



DATE OF ISSUE: 15 FEBRUARY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 07 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 **14 MARCH 2008**

AMENDMENTS : **Department of Public Service and Administration:** Please note that the title of Post 06/52 is Deputy Director: African Affairs and not as stated in PSVC 06 of 2008

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DEPARTMENT OF AGRICULTURE

This Department is an Equal Opportunity Affirmative Action Employer

CLOSING DATE : 25 February 2008

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

AMANGEMENT ECHELON

POST 07/01 : **DIRECTOR: PLANT HEALTH (REF. NO. 22/2008) (RE-ADVERTISEMENT OF ADV. 429/2007)**

Directorate: Plant Health

NB. All applicants who had previously applied for advert 429/2007 need to re-apply.

SALARY : Remuneration Package of R 540 429, 548 475, 556 641, 564 933, 573 345, 581 880 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

REQUIREMENTS : Applicants must be in possession of an appropriate recognised post graduate Bachelor of Science degree in either Plant Pathology, or Entomology or any related field. Managerial experience. Experience of having worked in the plant health environment. Knowledge of plant diseases occurring in South Africa. Have a good Knowledge of the regulatory environment governing the trade of plants and plant products. Knowledge of the government development objectives and priorities. Knowledge of the international standard setting bodies and a good understanding as to how they operate. Proven leadership and high level plant health management. Analytical skills. High level negotiation skills, financial management and human resources management and development. Advanced policy development, formulation, interpretation and implementation. Extensive computer user knowledge and experience. Drivers licence. This post includes a lot of travelling, national and internationally and it is expected from the successful candidate to travel independently.

DUTIES : The successful candidate will be responsible to: Provide strategic management and leadership for the development and implementation of policies, legislations, strategies, systems and measures aimed to reduce plant risk associated with plants, plant products and regulated articles in accordance with the relevant legislation. Provide leadership in ensuring equitable access to plant health services. Ensure compliance with international plant health bio-security obligations and responsibilities. Provide leadership in prioritisation of research

activities on plant health matters. Formulate pest survey protocols, contingency plans and eradication programmes for regulated pests and establish Early warning Systems. Formulate and facilitate the implementation of bi-lateral and multilateral plant health agreements and standards and export programmes and protocols. Provide an effective pest risk analysis service and information protocols. Provide an effective pest risk analysis service and information systems. Manage delegated mandates and responsibilities and regularly report on implementation on Public Service delivery. Manage the human resources and development of the Directorate: Plant Health according to the Public Service regulations. Undertake efficient budgeting and expenditure control as well as procurement according to the PFMA Act, 1999, the Treasury Regulations and Departmental prescriptions

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

POST 07/02

Mr. E. Rademeyer, Tel. Nr. (012) 319-6502
Director-General, Department of Agriculture, Directorate: Human Resources Management, Private Bag X250, PRETORIA, 0001
Ms. J.E. Smith, Room F-GF-06, Agriculture Place
Preference will be given to female candidates and candidates with a disability

REGISTRAR: PLANT IMPROVEMENT ACT (REF 54/2008)

Directorate: Plant Production

This is a re-advertisement of Ref. No. 434/2007 and candidates who previously applied for this post are requested to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

All inclusive package of R369 000 per annum
Pretoria
B. Sc Degree in Agriculture with either Agronomy or Botany as a major subject (you are requested to furnish a credit certificate and/ or statement of results). Relevant experience and knowledge of propagation and breeding of various horticultural and agronomic crops. Ability to interpret requirements and provisions of legislation, policies and other issues relating to plant improvement, including the Plant Improvement Act, 1976 (Act 53 of 1976) and other related legislation. Good knowledge and understanding of the plant production sector in South Africa. Good communication skills (written and verbal). Good interpersonal skills and networking skills. Computer literacy (MS Word, Excel, Access and Power Point) ability to compile documents such as submissions, letters, reports, recommendations and other line function documentation independently. A valid Code B driver's licence and ability to drive.

