NFA, GIS, GPS and protected trees. Mapping techniques. Computer Literacy (Ms Word, Ms Excel, PowerPoint Outlook and Photoshop). Valid code 08 drivers' licence. Exposure in forestry related projects . Good communication (verbal and written) skills. Good leadership and organization skills.
<u>DUTIES</u>	:	Key Performance Areas: Compilation of management plans for all the forest estates; maintaining the National Forestry Inventory. Updating of forestry maps. Orientate forestry guards on how to use GPS tool. Co-ordination of forestry related projects including research work, familiarize himself/herself with all aspects of forest and woodland management (including relevant legislations) to enable the handling of community enquiries and contribute towards the informed management decisions. Be involved in the daily administration of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr S S Makau, tel 033-3412600
<u>APPLICATIONS</u>	:	Regional Director, KZN Forestry, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms N Lesaoana
<u>POST 05/99</u>	:	<u>SENIOR FORESTER</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Mazengwenya Plantation
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Forestry. Appropriate experience in Forest Management. A valid drivers licence. Knowledge of silviculture practices. Knowledge of harvesting methods and equipment used. Knowledge of fire fighting techniques. Knowledge of how to control contractual operations. knowledge of disciplinary procedures. Knowledge of protocol in working with the community and the Amakhosi. Good communication, negotiation and team leadership skills. Ability to use own initiative. Understanding of Public Service Transformation policies .Basic computer literacy
<u>DUTIES</u>	:	Key Performance Areas: Weekly and monthly planning of silviculture and harvesting duties. Addressing problems and devising alternative methods of work to ensure efficiency. Daily management of staff in silviculture/harvesting operations and fire protection. Personnel evaluation. Fighting of fires. Making of fire

		breaks. burning of belts. Maintenance of fire fighting tools. Compilation of fire fighting plans and implementation thereof. Harvesting of timber. Measuring volumes supply of invoices. Monitor collection of revenue from sale of timber. Management of contractors. Compilation of budget and an APO.
<u>ENQUIRIES</u>	:	Mr K J Wier 082 887 2098
<u>APPLICATIONS</u>	:	Regional Director, KZN Forestry, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms N Lesaoana
<u>POST 05/100</u>	:	<u>SENIOR FORESTER</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	KZN Forestry(Qhudení Plantation)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Forestry, or equivalent relevant qualification. Appropriate experience in Commercial Forest Management. A valid drivers licence. Knowledge of silviculture practices. Knowledge of harvesting methods and equipment usage. knowledge of fire fighting techniques. Knowledge of how to control contractual operations. knowledge of disciplinary procedures .knowledge of protocol in working with the community and the Amakhosi. Good communication, negotiation and team leadership skills. Ability to use own initiative. Understanding of Public Service Transformation policies. Basic computer literacy
<u>DUTIES</u>	:	Key Performance Areas: Weekly and monthly planning of silviculture and harvesting duties. Addressing problems and devising alternative methods of work to ensure efficiency. Daily management of staff in silviculture/harvesting operations and fire protection. Personnel evaluation. Fighting fires. Preparing fire breaks. Burning of belts. Maintenance of fire fighting tools. Compilation of fire fighting plans and implementation thereof. Harvesting of timber. Measuring volumes. Supply of invoices .Monitor collection of revenue from sale of timber. Road maintenance. Supervision of look-out personnel. Implementation of principles criteria indicators and standards.
<u>ENQUIRIES</u>	:	Mr. LWB Mbatha,tel (035) 4744109.
<u>APPLICATIONS</u>	:	Director: Forestry, KZN Forestry, Department of Water Affairs & Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms N. Lesaoana
<u>POST 05/101</u>	:	<u>FORESTER</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	KZN Forestry,(Nkonisa Plantation)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Forestry, or equivalent relevant qualification. Appropriate experience in Commercial Forest Management. A valid drivers licence. Knowledge of silviculture practices. knowledge of harvesting methods and equipment usage. knowledge of fire fighting techniques. Knowledge of how to control contractual operations. knowledge of protocol in working with the community and the Amakhosi. Good communication, negotiation and good leader skills. Ability to use own initiative. Basic computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Weekly and monthly planning of silviculture and harvesting duties. Addressing problems and devising alternative methods of work to ensure efficiency fighting of fires. Preparing of fire breaks. Burning of belts. Maintenance of fire fighting tools. Compilation of fire fighting plans and implementation thereof. Harvesting of timber. Measuring volumes. Supply of invoices. Monitor the collection of revenue from sale of timber. Road maintenance. Supervision of look-out personnel
<u>ENQUIRIES</u>	:	Mr. LWB Mbatha,tel (035) 4744109.
<u>APPLICATIONS</u>	:	Director: Forestry, KZN Forestry, Department of Water Affairs & Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms N. Lesaoana

<u>POST 05/102</u>	:	<u>SENIOR ACCOUNTING CLERK: BUDGETING</u> (Directorate: Management Accounting)
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate with Accounting as a passed subject is required along with knowledge of government accounting systems, computerised financial system, BAS planning and organisational skills, analytical skills, computer literacy, e.g. Word and Spreadsheet, etc, knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent's responsibility will be to assist with the capturing of the budget on BAS; assist with the monitoring of the departmental expenditure; assist with the adjustment estimate processes; filing of all documentation; monitoring the leave register, compilation and capturing of journals and faxing and photocopying of documents.
<u>ENQUIRIES</u>	:	Mr J.M Mogane, Tel (012) 336 8541
<u>APPLICATIONS</u>	:	The Director: Management Accounting, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building 610

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

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

MANAGEMENT ECHELON

- POST 05/103** : **DIRECTOR: LAND USE MANAGEMENT AND STATUTORY BOARDS REF NO.70048330**
Directorate: Land-Use Management and Statutory Board Unit

- SALARY CENTRE REQUIREMENTS** : R540 429 per annum (all inclusive package)
Johannesburg
Degree in Town Planning, Master Degree will be an added advantage. A strong policy background and relevant experience in Land Use Management and Statutory Boards.

- DUTIES** : Manage affairs concerning land use and township establishment. Proper land use applications and conduct investigations. Process land use appeals applications, render secretariat support services to the Development Tribunal/ Township Board. Manage the administration concerning the compensation of development Tribunal/ Township members. Manage and provide training for staff, implement systems that will contribute to the smooth running of the directorate. Support the department priorities.

- ENQUIRIES CLOSING DATE** : Sipiwe Nhlapho, Tel (011)355-8540
11 February 2008

- POST 05/104** : **DIRECTOR (SENIOR SECTOR SPECIALIST): RESEARCH REF NO.70048329**
Directorate: Economic Policy Research Unit

- SALARY CENTRE REQUIREMENTS** : R540 429 per annum (all inclusive package)
Johannesburg
Degree with Economics as a major. A postgraduate qualification would be an advantage. Experience in the sector development (metal cluster and capital equipment, chemicals, automotive and other advanced manufacturing sectors including composite materials). Understanding and knowledge of cross-cutting interventions including resources based sector value chain and integration. Excellent sector analytical skills-quantitative and qualitative methodologies. Excellent communications (written and verbal) presentation, facilitation skills, project management experience, computer literacy and experience in the use of software and databases. Ability to work under tight deadlines and pressure. Excellent interpersonal and management of research teams. Proven ability to co-ordinate various stakeholders in collaborative research project, previous interaction or working relationship with various research institutions would be an added advantage. Research experience in an economic policy environment and knowledge of Gauteng Economy, South African Economy and how to fits into the global economy.

- DUTIES** : Provide strategic leadership on and advise in the conceptualization, supervision and management of research projects and sector development programmes and methodologies. Leverage partnership with sector specific industry associations, social partners and interface with municipalities on all matters related to

growth sectors as identified in the National Industrial Policy Framework and the Industrial Policy Action Plan and the Provincial Growth and the Development Strategy. Understand sector related research, set research standards, plan ,execute and manage research projects, provide research advice to other researchers, liaise with other research institutions and professionals, manage the economic policy research agenda. Co-ordinate various stakeholders in collaborative research projects.

ENQUIRIES : Sipiwe Nhlapho, Tel (011)355-8540
CLOSING DATE : 11 February 2008

OTHER POSTS

POST 05/105 : **RECRUITER REF NO.70048511**
 Directorate: Human Resource and Logistical Support

SALARY : R157 686 per annum (plus benefits)
CENTRE : Matlotlo House
REQUIREMENTS : Grade 12 (HRM Degree/ Diploma will be an added advantage) 2 -3 years. Proven track record in competency based recruitment and selection. Preference will be given to applicants who have exposure in targeted selection 2-3 years experience in the public service recruitment environment. Knowledge of the application of all HR workplace laws. Good interpersonal skills. Ability to pay attention to details.

DUTIES : Develop a recruitment plan, design adverts and manage recruitment process from short-listing up to where an offer of employment is made. Orientated new entrants and ensure they are allocated induction dates. Provide recruitment status reports at the broader HRM meetings weekly. Participate in training internal clients on the approved recruitment tool for DED. Co-ordinate pre-appointment competency assessments. Brief HR team on DED's vacancy rate. Provide monthly, quarterly and annual recruitment reports. Provide recruitment advice to management in DED.

ENQUIRIES : Sipiwe Nhlapho, Tel (011)355-8063
CLOSING DATE : 18 February 2008

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 POSTS

POST 05/106 : **TEAM LEADER: BEE PROJECT REF NO 70048224**
 Directorate: Procurement

SALARY : R 196 815.00 – R 228 492.00 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 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 : Humphrey Mjikeliso, Tel No: (011) 689-8279
CLOSING DATE : 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.