DUTIES

Administration of Plant Implementation Act, 1976 (Act 53 of 1976) to ensure compliance in terms of the quality, varietal purity and orderly trade of plant and propagating material declared in terms of the Act. Establishment and monitoring of certification schemes for plants and propagating material. Development and review of legislation, policies, guidelines, norms and standards for plant improvement. Liaise with industry and key stakeholders on issues relating to the Plant Improvement Act, 1976. Provide comprehensive advisory services on regulatory matters and other related issues. Participation in the activities of national, regional and international organisations as it relates to plant improvement. Manage the Sub-directorate: Regulatory Support with regards to finance, human resources, assets and organisational performance.

**ENQUIRIES
APPLICATIONS**

FOR ATTENTION

POST 07/03

Mr. T. Ramashala, Tel. No. 012-319-6079
ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113.

ITP Response Handling

ASSISTANT DIRECTOR (ECONOMY) (REF 55/2008)

Directorate: International Trade

**SALARY
CENTRE
REQUIREMENTS**

All inclusive package of R311 358 per annum
Pretoria
A three-year Bachelor's Degree plus Honours Degree or a four-year Bachelors Degree, both options with two or more of the following subjects: Agricultural Economics; Economics; Business Economics please include a complete

academic record/ transcripts with your application). Good knowledge of the following: South Africa's international/ regional trade relations; trade with the USA, Latin America and Asia; South African agriculture and trade policy; trade policy research using analytical skills; macro-economic policy and its impact on the agriculture sector; basic human resource management; Public Service working conditions. Good verbal and written communication skills and negotiation skills.

DUTIES

: Manage South Africa's agricultural trade relations with Americas and Asia, which entails: Monitoring, analysis and evaluation of developments that could impact on SA agriculture in trade with the countries of Americas and Asia. Representing the Department and ensure that South Africa's agriculture interests are advanced in the meetings and negotiation sessions with those countries. Representing the Department at meetings and other for discussing issues related to those countries. Interacting with the agricultural industries in agricultural trade matters emanating from trade relations with those countries. Managing research projects and studies to evaluate the impact of developments of these trade relations. Manage trade economists through the general personnel management prescripts.

ENQUIRIES

APPLICATIONS

: Mrs. H. Konstant, Tel. No. 012-319-8025
: ITP Response Handling, P.O. Box 14587, Lyttleton, 0140 or phone 0860-103-113.

FOR ATTENTION

: ITP Response Handling

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an Equal Opportunity Affirmative Action Employer. In support of the Department's Equity Targets, applicants need to indicate race, gender and disability status on the application forms/CV's.

- APPLICATIONS** : Applications must be sent to the relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Ms Malotane M J: 012 307 2540 or Mr Chauke M H: 012 307 2643)
 Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms Mholo J: 051 404 0268/051 4040270)
 Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Ms Xhego N: 043 706 7834)
 Gauteng Region: Head Recruitment, Gauteng, Private Bag X393, Pretoria, 0001 (Ms J Botha: 012 420 0192)
 Limpopo/Mpumalanga/North West Region, Private Bag X142, Pretoria, 0001: (Mr Boswel W H 012 323 4818: Limpopo/Mpumalanga/N West Region)
 Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: (Ms Sanders M 021 550 6017)
 KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 (Ms Nel A J: 033 355 7372)
- CLOSING DATE** : 25th February 2008
- NOTE** : Application should be accompanied by a Z83 form/internal application form, certified copies of ID, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.

OTHER POSTS

- POST 07/04** : **DEPUTY DIRECTOR: RESEARCH ADMINISTRATION**
 Directorate: Research
- SALARY** : R313 656 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Recognized three year degree or diploma. Sound managerial experience. Administration and research experience will be an added advantage. Excellent communication and interpersonal skills. Good presentation, negotiation and networking skills. Able to plan, evaluate, implement and motivate. Good interpersonal skills. Knowledge of Public Service Regulations. Computer literate. Valid driver's license.
- DUTIES** : Provide secretarial support to the DCS's Research Ethics Committee. Respond to all enquiries with respect to research undertaken for study and/or external research interests. Facilitate approval of research reports. Manage a data base of research. Undertake and manage research projects. Monitor compliance to research policy. Manage resources.
- ENQUIRIES** : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
- POST 07/05** : **DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE**
 Western Cape Region
- SALARY** : R313 656 per annum
CENTRE : Western Cape Region (Drakenstein Med A)
REQUIREMENTS : Recognized three year degree/diploma and relevant experience. Good communication skills. Valid driver's license. Knowledge and understanding of Public Service Act and the ability to plan/organize Regulations and Labour Relations Act.

<u>DUTIES</u>	:	Management of operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implementation of policies.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 01/06</u>	:	<u>DEPUTY DIRECTOR: COORDINATOR CORRECTIONAL ADMINISTRATION</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Relevant administration and management experience. Valid driver's license. Computer literate. Thorough knowledge of the Public Finance Management Act and Treasury Regulations. Planning, organizing and good communication skills. Good communication, analytical thinking, conflict management, listening, administrative and report writing skills.
<u>DUTIES</u>	:	Management of the execution of general administrative functions. Monitor all correspondences. Arrange meetings with stakeholders upon request. Administrative assistance to the regional commissioner by scheduling appointments, maintaining a proper filing system & organizing travel arrangements for management. Implementation of policies.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/07</u>	:	<u>DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Kimberley)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or equivalent qualification in Social Science/Health Education. Registration with Professional Council. Relevant experience. The following competencies are required: Strategic capability, leadership, networking skills and ability to motivate and train others. Negotiation, analytical, communication and interpersonal skills.
<u>DUTIES</u>	:	Ensuring effective medical care of prisoners in the management area. Ensuring of adherence to nutritional and hygienic standards in the management area. Managing social work services in the management area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of finances as well as personnel.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<u>POST 07/08</u>	:	<u>DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	Western Cape Region (Voorberg) Gauteng Region (Baviaanspoort)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma. Relevant experience of offender administration. Valid driver's license. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Processing of documentation to/from correctional centres and community corrections. Management of classified information. Controlling the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Management of policy documentation of DCS; establish/maintain library of DCS policy documents and directives and update policy documents and directives according to amendments received. Promotion of security awareness. Investigation of incidents. Management of the emergency support unit. Logistical, personnel and financial administration.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/09</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND MONITORING</u>
<u>SALARY</u>	:	R313 656 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Region (Regional Office)
	:	Recognized three year Diploma or Degree in Human Resource Management or Human Sciences coupled with sound proven experience in the Human Resource field of Performance Management. Applicants must be computer literate and in possession of a valid driver's license. Negotiation skills. Knowledge of relevant Policy Framework. Ability to communicate effectively. Presentation skills. Networking skills.
<u>DUTIES</u>	:	Administration, Development and Maintenance of Policy with regard to Performance Management Systems and Assessment Procedures. Facilitate training and/or seminars/workshops to Management Areas and/or their Delegates. Provision of advice/clarity on Departmental Policies on the Performance Assessment Processes. Facilitate the Performance Assessment cycles of DCS Employees (Levels 3-12). Assist with liaison/discussions with employee organizations, Government Departments, Office of the Auditor-General. To effectively coordinate Performance Ratings (merit lists) of DCS employees per respective year under review. Manage Career Pathing of all Employees in the Region. Management of SMS Performance Management System.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/</u>	:	<u>DEPUTY DIRECTOR: LEGAL SERVICES</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	A recognized LLB degree with traceable experience in a legal administration environment. Being an admitted attorney/advocate will be an added advantage. Valid driver's license is essential. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Computer literate. Service rendering and credibility.
<u>DUTIES</u>	:	The incumbent will administer legal advice to Regional Office. Initiation of policy amendments. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of request from functionaries for legal assistance. Furnishing of legal advice to personnel. Providing of legal training. Administrating of claims against the DCS. Handling of arbitrations and labour related issues. Administration of motion applications on the application of policy in the management areas. Maintenance of legal libraries. Planning of activities. Management of personnel and finance. Do legal research and legal education. Representation of DCS on various forums.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372): KwaZulu/Natal Region
<u>POST 07/10</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Office) Limpopo/Mpumalanga/N West Region
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with relevant experience. Good communication skills and the ability to plan/organize.
<u>DUTIES</u>	:	Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conduct assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in management area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Boswel W H (012 323 4818): Limpopo/Mpumalanga/N West Region