MANAGEMENT ECHELON

POST 05/107 : **PRINCIPAL SPECIALIST (PHARMACOLOGY) REF NO: 70048319**
 Directorate: Clinical Services

SALARY : R 502 725 per annum (All inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : M Sc, Ph D. Registration with the HPCSA as Medical Practitioner in Clinical Pharmacology, Pharmacology or Pharmacy.

DUTIES : Serve on the Pharmacy and Therapeutics - & Antibiotics Committee. Participate in Senior Management activities. Assist in the clinical matters in the pharmacy. Liaise with clinicians

ENQUIRIES : Prof W. J. Du Plooy, Tel No : (012) 521 4145
CLOSING DATE : 25 February 2008

POST 05/108 : **OCCUPATIONAL HEALTH SPECIALIST REF NO: 70048507**
 Directorate: Integrated Employee Wellness Programme

SALARY : R427 836 per annum (all inclusive remuneration package of which could be structured according to the individual's needs)
CENTRE : Central Office Johannesburg

REQUIREMENTS : MBChB, Diploma in Occupational Health Medicine Registration with HPCSA. Three year's experience in Occupational Health. Communication, presentation and good interpersonal skills. Computer literacy.

DUTIES : Assist with the development of Occupational Health / Safety Services. Develop and manage Provincial Occupational Health unit. Develop and monitor policies and protocols. Support and assist institutions in the development and management of Occupational Health services / programmes. Ensure compliance with statutory requirements. Develop and monitor code practice, norms and standards. Establish Occupational Health referral system for GDoH. Liaise with external stakeholders and tertiary institutions. Provide Occupational Health service within the framework of Employee Wellness Programme. Support initiatives of Employee Wellness Programme. Provide advice to management on Occupational Health related issues.

ENQUIRIES : Ms G Gemell, Tel (011) 298 2416
CLOSING DATE : 18 February 2008

OTHER POSTS

<u>POST 05/109</u>	:	<u>SENIOR SPECIALIST (INTERNAL MEDICINE, NUCLEAR MEDICINE, COMMUNITY HEALTH & ICU) REF NO: 70048320</u> Directorate: Clinical Services
<u>SALARY</u>	:	R383 844 per annum (All inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered with the HPCSA as a Specialist in the specific discipline and a minimum of three years experience preferably in an academic environment. Registration with HPCSA as Specialist in any discipline, 3 years experience in ICU. Previous experience in ICU care will be an added advantage.
<u>DUTIES</u>	:	Perform clinical duties of a more complex nature. Teach undergraduate and postgraduate students. Supervise graduate students. Participate in research and research projects. Supervise and evaluate subordinates.
<u>ENQUIRIES</u>	:	Dr Q.E. Ramafi (Nuclear Med), Tel No : (012) 521 4390 / Prof O. Mzileni (Internal Med),Tel No : (012) 521 4108/ Prof J.Mpe(ICU), Tel No : (012) 529 5743 / Dr Rautenbach (Comm Health), Tel No : (012) 521 4352
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 05/110</u>	:	<u>CONTROL MEDICAL PHYSICIST REF NO: 70048321</u> Directorate: Clinical Services
<u>SALARY</u>	:	R 369 000 per annum (Inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered with the HPCSA as a Medical Physicist and must possess a minimum of a B. Sc Hons in Medical Physics. A M Sc IN Medical Physics will be an advantage.
<u>DUTIES</u>	:	The applicant's responsibilities will include, but not limited to: Medical Physics services in Nuclear Medicine, Radiology, Radiotherapy and Radiation Protection. The applicant will oversee the training of Medical Physics Interns and will assist the Department in providing lectures to under and postgraduate students. He will be expected to carry out research in accordance with the aims of the Department. The applicant will primarily be responsible for services in the field of Nuclear Medicine.
<u>ENQUIRIES</u>	:	Dr A. C. Chamberlain, Tel No: (012) 521 4390
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 05/111</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 70048504</u> Directorate: Asset Management
<u>SALARY</u>	:	R369 000 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	3-year Finance or Business degree or equivalent National Diploma. Sound understanding of basic accounting principles. Ability to work independently, strong analytical skills & good interpersonal relations. Ability to work effectively with officials across all levels within the Department. Strong computer skills especially Excel, Word & BAS & the specific asset management system in the Department. Ability to prepare & analyze figures & amounts, strong managerial skills, ability to manage a team of people. Strong attention to detail & communication skills (written, verbal & reading). Ability to handle complex data & cope with ambiguity. Self starter with strong influencing & negotiation skills. Ability to organize multiple and complex tasks.
<u>DUTIES</u>	:	Develop, implement & monitor acquisition, maintenance & disposal plans for assets. Effectively implement the Asset Management Strategy within the Department. Manage asset management resources allocated to the asset management function & Directorate. Promote & obtain buy-in from internal & external stakeholders in the Department with regards to the asset management function. Ensure effective integration & working

procedures between asset management function & Supply Chain Management within the Department. Ensure effective management of assets within the Department according to the Asset Management Strategy & requirements of the PFMA. Oversee the effective execution of asset management activities, Lead the Department on issues pertaining to processes, procedures & methodology regarding Departmental assets disposals, losses, acquisitions & monthly reconciliation. Lead/ co-ordinate all Assets Reconciliation Reviews in all Regions, Districts & Institutions. Regular asset counts & verify results against Asset Registrar. Manage Asset Registers of all Institutions, Hospitals, Nursing Colleges & respective regions, to ensure a seamless & well coordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analyzing & submitting asset management reports, utilizing the appropriate system within the Department/ Province. Constantly strive to improve the asset management function within the Department by proposing, implementing & re-engineering asset management processes & policies. Ensure officials are sufficiently trained on asset management systems, processes, procedures & policies. Prepare monthly reconciliation between Asset Register & Ledger & annual reconciliation of the Register. Annual Financial Statements & Ledger.

<u>ENQUIRIES</u>	:	Mr. M. Lefosa, Tel No: (011) 355 - 3784
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/112</u>	:	<u>DEPUTY DIRECTOR: MATERNAL & CHILD HEALTH REF NO:70048505</u> Directorate: Maternal Child Health & Nutrition
<u>SALARY</u>	:	369 000 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)
<u>CENTRE</u>	:	Central Office Johannesburg
<u>REQUIREMENTS</u>	:	Degree / equivalent & registration with SANC or HPCSA. Health qualification or 3-5 years experience especially in mother, child, youth & women's health & human genetics, including prevention of mother to child transmission of HIV will be desirable. Communication skills both verbal and written, with the ability to establish cooperative relationships with strategic partners. Ability to work under pressure, independently & with innovation. Computer literacy (Word, PowerPoint, Excel). Driver's licence essential.
<u>DUTIES</u>	:	Manage the Sub-directorate Maternal (Women) & Child Health. Monitoring & evaluation of maternal child youth & women Health & human genetics including prevention of mother to child transmission of HIV. Implement maternal child youth & women health & human genetics including Youth Friendly Services programmes, Bana Pele, ECD & GPAC programmes PMTCT, CTOP, NCCMD recommendations CIMCI, IMCI prevention & management of birth defects. Prevention & management of cervical & breast cancer. Collaborate with other programmes in the context of maternal child youth & women health & human genetics, prevention of mother to child transmission of HIV e.g HAST & Forensic units.
<u>ENQUIRIES</u>	:	Mr S.S Masilela, Tel (011) 355 3266
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/113</u>	:	<u>PRINCIPAL MEDICAL OFFICER REF NO: 70048520</u> Directorate: Allied
<u>SALARY</u>	:	R340 200 per annum (all inclusive remuneration package)
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent with a current registration with HPCSA. Experience in the management of Tuberculosis and Tropical diseases. Diploma in Tropical Medicine and Hygiene (DTM&H) will be an added recommendation.
<u>DUTIES</u>	:	Provision of effective patient care based on Batho Pele principles. Implementation of DOTS plus and standard treatment guidelines for MDR TB. Strengthening of the hospital infection control programme. Care of the patients and follow-up patients attending OPD. Health

		monitoring of staff in line with the Hospital policy and help with the running of employee Wellness Clinic. Attendance and activate participation in workshops, training programmes, patient /staff educational activities and hospital research programmes. To provide comprehensive care for HIV +ve patients and PLWA in the Hospital HIV clinic.
<u>ENQUIRIES</u>	:	Dr X.S. Padanilam, Tel No: (011) 531 4410
<u>CLOSING DATE</u>	:	20 February 2008
<u>POST 05/114</u>	:	<u>PRINCIPAL MEDICAL OFFICER (O&G) REF NO: 70048289</u> Directorate: Chief Directorate Health Region B
<u>SALARY</u>	:	R289 635 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Registration as a medical officer with Health Profession Council of South Africa. Extensive experience in Obstetrics & Gynaecology.
<u>DUTIES</u>	:	Provide senior medical coverage for the Obstetrics and Gynaecology department. Provide preventative health intervention. Supervise and assist junior peers. Perform overrating theatre on an elective and emergency basis. Maintain emergency services after hours. To actively participate in quality improvement. To assist with the development of regional hospital services.
<u>ENQUIRIES</u>	:	Dr.E.M.Tipoy, Tel No: (011)389-0511
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/115</u>	:	<u>ASSISTANT MANAGER (NURSING AREA) REF NO : 70048260</u> Directorate : Nursing Services
<u>SALARY</u>	:	R 235 659 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Current registration with the South African Nursing Council in General Nursing and Midwifery. An appropriate Bachelor's Degree with Nursing Administration through a recognized University. An additional qualification in Nursing Education would be recommended, as well as Post Basic Qualification in any Nursing Speciality. A minimum of 5 years as a Unit Manger, Programme Co –ordinator with a good track record as a Manager, Financial Manager, Human Resource Manager. Be well with Strategic Thrusts of the Department and assist the organization to achieve goals.
<u>DUTIES</u>	:	Strategic Management of all the Clinical Disciplines under his / her Supervision. To direct service delivery within his /her area, within the legislative framework. Develop and see to the implementation of policies and thus contribute towards the organizations attainment of goals. Manage budget within his /her cost centre. Computer literacy. Must be well vest with Quality Assurance systems.
<u>ENQUIRIES</u>	:	Ms L. F. Kuypers, Tel No: (012) 529 3575
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/116</u>	:	<u>MIDDLE MANAGER ENGINEERING SCIENCE REF NO: 70048322</u> Directorate: Allied Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Clinical Engineering or equivalent qualification. Minimum of 5 years experience as Medical Technicians/Clinical Engineering in Management will be an added advantage. Knowledge of Surgical Instructions. Understand the concept of Pneumatics and Hydraulics. Extensive experience in equipment repair and Asset management. Computer literacy is a must. Knowledge of Supply Chain Management. Must be familiar with the Procurement Procedure of Government Services.
<u>DUTIES</u>	:	Control and Manage Clinical Engineering Centre and staff as a whole. Manage and control out-sourcing of Medical Equipment repairs. Do Asset Management and the disposal thereof. Manage and control Service Agreements (Contracts). Sustain training of Clinical engineers as well as end users will be required to set up a