<u>POST 07/11</u>	:	<u>DEPUTY DIRECTOR: PROMOTIONS</u> Directorate: Marketing and Promotions
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Marketing or Communication or Public Relations. Extensive experience in the relevant field especially events management, protocol and customer care – with at least three years in a supervisory or management position. Excellent interpersonal, conflict management and negotiation skills. High level competency in multi-task management and results orientation. Above average computer skills. Valid Driver's license. Preparedness to travel extensively – even at short notice.
<u>DUTIES</u>	:	Participate in the development and implementation of Correctional Services marketing and communications strategy. Development and implementation of policies, procedures, strategies and programme for promotions, protocol and events management. Conduct research, coordinate and compile an integrated National and Regional events calendar for well coordinated management of campaigns and events. Management of key campaigns and events in Head Office and provide events management support in all Regions. Render and also coordinate provision of professional protocol services. Promote, develop and manage the customer care services with effective monitoring and evaluation systems put in place for continuous improvements. Management and promoting the departmental museum/s as part of the marketing and educational mix. Development and implementation of guidelines for exhibitions and ensure integrated and optimal use of exhibition platforms. Participate, initiate and build networks in promotions industries to promote the perspective of the Department. Optimal utilization and management of resources of the unit.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/12</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES</u>
<u>SALARY</u>	:	R313 656 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/N West Region (Bethal)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Human Resource Management or equivalent qualification. Supervisory and/or management experience. Relevant human resource experience. Valid driver's license. Sound knowledge of human resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedures and code of all relevant legislations. Knowledge of PFMA.
<u>DUTIES</u>	:	The incumbent will be accountable for managing human resources provisioning, utilization, development, special programmes (EAP, HIV/AIDS, Equity), employee relations and legal services in the management area. The incumbent will also be responsible for budget management of corporate services as well as strategic issues. Performance management and monitoring is also a key responsibility. Employee wellness programmes will also be implemented by this incumbent.
<u>ENQUIRIES</u>	:	Mr Boswel W H (012 323 4818): Limpopo/Mpumalanga/N West Region
<u>POST 07/13</u>	:	<u>ASSISTANT DIRECTOR: HEAD SATELLITE: COMMUNITY CORRECTIONS OFFICE</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Free State & Northern Cape Region (Kroonstad Community Corrections) Gauteng Region (Johannesburg)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with relevant management experience. Valid driver's license.
<u>DUTIES</u>	:	Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programmes. Logistical administration.

		Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/14</u>	:	<u>ASSISTANT DIRECTOR: IT AUDITING</u> Directorate: Internal Audit
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and/or relevant experience. Knowledge and analyzing the BAS system, PERSAL and PERSNAV systems, Microsoft programmes like Power point for presentations, Microsoft Word for memorandums to successfully cover the Key Performance Areas (KPA's). Extensive knowledge of Microsoft Excel for statistics and spreadsheets. Extensive knowledge of finance systems, including budgets, estimates, MTEF and ENE.
<u>DUTIES</u>	:	Give advice to the Deputy Director: IT and Regularity manager on the following: Interpretations of risk management and analytical reviews, impacts of systems, and prioritizing of auditable risks in the Department of Correctional Services. Working in a team within the Directorate: Internal Audit environment to ensure a positive outcome and finalize projects.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/15</u>	:	<u>ASSISTANT DIRECTOR: PAROLE SUPERVISION</u> Directorate: Supervision (Probationers and Parolees)
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or national diploma in Correctional Services Management. Experience in community corrections environment. Valid driver's license. Computer literate. Negotiation, facilitation, presentation, strategic capabilities and leadership skills. Ability to work under pressure
<u>DUTIES</u>	:	Do research with regard to National and Internal Tendencies of Parole Supervision. Formulation of legislation, regulations, policies, manuals and guidelines with regard to parole supervision. Ensure adherence to policy and guidelines by functionaries. Deal with enquiries from Parliament or any other person and institution. Deal with enquiries from practice. Give inputs with regard to annual reports. Interpretation of legislation, regulations, policies, manuals and guidelines. Assist in managing budget for the sub-directorate: Supervision Services (Probationers and Parolees) in accordance with the PFMA and other relevant laws. Provide statutory guidelines, inspection manuals, brochures and pamphlets on Parole Supervision. Manage generic functions. Management of personnel. Represent the Department at relevant meetings.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/16</u>	:	<u>ASSISTANT DIRECTOR: CORRECTIONAL SUPERVISION</u> Directorate: Supervision (Probationers and Parolees)
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or national diploma in Correctional Services Management. Experience in community corrections environment. Valid driver's license. Computer literate. Negotiation, facilitation, presentation, strategic capabilities and leadership skills. Ability to work under pressure
<u>DUTIES</u>	:	Do research with regard to national and internal tendencies of Correctional Supervision. Formulation of legislation, regulations, policies, manuals and guidelines with regard to parole supervision. Monitor and evaluate policy