<u>ENQUIRIES</u>	:	Medical workshop. Prepared to work shifts when necessary.
<u>CLOSING DATE</u>	:	Dr. M.P.E Ddungu, Tel No: (012) 529-3880 25 February 2008
<u>POST 05/117</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (REVENUE) REF NO: 70048261</u> Directorate: Finance
<u>SALARY</u>	:	R 196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Appropriate three year Bachelor's Degree or Diploma in Financial Management with financial management experience. Knowledge and experience in Government budget procedures, Basic Accounting Systems (BAS), Public Finance Management Act (PFMA), Treasury Regulations and Government Financial Policies, Annual Financial Statements, Computer Literacy (Excel, MS Word and Power Point). Good communication skills. Valid code 8 (Code B) driver's licence. A computer literacy evaluation will be one and a confidential report can be requested.
<u>DUTIES</u>	:	The successful candidate will perform the following tasks: Management of Revenue Collection and Patient Billing Section. Cash management including departmental transversal systems reconciliation (BAS, Medicom, PERSAL and SAP). Tracing and management of debtors. Management of performance and development of team members . Assist in compilation of monthly reporting on revenue collection and patient fee Schedule (ANNEXURE F). Cost Centre Management . Ensure that activities within revenue section comply with the PFMA, DORA, Treasury Regulations and other relevant directives. Assist with budget processes and procedures relating to Cost Centres / Clinical Business Units. Develop and monitor the implementation of budget for each Cost Centre / Business Unit.
<u>ENQUIRIES</u>	:	Mr F. Du Preez, Tel No: (012) 529 3697
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/118</u>	:	<u>SENIOR MEDICAL OFFICER (CASUALTY) REF NO: 70048262</u> Directorate : Clinical Services
<u>SALARY</u>	:	R 196 815 – 228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent Degree. Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. At least 3 years post community service experience. Willing to work overtime.
<u>DUTIES</u>	:	Consult patients at Casualty covering many Clinical areas including Internal Medicine, Surgery, Maternity, Paediatrics and Psychiatry conditions. Promotion of cost – effective care. Participate in teaching and research. Personal attributes: Team orientated. Generalist skills. Well developed work ethics. Compassionate towards patient care.
<u>ENQUIRIES</u>	:	Dr P. Shembe, Tel No: (012) 529 3203
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/119</u>	:	<u>ASSISTANT DIRECTOR REF NO : 70048263</u> Directorate : Supply Chain Management
<u>SALARY</u>	:	R 196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors Degree or equivalent qualification in Finance, Supply Chain, Public Management or Matric certificate with 5 years experience in SCM. Knowledge of SAP, PAS and Medicom. Analytical and Financial Management skills. Good interpersonal relations, communication and negotiation skills. Organizing, planning, project management and problem solving skills. Computer literacy.
<u>DUTIES</u>	:	Co – ordinate activities for both General sores and Asset Management . Ensure appropriate acquisition of goods and Services. Release requisitions based on delegated powers.

		Monitoring compliance to supply chain procedures in the acquisition of goods and services. Monitoring processes of payments in line with applicable legislations, contract terms and conditions. Liaise with GSSC on all supply chain related matters. Ensure that Departmental Acquisition Council decisions and approvals are implemented. Monitor deviations from supply chain procedures and report deviation. Provide management with information for decision making. Deal with audit queries from Internal Auditors and the Office of the Auditor General. Train and support end – user. Supervise staff.
<u>ENQUIRIES</u>	:	Mr A. M. Mathebula, Tel No: (012) 529 3770
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/120</u>	:	<u>SENIOR MEDICAL OFFICER O&G REF NO: 70048290</u> Directorate: Chief Directorate: Ekuruleni Sedibeng Health Region
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	MBCHB and registration with the Health Professions Council of South Africa. Credible experience as a medical officer.
<u>DUTIES</u>	:	Perform clinical duties and patient care. Be involved in the supervision of medical interns. Actively participate in the academic programme of the department. Render overtime duties. Co-ordination of clinical and support services. Training of community service doctors and medical interns.
<u>ENQUIRIES</u>	:	Dr Abrahams, Tel No: (011)389-0511
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/121</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH, POLICY AND CAPACITY BUILDING REF NO: 70048506</u> Directorate: Health Care Waste + Occupational Hygiene Risk Management
<u>SALARY</u>	:	R196 815 – 228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg/Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 4 years B degree in Medical Natural Sciences or equivalent. Code EB driver's licence. Experience in analysis of reports systems & information to ensure best practice. Understanding the impact of appropriate legislation on health services.
<u>DUTIES</u>	:	Assist in the analysis of processes and systems in all Gauteng Health Department facilities to determine occupational health and safety risks and in recommending appropriate intervention strategies. Identify, initiate & manage research needs in health care waste management, occupational hygiene and safety and address appropriately to ensure best practice and compliance. Responsible for the formulation of policy, norms and standards. Assist in the identification of training needs and the development of sustainable training programmes. Analyze and interpret health care waste and occupational health and hygiene reports/data and make relevant scientific recommendations to ensure compliance and value for money. Produce monthly statistical reports, determine trends & provide management with scientific recommendations.
<u>ENQUIRIES</u>	:	P.J. Brits, Tel No: (012) 303 – 9202/ 082 7742 919
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/122</u>	:	<u>MEDICAL OFFICER (CASUALTY) REF NO : 70048265</u> Directorate: Clinical Services
<u>SALARY</u>	:	R 157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council OF South Africa as a Medical Practitioner. Good communication skills. 4 years experience as a Trauma Consultant. Willing to work overtime and under pressure. Team orientated.
<u>DUTIES</u>	:	Resuscitate very ill or injured patients on arrival. Render quality Primary and Emergency Care in the unit. Oversee and supervise community service doctors and teach medical students and nursing

staff. Ensure that relevant forms are completed timeously, as part of your administrative duties. Promote and ensure cost effective care and optimal use of resources. Assist in the formulation of policies and protocols. Participate in teaching and research.

ENQUIRIES : Dr Tshabalala, Tel No: (012) 529 3510
CLOSING DATE : 12 February 2008

POST 05/123 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (EXPENDITURE AND BUDGETING) REF NO: 70048266**
 Directorate: Finance

SALARY : R 157 686 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Appropriate three year Bachelor's Degree or Diploma in Financial Management with financial Management experience. Knowledge and experience in Government budget procedures Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations and Government Financial Policies. Annual Financial Statements, Computer literacy (Excel, MS Word and Power Point). Good communication skills(written and verbal). Good interpersonal, organizing and planning skills. A computer literacy evaluation will be done and a confidential report can be requested.

DUTIES : The successful candidate will perform the following tasks: Manage expenditure against budget. Manage timely payments of all suppliers . Manage the clearing of ledger / suspense accounts. (Assets and Liabilities). Manage the creditor statements (Reconciliation). Management of theft and losses. Manage the reconciliation of transversal systems (BAS / SAP/ PERSAL / MEDSAS) and control accounts. Monitoring of Service Level Agreements with GSSC. Ensure compliance with PFMA and Treasury Regulations. ist with Budget Planning relating to Cost Centres / Clinical Business Units. Compile expenditure reports per Cost Centre. Advise on cost containment measures in relation to expenditure trends of each Cost Centre / Business Unit.

ENQUIRIES : Mr F. Du Preez, Tel No: (012) 529 3697
CLOSING DATE : 12 February 2008

POST 05/124 : **MEDICAL OFFCER (DERMATOLOGY) REF NO: 70048323**
 Directorate: Clinical Services

SALARY : R157 686 per annum (plus benefits)
CENTRE : Dr George Hospital
REQUIREMENTS : MBChB degree or equivalent qualification. Post community service. Registration with HPCSA as a Medical Officer.

DUTIES : Participate in all activities of the Department including outpatient clinics, ward work, after hours calls, as well as in academic and research activities of the Department.

ENQUIRIES : Mr S. Mazibuko, Tel No : (011) 898 8094
CLOSING DATE : 25 February 2008

POST 05/125 : **MEDICAL OFFICER REF NO: 70048411**
 Directorate: Emergency Medicine

SALARY : R 157 686 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : MBCHB. (ALS training ATLS,ACLS or PALS). Experience in emergency. Medicine (preferably in an academic environment). Personal attributes: Leadership skills, team orientated, skilled communicator. Computer literate.

DUTIES : Service delivery based in the Emergency Medicine Unit of Pretoria Academic Hospital. Involvement in teaching of under-graduate students, interns, community service doctors in Emergency Medicine. Participate in appropriate research. Contribute to the development of Emergency Medicine at the University of Pretoria and its teaching sites.

ENQUIRIES : Dr A Engelbrecht, Tel No: (012) 354-4838
CLOSING DATE : 22 February 2008

POST 05/126 : **MEDICAL OFFICER REF NO: 70048413**
Directorate: Urology

SALARY : R 157 686 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : MBCHB. Registration with HPCSA.
DUTIES : Ward rounds and routine ward work- patient care. Out patients, Casualty calls, Consultations after hour calls. Theatre cases.

ENQUIRIES : Mr. Simon Reif, Tel No: (012) 354-1513
CLOSING DATE : 22 February 2008

POST 05/127 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR REF NO: 70048285**

SALARY : R 157 686 per annum (plus benefits)
CENTRE : Tshwane/Metsweding Region
REQUIREMENTS : Degree or National Diploma 2-3 years experience and computer literacy. Research background and code 08 driver's licence. Project Management, Qualification or experience in community or development work or NGO/CBO's, Health Qualification will be an advantage.

DUTIES : Manage direct, record and assess the flow of correspondence to and from the Chief Director's office. Appraisal and development of the in the office. Compiling management reports, documents and presentation for meetings. Ensure that the office of the Chief Director is run efficiently and effectively. Liaise and co-ordinate special project as delegated. Planning and organizing meetings for the Chief Director, follow-up on the action to take, manage deadlines and track progress. Handling queries regarding Region activities and the Chief Director's programme as required. Provide logistical support such as making travel and accommodation arrangements. Keep up to date with regard to the applicable prescripts, policies and procedure to ensure effective and efficient support to the Chief Director.

ENQUIRIES : Mr. J. Ngcobo, Tel No: (012) 303-9016
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 15 February 2008

POST 05/128 : **MEDICAL OFFICER (ICU, INTERNAL MEDICINE & FAMILY MEDICINE) REF NO: 70048324**
Directorate: Clinical Services

SALARY : R 157 686 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Medical Practitioner.

DUTIES : Perform clinical duties. Teach interns, students, nursing staff and other personnel. Participate in departmental audit activities. Provide after hours cover in accordance with the commuted overtime contract.

ENQUIRIES : Prof J. Mpe (ICU), Tel No: (012) 529 5723 /
Prof O. Mzileni (Internal Medicine), Tel No: (012) 521 5753 /
Dr Mabuza (Family Medicine) , Tel No : (012) 521 4108

CLOSING DATE : 25 February 2008

POST 05/129 : **SECURITY MANAGER REF NO: 70048517**
Directorate: Support Services

SALARY : R144 426 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 certificate. Grade C as per Private Security Industry Regulation Authority (PSIRA).Ability to read and write. Knowledge of Incident procedures. Certificate in Security. 2-3 years experience in security. Knowledge of Batho Pele principles. Able to work under pressure.

DUTIES : Supervising of Security Guards and responsible for their performance management, discipline and training. Access control and searching of both vehicles and pedestrians. Writing of

		statements and testify in court. Ability to operate security equipment and recognised safety hazards. Writing and submission of weekly, monthly and quarterly reports. Patrol security guards and comply with security dress code at all times. Strategic planning to strengthen the security system of the institution. Perform risk assessment. Advise management on security issues.
<u>ENQUIRIES</u>	:	Mrs M.N. Pitso Tel (011) 531 4305
<u>CLOSING DATE</u>	:	20 February 2007
<u>POST 05/130</u>	:	<u>CHIEF ADMIN CLERK REF NO: 70048519</u> Directorate: Patient Admin
<u>SALARY</u>	:	R144 426 per annum (plus benefits)
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent with 2-3 yrs experience working in patient admin. Experience in revenue and financial management. Computer literate. Knowledge of public service legislation and policies. Good interpersonal skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office function. Communicate with various stakeholders (patients, community and employees). Manage patient administration, revenue and debts. Perform key administration responsibilities regarding record keeping and reporting. Manage performance and development of personnel. Supervision and training of all subordinates. Knowledge of PAAB and must be able to work on the system. Compilation of monthly, quarterly and annual reports. Compilation of monthly patient statistics.
<u>ENQUIRIES</u>	:	Ms M.N. Pitso Tel No: (011) 531 4305
<u>CLOSING DATE</u>	:	20 February 2007
<u>POST 05/131</u>	:	<u>DATA ADMINISTRATOR (3 POSTS) REF NO: 70048508</u> Directorate: Health Information Management
<u>SALARY</u>	:	R132 054- R153 312 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor's degree / 3- year National Diploma with any Health Services, Mathematics / Science / Statistics / Computer Science as major. Computer literacy. Analytical and numeracy skills. Good communication and coordination skills. Driver's licence.
<u>DUTIES</u>	:	Maintenance of all databases in the information administration division such as DHIS, Electronic TB Register and Notification system. Ensure that data flow at all levels is adhered to. Identify the department's information needs. Ensure data quality (timeliness, completeness and validity). Manage relevant projects as assigned
<u>ENQUIRIES</u>	:	Mr. W.V Mbelu, Tel (011) 298 2314
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/132</u>	:	<u>COMPUTER TECHNOLOGIST REF NO: 70048412</u> Directorate: ICT
<u>SALARY</u>	:	R 132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with National Diploma or related IT qualification, A+N+. Drivers License Compulsory. Experience in Medicom, BAS,PERSAL, CITRIX,SAP,Microsoft packages and the helpdesk environment will be a preference. Good communication and planning skills also required as well as a good attendance profile.
<u>DUTIES</u>	:	The successful candidate will be expected: To provide user support for computer hardware and software installation, maintenance and upgrading. Network troubleshooting and support. Support operational systems. Perform routine back-up for all the available servers. The appointee will be expected to perform standby and after hour duties.
<u>ENQUIRIES</u>	:	Ms. M.E Kewane, Tel No: (012) 354-2055
<u>CLOSING DATE</u>	:	22 February 2008

<u>POST 05/133</u>	:	<u>CHIEF ENVIRONMENTAL HEALTH OFFICER (5 POSTS)</u> Directorate: Public Health
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	O.R. Tambo International Airport x 2 (70048509/1) Lanseria International Airport x 1(70048509/2) City Deep x 2 (70048509/3)
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Computer, leadership & problem solving skills, ability to work under pressure, code 8 driver's licence and 4 year's experience in Port Health services.
<u>DUTIES</u>	:	To render comprehensive Port Health services in the Gauteng Province. Prevent infectious & communicable diseases that may enter the country through means of air. Ensure safety of in-flight meals served on international and domestic flights. Ensure compliance to South African legislation of imported foodstuffs, cosmetics, disinfectants, medicines, hazardous substances and human remains. Ensure proper vector control at the airport to prevent vector borne diseases from entering and leaving the country. An in-depth understanding of specialized principles of the port health environment, passenger and patient monitoring, national and international product quality standards and forensic and bacteriological laboratory procedures.
<u>ENQUIRIES</u>	:	Kaleba Albert Marumo, Tel (011) 355 3479
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/134</u>	:	<u>LOGISTICAL SUPPORT OFFICER REF NO: 70048267</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / RVQ 13 or equivalent qualification plus five years more experience in SCM. Knowledge of SAP, Medicom and Provisioning Admin System. Knowledge of PFMA, Treasury Regulations and PPPFA.
<u>DUTIES</u>	:	Manage accounting section / transaction at Pharmacy. Verify and check transaction on control cards (Ledger cards). Train and develop staff members on analytical techniques. Compile report on monthly stock balances. Approve face value forms for stock replenishment and other voucher files. Compile / conduct bi –annual stock taking reports on pharmaceutical items. Evaluate and supervise the performance of staff members.
<u>ENQUIRIES</u>	:	Mr K.N. Manyike, Tel No: (012) 529 3106
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/135</u>	:	<u>PROFESSIONAL NURSE GRADE 1- PN – A2 REF NO: 70048325</u> Directorate: HR
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered as Professional Nurse and Occupational Health Nurse. Registered with SANC. Knowledge of HIV workplace programme. Good interpersonal relationship. Good communication skills. Able to work under pressure. Good presentation skills.
<u>DUTIES</u>	:	Conduct training on Occupational Health Safety issues. Conduct inspection to identify hazards. Develop policies on Health and Safety. Conduct medical surveillance and evaluation for fitness for duty. Incapacity management. Conduct health awareness campaigns as per health calendar. Management of Occupational injuries and diseases. Follow up on injury on duty. Direct observed treatment. Administer Hepatitis B and Flu vaccine. Implement HIV workplace programme. Attend EWP meetings internally and externally. Attend other meetings which have linkages to our core business.
<u>ENQUIRIES</u>	:	Ms T. Zulu, Tel (012) 529 3374
<u>CLOSING DATE</u>	:	25 February 2008

<u>POST 05/136</u>	:	<u>MATERIAL RECORDING CLERK REF NO : 70048268</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / RVQ 13 or equivalent qualification plus five years more experience in SCM. Knowledge of SAP, Medicom and Provisioning Admin System. Knowledge of PFMA, Treasury Regulations and PPPFA.
<u>DUTIES</u>	:	Manage accounting section / transaction at SCM. Verify and check transaction on control cards (Ledger cards). Be able to work out analytical techniques on tally cards. Compile out of stock report bi – weekly. Approve face value forms for stock replenishment and other voucher files. Manage the identified fast moving stock items. Effective management of contracts. Serve as a permanent member of vetting committee. Compile / conduct bi – annual stock taking reports on general and medical consumable items. Evaluate and supervise the performance of staff members.
<u>ENQUIRIES</u>	:	Mr K.N. Manyike, Tel No : (012) 529 3106
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/137</u>	:	<u>MATERIAL RECORDING CLERK REF NO: 70048269</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Appropriate Diploma / Degree or equivalent qualification / Matric certificate and 5 years extensive experience in Asset Management. Knowledge of BAS, SAP and BAUD system. Knowledge of PFMA, Treasury Regulations and PPPFA.
<u>DUTIES</u>	:	Update of maintenance repair register. Develop asset management plan (Capital equipment). Check and verify capturing of GRV'S on SAP system. Ensure collection of redundant and obsolete assets for disposal. Monitor and update lease register. Monthly reconciliation of assets registers and support register. Approve request for internal / external transfer. Maintain an accurate filling system for purchased minor / capital assets. Be involved in stock taking on assets. Spot check on assets utilization and safe keeping.
<u>ENQUIRIES</u>	:	Mr S. Senamela, Tel No : (012) 529 3150
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/138</u>	:	<u>SPECIALISED AUXILIARY SERVICE OFFICER (5 POSTS) REF NO: 70048270</u> Directorate: Pharmacy
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered as a Post Basic Pharmacist Assistant with SAPC. At least 7 years experience as a Registered Post Basic Pharmacist Assistant. Grade 12. Sound knowledge and understanding of the Pharmacy Act, GPP and medicine and related substances Act. Good communication skills, both verbal and written. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Organise and control all aspects of procurement and receipts of pharmaceutical products in the ward stock area. Organise and control the storage of stock in ward stock area. Conduct regular ward visitation according to procedure. Provide all required statistics and reports. Dispensing at both the main Pharmacy and the satellite pharmacies under a direct supervision of a Pharmacist. Assist the Pharmacist in the preparation of sterile products. Perform any legitimate task requested that is necessary for the provision of quality Pharmaceutical service.
<u>ENQUIRIES</u>	:	Ms. R. V. Oladipupo, Tel No: (012) 529 – 3680
<u>CLOSING DATE</u>	:	12 February 2008

<u>POST 05/139</u>	:	<u>ADMINISTRATION CLERK REF NO: 70048271</u> Directorate: Logistics
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus extensive appropriate experience and sound knowledge in Logistics, Property and Maintenance. Skills in problem solving. Policy development. Negotiation with members. Office Administration and Logistic Support Services. Good communication skills (written and verbal). Strong leadership skills. Ability to compile reports and adherence to deadlines is essential. Computer literacy. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Effective planning and development of the Administrative and Support system. Develop procedures. Operational planning and review process in line with strategic plan framework. Manage and control the following sections: Cleaning and surrounding, garden services and maintenance. Update and implement measures to improve service delivery. Apply and monitor budget control in the department. Compile monthly reports. Ordering and monitoring department stock, material and equipment.
<u>ENQUIRIES</u>	:	Ms. C. W. Pieterse, Tel No: (012) 529 – 3164
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/140</u>	:	<u>PROPERTY CARETAKER REF NO: 70048272</u> Directorate: Logistics
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Diploma in Horticulture with 3 years experience. Sound knowledge of Office Administration. Skills in problem solving. Good communication skills (written and verbal). Strong leadership skills. Ability to compile reports and adherence to deadlines is essential. Computer literacy. Ability to work independently and under pressure. Good planning skills. Technical orientated. Code 8 drivers licence.
<u>DUTIES</u>	:	Planning and execution of land scaping. Management of staff. Ordering and monitoring department stock, material and equipment. Liaise with stakeholders regarding garden and surroundings. Report writing and evaluation of team members. Record keeping. Doing inspection. Attend to maintenance needs. Develop procedures. Operational planning and review process in line with strategic plan framework. Apply and monitor budget control in the department.
<u>ENQUIRIES</u>	:	Ms. C. W. Pieterse, Tel No: (012) 529 – 3164
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/141</u>	:	<u>HOUSEKEEPER REF NO: 70048273</u> Directorate: Logistics
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12/ 10 with 15 years experience in Accommodation and House Keeping. Sound knowledge of Office Administration and Logistics Support Services. Skills in problem solving. Good communication skills (written and verbal). Strong leadership skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Management of staff. Ordering and monitoring department stock / material. Liaise with stakeholders regarding accommodation and house keeping. Report writing and evaluation of team members. Update accommodation policies monthly. Record keeping. Distribution of documents. Allocation of accommodation. Doing inspection in residents. Attend to maintenance needs. Develop procedures. Operational planning and review process in line with strategic plan framework. Apply and monitor budget control in the department.
<u>ENQUIRIES</u>	:	Ms. C. W. Pieterse, Tel No: (012) 529 – 3164
<u>CLOSING DATE</u>	:	12 February 2008

<u>POST 05/142</u>	:	<u>CLINICAL TECHNOLOGIST (CARDIOVASCULAR PERFUSION)</u> <u>(2 POSTS) REF NO : 70048376</u> Directorate: Cardio – Thoracic Surgery
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered with the Health Professional Council of South Africa. Minimum of 3 years experience in the field of Cardio –Vascular Perfusion. Computer literacy. Be able to work under pressure. Good communication skills.
<u>DUTIES</u>	:	Must have a sound knowledge of Cardiopulmonary Bypass with Adults and Paediatrics. Set up dof Heart – lung machine and running of bypasses. Set up and preparation of Intra Aortic Balloon Pump. Set up and preparation of blood cell saving in Theatre and ICU. Set up of ECHMO system. Preparation of Cardiac Monitor and monitor of pressures in Theatre and ICU. Maintenance of blood gas machines. Must be prepared to work during Public Holidays, Weekends and after hours.
<u>ENQUIRIES</u>	:	Mr P.J. Pretorius, Tel (012) 529 3839
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 05/143</u>	:	<u>SENIOR ENVIRONMENTAL HEALTH OFFICER (4 POSTS)</u> Directorate: Public Health
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	1x Lanseria International (70048510/1) 2x O.R Tambo International Airport (70048510/2) 1x City Deep (70048510/3)
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Computer, leadership & problem solving skills. Ability to work under pressure. Code 8 driver's licence & 4 year's experience in Port Health services.
<u>DUTIES</u>	:	To render comprehensive Port Health services in Gauteng Province. Prevent infectious and communicable diseases that may enter the country through means of air. Ensure safety of in-flight meals served on the international and domestic flights. Ensure compliance to South African legislation of imported foodstuffs, cosmetics, disinfectants, medicines, hazardous substances and human remains. Ensure proper vector control at the airport to prevent vector borne diseases from entering and leaving the country. An in-depth understanding of specialized principles of the Port Health environment, passenger and patient monitoring, national and international product quality standards and forensic and bacteriological laboratory procedures.
<u>ENQUIRIES</u>	:	Kaleba Albert Marumo, Tel No: (011) 355 - 3479
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/144</u>	:	<u>ADMINISTRATION CLERK (MARKETING OFFICER) REF NO : 70048377</u> Directorate: Communications
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Diploma in Public Relations / Marketing & Communications or equivalent. Excellent networking skills – verbal, written communication skills and media contacts.
<u>DUTIES</u>	:	Good understanding of marketing. Minimum 5 years experience in Public Relations and /or Marketing with a high interest in fundraising. Highly IT competent in Microsoft Office and data capturing. Fluency in at least two languages. Events management skills. Must be enthusiastic, meticulous, forward thinking and independent person, able to identify / create services marketing opportunities.
<u>ENQUIRIES</u>	:	Ms N. Bashe, Tel (012) 529 3216
<u>CLOSING DATE</u>	:	25 February 2008

<u>POST 05/145</u>	:	<u>TRANSPORT OFFICER REF NO: 70048518</u> Directorate:
<u>SALARY</u>	:	R93 336 per annum (plus benefits)
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Appropriate Diploma in Fleet Management or equivalent qualification with 2 years or more experience in transport field. A valid driver's license. Strong verbal and written communication skills. Computer literacy. Knowledge of transport policies and PFMA.
<u>DUTIES</u>	:	Manage GG fleet and subsidized cars. Safe custodian of keys and logbooks. Process log sheets for all departmental pool vehicles. Ensure timeous submission of log sheets and reports to Service providers. Arrangement of services and repairs of state owned vehicles. Renewal of licenses. Process accident reports for state vehicles. Process traffic fines. Verify kilometers traveled and prepare monthly reports. Ensure implementation and adherence to transport regulations, circulars and transport policy. Co-ordinate the monthly transport expenditure.
<u>ENQUIRIES</u>	:	Ms M.N. Pitso Tel (011) 531 4305
<u>CLOSING DATE</u>	:	20 February 2007
<u>POST 05/146</u>	:	<u>LOGISTICAL SUPPORT OFFICER REF NO: 70048264</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification and appropriate experience. Computer literacy is essential. Successful completion of SAP, BAS and Medicom systems will be an advantage. Knowledge of PAS 1 & 2, Supply Chain Management, Implementation of PFMA, Treasury Regulation and PPPFA.
<u>DUTIES</u>	:	Capturing of RLSOL on SAP. Obtaining of quotations. Follow-up with GSSC for purchase orders to be created. Completion and utilization of Z492 book.(Manual order book). Support immediate supervisor in the unit. Ensure that procurement of goods and services is in line with procurement policies and procedures. Manage risk around face value documents. Maintenance of registers for orders. Compile vetting committee documents.
<u>ENQUIRIES</u>	:	Mr K.N. Manyike, Tel No: (012) 529 3106
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/147</u>	:	<u>ADMINISTRATION CLERK (2 POSTS) (2 POSTS) REF NO: 70048378</u> Directorate: EAP
<u>SALARY</u>	:	R 85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Diploma or Degree in HRM. Computer literate. Extensive Knowledge of HR policies. Knowledge of Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act. Knowledge of Employee Wellness Programme. (OH & S, EAP, HIV workplace programme). Good communication and interpersonal relationship. Must be able to work under Pressure. Must maintain confidentiality.
<u>DUTIES</u>	:	Assess staff with psych social problems and refer. Manage Occupational Injuries and Diseases and completion of forms. Follow-up Occupational Injuries and Diseases and arrange for follow up treatment. Assist with incapacity management forms. Submit incapacity and IOD forms to HR and Finance for processing. Plan events as Health calendar. Assist with office administration. Compile minutes of EWP meetings. Conduct awareness campaigns according to Health calendar.
<u>ENQUIRIES</u>	:	Ms T. Zulu, Tel (012) 529 3374
<u>CLOSING DATE</u>	:	25 February 2008

<u>POST 05/148</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 70048286</u>
<u>SALARY</u>	:	R 85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with at least 2-3 years experience in HR. Practical experience of PERSAL, Knowledge of HR prescripts and procedures. Organizational skills. Communication skills and computer literacy.
<u>DUTIES</u>	:	Handle administrative process with regard to appointments, promotions and translation in rank, transfers, resignations, PMD's and PILLIR. Receiving and processing applications for advertised posts. Administer salary, memorandums and submitting monthly statistics. Applying and interpreting of regulations and related HR issues. Accept greater responsibility when requested and ability to work under pressure.
<u>ENQUIRIES</u>	:	Ms.W. Matube, Tel No: (012) 354 5604
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	15 February 2008
<u>POST 05/149</u>	:	<u>STAFF NURSE GRADE 1 – SN 1) REF NO : 70048379</u>
		Directorate : EAP
<u>SALARY</u>	:	R70 140 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered as Enrolled Nurse. Registered with SANC. Knowledge of HIV and TB. Good communication skills. Good interpersonal relationships. Able to maintain confidentiality.
<u>DUTIES</u>	:	Hepatitis B vaccines. Direct observed treatment for TB. Management of Occupational injuries including follow –up. Filling up of injury on duty forms to Finance for processing.
<u>ENQUIRIES</u>	:	Ms T. Zulu, Tel (012) 529 3374
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 05/150</u>	:	<u>ADMINISTRATION CLERK ARV CLINIC REF NO: 70048283</u>
<u>SALARY</u>	:	R 68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, computer certificate: MS Word, Excel, and Power Point. Experience in HIV/STI/TB environment will be an added advantage. Good verbal communication and interpersonal skills. Ability to work within a team.
<u>DUTIES</u>	:	Daily capturing of clinic data according to the recommended indicators and available data capturing system. Filing and record keeping. Patient's registration at the clinic. Providing information and assistance to patients.
<u>ENQUIRIES</u>	:	Sr.R.E. Raphela, Tel No: (012) 354 5927
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	15 February 2008
<u>POST 05/151</u>	:	<u>MATERIAL RECORDING CLERK (STORES) REF NO: 70048284</u>
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 10 certificate with equivalent experience. Successful completion of PAS1 or SCM1 will be an added advantage. Knowledge of Supply Chain Management Policies, prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.
<u>DUTIES</u>	:	Maintenance of stores and goods. Receiving and issuing of stock, check for correctness, quality and quantity and fills in/signs the appropriate documentation and stores stock according to the prescribed warehouse management principles. Record all stores items per VA11. Monitor the availability of stock, reconcile stock received and issued. Inspection of stock and give feedback. Handling VA2 for internal stock, apply FIFO rule or the just –in-time principle. Ensures that requisitions are satisfied timely. Performs the administration and maintenance of bin allocations (bin numbering system) and keeps accounting section (posting clerk)

		posted. Report stock discrepancies to the accounting section and the senior store official. Report disposable stock items to Supply Chain Manager by means of a report or service letter.
<u>ENQUIRIES</u>	:	Ms. R. Matshili, Tel No: (012) 354-5963
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	15 February 2008
<u>POST 05/152</u>	:	<u>BASIC PHARMACIST ASSISTANT REF NO: 70048288</u>
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Matric certificate and Basic Pharmacist Assistant certificate. Registration with the South African Pharmacy Council as a Basic Pharmacist Assistant. Computer literacy, 1 to 2 years as Basic Pharmacist Assistant.
<u>DUTIES</u>	:	Perform the following under supervision of a Pharmacist. Bulk compound of stock in accordance with SOP's. Receiving of stock from suppliers and issuing of ward stock. Provision of information to promote health.
<u>ENQUIRIES</u>	:	Mr. J. Kapanga, Tel No: (012) 354-5778/5750
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	15 February 2008
<u>POST 05/153</u>	:	<u>SPECIALISED AUXILIARY SERVICE OFFICER (2 POSTS) REF NO: 70048274</u> Directorate: Pharmacy
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registered Basic Level Pharmacist Assistant with SAPC. Grade 12. Good communication skills, both verbal and written. Good interpersonal relations and ability to work as a team.
<u>DUTIES</u>	:	Issue ward stock according to standard operating procedures. Assist with stock taking of pharmaceuticals. Assist pharmacist in dispensing of medicines. Bulk compounding and prepacking in accordance with procedures. Assist in ordering and receiving of stock and stock taking. Perform any legitimate task requested that is necessary for the provision of quality pharmaceutical service.
<u>ENQUIRIES</u>	:	Ms R.V. Oladipupo, Tel No: (012) 529 3680
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/154</u>	:	<u>CLIENT INFORMATION CLERK (5 POSTS) REF NO: 70048275</u> Directorate: Logistics
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 10 / 12 qualification. Good customer service skills. Friendly, committed. Good communication and interpersonal skills. Ability to work shifts day and night. Must work under pressure. Computer literacy.
<u>DUTIES</u>	:	Print telephone accounts. Keep a register of all telephone accounts. The successful candidate will be expected to receive and answer incoming calls, canalize calls to appropriate divisions / sections and general enquiries. Note down and give message by use of phone, SMS system to locate officials in and outside institution.
<u>ENQUIRIES</u>	:	Ms. L. Legotlo, Tel No: (012) 529 – 3200
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/155</u>	:	<u>ADMINISTRATION CLERK (2 POSTS) REF NO: 70048276</u> Directorate: Logistics
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Sound knowledge of Office Administration and Logistics Support Services. Skills in problem solving. Good communication skills (written & verbal). Strong leadership skills. Ability to compile reports and adherence to deadlines is essential. Computer literacy. Ability to work

<u>DUTIES</u>	:	independently and under pressure.
	:	Ordering and monitoring department stock / material. Liaise with stakeholders maintenance. Control telephone accounts. Update departmental documentation monthly. Compiling of documents. Record keeping. Distribution of documents. Filing of documents. Arrangement of meetings. Drafting and distribution of minutes. General office duties in the following departments : Switchboard, Cleaning department , Security services, Laundry department and Maintenance department.
<u>ENQUIRIES</u>	:	Mr E.H.L Mothabela, Tel No: (012) 529 – 3363
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/156</u>	:	<u>SECRETARY REF NO: 70048291</u> Directorate: Chief Directorate Ekurhuleni-Sedibeng Health region
<u>SALARY</u>	:	R49 965 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<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 interpersonal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organise and prioritize work. Computer literacy. Extensive knowledge and experience MS Office, (including word, excel).
<u>DUTIES</u>	:	Administer the document management system in the officer of the Senior Clinical Manager. Maintain a filing system to file and retrieve documentation. Handling confidential documents. Operate standard equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submission and letters. Receiving the visitors. Attend to telephone calls and messages and referring appropriately where required. Manage the Senior Clinical Manager diary. Co-ordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging refreshments.
<u>ENQUIRIES</u>	:	Mr Daniel. Molefe, Tel No: (011)389-0621
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/157</u>	:	<u>PROPERTY CARETAKER / GROUNDSMAN (4 POSTS) REF NO: 70048277</u> Directorate: Logistics
<u>SALARY</u>	:	R 49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 8/ 10 plus 2 years experience. Problem solving skills. Good communication and interpersonal skills. Ability to work under pressure. Supervisory skills. Report writing and evaluation of team members. Good planning skills. Batho – Pele Principles.
<u>DUTIES</u>	:	Prepare, maintain gardens and lawns e.g pruning of trees, put fertilizers on the lawn, trimming and removing weeds. Planting of trees and watering them. Maintaining parking areas and pathways in a clean and tidy state. Take care of machinery such as lawnmowers, garden and cleaning equipment. Remove refuse and load on tractor for transportation to dumping area. Cleaning of gutters. Take inventory of garden machinery and equipment. Ordering of material and equipment.
<u>ENQUIRIES</u>	:	Mr E.H.L Mothabela, Tel No: (012) 529 – 3363
<u>CLOSING DATE</u>	:	12 February 2008
<u>POST 05/158</u>	:	<u>DARKROOM OPERATOR) REF NO: 70048380</u> Directorate: X – Ray
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or ABET qualification. Good health. Good communication skills.
<u>DUTIES</u>	:	Darkroom duties. Processing of X –Ray films, cleaning of processors, darkroom and the environment. Performing quality

control, cleaning of cassettes, checking of stock i.e films, chemicals and cassettes. Working shifts including weekends, public holidays and night duty. Taking part in any departmental activities, patient care and any official duties given by Supervisors.

ENQUIRIES : Ms Bulana, Tel (011) 898 8206
CLOSING DATE : 25 February 2008

POST 05/159 : **PROPERTY CARETAKER / GROUNDSMAN (6 POSTS) REF NO: 70048278**
 Directorate: Logistics

SALARY : R 43 245 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Abet. Ability to read and write. Basic literacy. Problem solving skills. Good communication skills. Good interpersonal relations. Batho – Pele Principles.

DUTIES : Prepare, maintain gardens and lawns e.g pruning of trees, put fertilizers on the lawn, trimming and removing weeds. Planting of trees and watering them. Maintaining parking areas and pathways in a clean and tidy state. Take care of machinery such as lawnmowers, garden and cleaning equipment. Remove refuse and load on tractor for transportation to dumping area. Cleaning of gutters.

ENQUIRIES : Mr E.H.L Mothabela, Tel No: (012) 529 – 3363
CLOSING DATE : 12 February 2008

POST 05/160 : **LAUNDRY WORKER (8 POSTS) REF NO: 70048279**
 Directorate: Logistics

SALARY : R 43 245 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Abet. Ability to read and write. Problem solving skills. Good communication and interpersonal skills. Batho – Pele Principles.

DUTIES : Collection / delivery and counting of linen. Loading and unloading of linen. Washing, drying, and ironing of linen. Cleaning of shelves and floors. Stocktaking. Receiving of linen. Sluicing of soiled linen.

ENQUIRIES : Mr R.M. Seerane, Tel No: (012) 529 – 3406
CLOSING DATE : 12 February 2008

DEPARTMENT OF HOUSING

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

CLOSING DATE : 15 February 2008
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POST

POST 05/161 : **DEPUTY DIRECTOR: ASSETS CONTROL REF NO :70048521**
 Directorate: Assets Management

SALARY : R311 358 (Inclusive salary packages)
CENTRE : Johannesburg
REQUIREMENTS : B Com/B Compt degree or equivalent. Completed articles with at least 3 years managerial experience in the assets management environment. Ability to conduct financial analysis, prepare reports and proposals related to asset management. Strong analytical skills. Good interpersonal relations and the ability to work effectively with officials across all levels. Strong managerial skills and ability to manage a team of people Strong communication skills

<u>DUTIES</u>	:	The main purpose of the Deputy Director Assets Control is to help manage the department's assets efficiently, effectively and economically. to ensure the implementation of the Assets Management Strategy of the department in line with the department's business operational plans. Manage the Sub-directorate. Monitor the asset management activities. Implement, monitor acquisitions, maintenance and disposals plans of the department for all asset management related matters. Develop, maintain and implement departmental strategies, policies, processes and procedures of the assets management. Ensure adherence to regular asset management reporting requirements as determined from time to time be the National and/or Provincial Treasury. Manage the departmental le assets register. Review monthly BAS and D-BIT reconciliation and insure that any reconciling items are promptly resolved. Ensure that the amount disclosed in the financial statements agree to the fixed assets register. Monitor and report on status of asset verification for movable and immovable assets. Adhere to asset management's reporting requirements as determined by the National and /or Provincial Treasury. Perform economic appraisals for capital projects before embarking on and during the projects.
<u>ENQUIRIES</u>	:	Enoch Gumata, Tel: (011) 355 4417
<u>POST 05/162</u>	:	<u>ASSISTANT DIRECTOR: ASSETS CONTROL REF NO: 70048486</u> Directorate: Assets Management
<u>SALARY</u>	:	R157 686 (plus benefit)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Com/B Compt degree, National Diploma or equivalent. At least 3 years managerial experience in the assets management environment and an ability to manage a team. Prepare reports and proposals relating to asset management. Have some degree of analytical skills. Good interpersonal relations and the ability to work effectively with officials across all levels. Drivers licence Strong communication skills.
<u>DUTIES</u>	:	The main purpose to the Assistant Director: Assets Control is to help manage the department's assets efficiently effectively and economically. To ensure the implementation of the Assets Management Strategy of the department in line with the department's business operational plans Execution of the operational plan to meet the assets management's operational objectives. Assist with the development and implementation of assts management strategies, processes and procedures. Compile the department's movable assets register. Supervisor and develop staff. Oversee the execution of physical asset verification as per assets verification plan. On a monthly basis prepare BAS and D-BIT reconciliation and ensure that reconciling items promptly resolved. Assist in conducting economic appraisals for capital projects. Assist in adherence to assets management's reporting requirements as determined by the National and /or Provincial Treasury. Maintain the department's moveable assets register and that it is complete and accurate. Be part of the team drafting the annual financial statements. Assist in resolving audit (external and internal) queries on assets register and that it is complete and accurate.
<u>ENQUIRIES</u>	:	Enoch Gumata, Tel: (011) 355 4417
<u>POST 05/163</u>	:	<u>ADMINISTRATION OFFECER: ASSETS CONTROL REF NO: 70048487</u> Directorate: Assets Management
<u>SALARY</u>	:	R106 335 per annum (plus benefit)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma or equivalent. At least 3 years relevant experience in the assets management environment and an ability to work in a team Assist in prepare reports and proposals relating to asset management activities. Good interpersonal relations and the ability to work effectively with officials across all levels. Drivers Licence. Strong communication skills.

- DUTIES** : The main purpose of the Administration Officer: Assets Control is to help manage the department's assets efficiently, effectively and economically. to ensure the implementation of the Assets Management Strategy of the department in line with the department's business operational plans. Assist in preparing monthly BAS/D-BIT fixed assets reconciliation for the movable assets and ensure the department keeps at all times an updated moveable fixed assets register. Responsible for the effective, efficient and economic use of movable assets and including the safeguarding of such assets. Update the asset register at all times, when acquiring, moving and disposing of movable assets. Physically verify the assets and make a follow up on any discrepancies identified during the verification process. Execute the department's Assets Management Strategy. Immediate bar-coding of newly acquired assets and capturing of the results thereof in the departments asset management system (D-BIT). Prepare a list for management of obsolete assets and damaged assets that needs repairs. Be part of the team drafting the annual financial statements. Assist in resolving audit (external and internal) queries on assets management related matters.
- ENQUIRIES** : Enoch Gumata, Tel: (011) 355 4417

OFFICE OF THE PREMIER

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

MANAGEMENT ECHELON

- POST 05/164** : **DEPUTY DIRECTOR GENERAL: GOVERNMENT COMMUNICATION & INFORMATION SERVICES REF NO.70048419**
Business Unit: Government Communication & Information Services

- SALARY CENTRE REQUIREMENTS** : R770 823 All inclusive remuneration package
Johannesburg
An appropriate recognized post graduate degree in Communication or other relevant degree, plus extensive experience of 5-10 years in senior management / executive management . Competencies: The successful candidate must possess in-depth knowledge of government policies and priorities such as the GCR , Gauteng Growth and Development and Social Development strategies. Comprehensive experience and knowledge of media, journalism, media management and knowledge of how the media works. Strong marketing, branding and PR skills. Ability to develop media strategies and plans, with good research, analytical, journalistic skills including the ability to interpret complex policy issues Excellent event management, financial, interpersonal, people management and leadership skills. Appointment is subject to the signing of a performance agreement contract. The successful candidate will be required to submit to a clearance check.

- DUTIES** : Develop and oversee the implementation of framework communication strategies to promote the GPG, its policies and strategies and the Gauteng City Region (GCR) as a whole including overseeing the development of municipal communication strategies. Provide strategy and media liaison services including reputation management, managing a Gauteng news service, the development of a GPG-wide internal communication strategy, convening Communication forums, organizing media briefings for

the Premier and MECs and providing media liaison support for the Premier's public appearances and GPG milestone events. Manage the GPG's outreach programmes, Izimbizo, Imbizo Focus weeks, Presidential Imbizo and key events involving the Premier and the EXCO and ensuring that relevant government communication and information reaches the poor and most vulnerable in an accessible manner to assist them to improve their lives. Manage corporate identity, ensure professional standards and quality in media products, manage GPG communication including marketing and advertising strategies on key government campaigns and manage the production of publications to promote the image of GPG. Oversee the development of a framework branding and marketing strategy to promote Gauteng as a preferred destination for tourism, investment and competitive sport.

ENQUIRIES
CLOSING DATE

: Mr. M Mokoena Tel no: (011) 355 6200
: 19th February 2008

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. If a representative appointment cannot be made, the candidature of any applicants that comply will be considered.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Environmental Affairs and Development Planning, Private Bag X9086, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Mr RL Waller
<u>NOTE</u>	:	These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Candidates will be subjected to competency assessment as well as security clearance. Any previous government service and reason for leaving must be declared.

OTHER POSTS

<u>POST 05/165</u>	:	<u>CHIEF RISK OFFICER– REFERENCE NO: E/08/002</u> Directorate: Financial Administration
<u>SALARY</u>	:	Salary of R311 358 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this position The formal qualification and requirements for this post is an appropriate Bachelor's degree or equivalent qualification • 3-5 years management experience. The following will serve as recommendation: • project management and co-ordination • policy development and analysis • risk management process and techniques • budget processes • financial management • national and provincial instruments and legislation pertaining to risk management • analytical thinking and decision-making skills • research and developmental skills • strategic thinking and planning • computer literacy (MS Office) • ability to analyse, conceptualise and implement policy • conflict resolution • ability to monitor, evaluate and report • ability to do presentations • ability to solve problems • ability to effectively communicate (verbal and written) on a high level • ability to motivate.
<u>DUTIES</u>	:	The successful candidate will be responsible for: • manage the component • develop, implement and advise on risk management systems • facilitate risk identification, the identification of control mitigating risks and control improvement • quality assurance of all risk management activities • analyse and report on consolidated departmental risk profile. Personal attributes: •self-driven • confident and innovative • ability to work under pressure • foster teamwork.

<u>ENQUIRIES</u>	:	Mr A Gaffoor, Tel (021) 483 5128
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 05/166</u>	:	<u>HUMAN RESOURCE ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION – REFERENCE NO: F/08/001</u> Directorate: Human Resource Management and Shared Logistical Services
<u>SALARY</u>	:	All inclusive package of R134 054 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this position is a Degree or equivalent qualification in Human Resource Management or Grade 12 with at least 6 years experience in Human Resource Management Field. The following will serve as recommendation: • sound knowledge of PERSAL, CORE, Public Service Act, Public Service Regulations, Collective agreements and all relevant legislation, policies and procedures within the Human Resource Field • ability to work under pressure and to cope with high workload volumes • good communication (Speak, write and understand English and at least one of the other official languages of the Western Cape) and report writing abilities • a valid code 08 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Render an effective HR advisory service to management and employees in the Department • Ensure compliance with the applicable legislation • Develop and implement policies and procedures related to Human Resource Administration • Render an Exit Management Service • Execute functions pertaining to Leave Administration • Render general administration duties with regard to services benefits and conditions of service • Ensure efficient and effective implementation of all procedures and processes • manage supervision of sub-ordinates/staff/managers.
<u>ENQUIRIES</u>	:	Ms C Pegram, Tel (021) 483-3007
<u>CLOSING DATE</u>	:	18 February 2008
<u>POST 05/167</u>	:	<u>HUMAN RESOURCE ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION – REFERENCE NO: F/08/001</u> Directorate: Human Resource Management and Shared Logistical Services
<u>SALARY</u>	:	All inclusive package of R132 054 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this position is a Degree or equivalent qualification in Human Resource Management or Grade 12 with at least 6 years experience in Human Resource Management Field. The following will serve as recommendation: • sound knowledge of PERSAL, CORE, Public Service Act, Public Service Regulations, Collective agreements and all relevant legislation, policies and procedures within the Human Resource Field • ability to work under pressure and to cope with high workload volumes • good communication (Speak, write and understand English and at least one of the other official languages of the Western Cape) and report writing abilities • a valid code 08 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Render an effective HR advisory service to management and employees in the Department • Ensure compliance with the applicable legislation • Develop and implement policies and procedures related to Human Resource Administration • Render an Exit Management Service • Execute functions pertaining to Leave Administration • Render general administration duties with regard to services benefits and conditions of service • Ensure efficient and effective implementation of all procedures and processes • manage supervision of sub-ordinates/staff/managers.
<u>ENQUIRIES</u>	:	Ms C Pegram, Tel (021) 483-3007
<u>CLOSING DATE</u>	:	18 February 2008

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.

CLOSING DATE : 29 February 2008
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 05/168 : **PRINCIPAL PHARMACIST (RELIEF)**

SALARY : R157 686 per annum plus non-pensionable scarce skills allowance of 15% of basic annual salary.

CENTRE : Boland/Overberg Regional Office, Worcester
REQUIREMENTS : Registration as a Pharmacist with the South African Pharmacy Council plus extensive appropriate experience. Valid Code B driver's licence. Willing to travel extensively. Recommendations: Computer literate. Independent work habits. Ability to work under pressure.

DUTIES : Deliver relief duty in region where necessary. Ensure quality provision of Pharmaceutical Care regarding the dispensing, re-packaging and identification of medicine (mixing, dilution, drops, powders). Dispensing of medicine as stock or on prescription to specific patients and supplying of the correct information regarding user instructions. Control medicine and usage thereof by the institution with regard to the following methods: Ordering of medicine, authorisation of orders, safe keeping of medicine, keeping registers according to the appropriate laws, inspections of stock and registers and destroying of unused and expired medication dispatched Controlling of prescriptions to prevent over dosage as well as incompatibility. Advice to patients, medical, dentists and nursing personnel and supplying of information with regard to new developments in the medicine field and any other pharmaceutical matters. Monitoring and advising of budget

ENQUIRIES : Mrs H Brits, Tel no: 023 - 348 8115.
APPLICATIONS : The Director, Boland/Overberg Region, Private Bag X3079, WORCESTER, 6849.

FOR ATTENTION : Ms MM Janse van Rensburg

POST 05/169 : **SENIOR LIBRARIAN**
Western Cape College of Nursing, Surwell

SALARY : R106 335 per annum.
CENTRE : (Directorate: Human Resource Development)
REQUIREMENTS : Recognised library degree/Postgraduate Diploma or Library Diploma. Computer literacy. Valid driver's licence. Good communication and writing skills in at least two of the three official languages of the Western Cape. Recommendations: General working knowledge and/or experience in library electronic databases will definitely count in an applicants favour. Ideally candidates should be self-motivated to work in a library and have good interpersonal, co-ordination, communication, liaison and research skills are an absolute necessity. Prior experience in a library will be an added advantage. Note: The Provincial Government Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology (CPUT) with possible relocation in the future.

DUTIES : General cataloguing/coding. Retrieval of information. General administration of the library. Answering of enquiries. Indexing of articles. Ordering of relevant material for the College library.

ENQUIRIES : Mrs AA Rust, tel. no. (021) 684-1281.
APPLICATIONS : The Head: Western Cape College of Nursing, Private Bag, Surwell,

FOR ATTENTION : 7762.
Mr MZ Emandien

PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, CAPE TOWN 8000 OR hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons

CLOSING DATE : 15 February 2008

NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these check, which include security clearance, qualification verification, and criminal records.

OTHER POSTS

POST 05/170 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT:**
INTERNAL CONTROL REF NO: WCPT 02/01/08
Directorate: Financial Management, Internal Control

SALARY : R196 815 per annum, In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

CENTRE : Cape Town

REQUIREMENTS : Minimum qualification requirements and experience: • An appropriate Bachelor-degree or equivalent qualification in Risk Management or Internal Auditing • 1-2 years appropriate experience in risk management or internal auditing • Knowledge of departmental internal control and risk management procedures. Knowledge: • Internal Control and Risk management processes and techniques • National and Provincial instruments and legislation pertaining to risk management as well as internal control. Required skills and competencies: • Analytical thinking • Research and development skills • Written and verbal communication skills • Computer literacy e.g. MS Office • Ability to analyse, conceptualise and implement policy • Conflict resolution • Ability to monitor, evaluate and report • Presentation skills • Ability to solve problems • Ability to work within a team • Ability to do research and development • Supervisory skills. Personal attributes: Self-driven • Self-confident and innovative • Ability to work under pressure • Foster teamwork.

DUTIES : • Take responsibility for the execution of general internal control functions in the department • Undertake financial inspections to ensure that financial matters are handled according to prescribed policy and procedures • Provide advice and support with interpreting and application of financial instructions • Assist the Chief Risk Officer with the implementation and maintenance of risk management with the treasury.

ENQUIRIES : Mr B Roberts ☎ (021) 483-3382.

<u>POST 05/171</u>	:	<u>SYSTEM CONTROLLER: BASIC ACCOUNTING SYSTEM (BAS)</u> <u>REF NO: WCPT 02/02/08</u> Chief Directorate: Asset Management Directorate Supporting and Interlinked Financial Systems
<u>SALARY</u>	:	R157 686 per annum In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional home owners allowance, pension and medical subsidies.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum qualification requirements and experience: • An appropriate tertiary qualification in Public Administration/ Finance/Accounting/Economics • Experience and knowledge of accounting systems • Appropriate management experience • Project management experience • At least 2 years practical Basic Accounting System experience • Must be in possession of a valid drivers license. Knowledge of the Public Finance Management Act and Financial Procedures • Computer literacy • Analytical skills • Communication and presentation Skills • Ability to plan, organise and co-ordinate • Ability to solve problems • Lecturing skills • Good interpersonal skills. Personal Attributes: • Self-driven • Innovative • Ability to work under pressure.
<u>DUTIES</u>	:	• Assess, maintain and roll out of accounting systems • Control the integrity of Basic Accounting System (BAS) • Render a technical and user support service (help-desk) • Develop and maintain applicable training material/manual • Develop evaluation methods and norms • Plan training interventions • Presentation of courses • Draft training programme • Handle policy matters pertaining to the content of the job.
<u>ENQUIRIES</u>	:	Mr R Mienie, Tel. (021) 483-4031.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>APPLICATIONS</u>	:	The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
<u>FOR ATTENTION</u>	:	Mr R Versfeld
<u>CLOSING DATE</u>	:	15 February 2008

OTHER POST

<u>POST 05/172</u>	:	<u>MANAGER: TECHNICAL SERVICES REF NO: U2/07/407</u> Department of Transport and Public Works Directorate Works (General Buildings) <i>Job purpose: Managing the personnel, financial and operational functions of the Sub-directorate Technical Services: George Buildings, inclusive of procurement in order to maintain the provincial buildings in the best possible manner and to provide a day to day maintenance service to building occupants. Management of upgrading / construction of smaller capital projects.</i>
<u>SALARY</u>	:	All-inclusive salary package R 369 000 (level 12) per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	An appropriate technical Bachelor's degree or National Diploma (T3 or S4 or N6 stream) or equivalent or higher qualification in the Built Environment. A valid driver's license will be a further requirement. Competencies needed: • computer literacy (MS Projects, MS Word, Ms Excel and MS PowerPoint) • excellent analytical, problem solving, interpersonal, organisational and communications skills. Experience: practical experience in the construction industry including maintenance work • proven management experience • experience in project and personnel management, contract administration of maintenance / construction of buildings, help desk, financial and procurement procedures, Occupational Health and Safety Act and its regulations, Public Service Act and regulations and PFMA. It may be expected from candidates to undergo a behavioural and / or potential analysis.
<u>DUTIES</u>	:	Manage the maintenance component including strategic planning,

ENQUIRIES

financial and human resource management • manage all administrative aspects of the George Office, close liaison with all other Departments and key role players in the building industry • implementation of the maintenance strategy
: Mr TC Mguli, Tel (021) 483 2955