implementation with regard to Parole Supervision. Ensure adherence to policy and guidelines by functionaries. Deal with enquiries from Parliament or any other person and institution. Deal with enquiries from practice. Give inputs with regard to annual reports. Interpretation of legislation, regulations, policies, manuals and guidelines. Assist in developing operational plan for the sub-directorate: Supervision Services. Assist in managing budget for the directorate: Supervision Services in accordance with PFMA and other relevant laws. Provide statutory guidelines, inspection manuals, brochures and pamphlets on Parole Supervision. Manage generic functions. Management of personnel. Represent the Department at relevant meetings.

ENQUIRIES : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

POST 07/17 : **ASSISTANT DIRECTOR: CENTRALIZED FUNCTIONAL TRAINING**
Directorate: Functional and Management Training

SALARY : R157 686 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Recognized three year degree/diploma in Human Resource Development or equivalent related field. Experience in the field of Human Resource Development or education, training and development. Valid driver's license. Relevant managerial experience. Knowledge and skills development and related policies, legislation, strategies and programmes. Understanding of basic accounting systems, policies and legislation. Knowledge of HR policies and legislation. Computer literate. Communication, negotiation and marketing skills.

DUTIES : Management and coordination of functional training courses. Coordination and administration of functional training courses. Financial management. Management of human resources and finance. Liaise with relevant stake holders. Ability to develop training or learning programmes. Report writing. Database management.

ENQUIRIES : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

POST 07/18 : **ASSISTANT DIRECTOR: DH DEVELOPMENT**

SALARY : R157 686 per annum
CENTRE : Western Cape Region (Pollsmoor)
REQUIREMENTS : Recognized three year degree/diploma or equivalent qualification in Social Science. Registration with professional council and relevant management experience.

DUTIES : The incumbent will coordinate and manage the following: Formal education, skills development, arts and culture, recreation, ABET, effective medical care and hygienic standards in the management area.

ENQUIRIES : Ms Sanders M (021 550 6059): Western Cape Region

POST 07/19 : **ASSISTANT DIRECTOR: TRAINING, MONITORING & EVALUATION**
Directorate: Training Standards

SALARY : R157 686 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Recognized three year degree/diploma in Human Resource Development or a completed certificate in occupationally directed education, training and development practices (NQF level 5). Experience in the field of human resource development, or education will be an added advantage. Valid driver's license. Relevant supervisory experience. Knowledge of skills development and related policies, legislation, strategies and programmes. Knowledge of DCS policies, legislation and strategies. Understanding of basic accounting systems, policies and legislation. Ability to develop training or learning programmes. Computer literate (MS Word, MS PowerPoint, MS Excel, MS Outlook). Facilitation, presentation, communication, marketing, report writing, analytical and negotiation skills. Ability to conduct action research.

<u>DUTIES</u>	:	Conduct monitoring and evaluation of Human Resource Development policies and standards. Ensure adherence to DCS Fraud & Risk management and Compliance framework. Conduct monitoring and evaluation of all DCS training programmes, interventions and utilization of resources. Liaison with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/20</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME CONTROLLER: BUDGETS</u> Directorate: Management Accounting
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in finance related field, preferably with costing and management accounting or related subjects, with sound proven experience in budgeting. Computer literate. Valid driver's license is essential. Extensive knowledge of the Public Finance Management Act, Treasury regulations. Sound knowledge of government transversal and MIS systems. Strong leadership qualities. Initiative and drive as well as verbal and written communication skills.
<u>DUTIES</u>	:	Assist the Deputy Director: Budget Control with analysis and control of budget and expenditure. Advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the Department. Ensure economical, effective and efficient utilization of budget allocated to the Department. Manage the master copy of the relevant programmes budget and ensure fair distribution, capturing and maintenance thereof on the financial system. Assist with the alignment of Departmental plans, strategies and policies to the budget of the Department. Provide monthly in year monitoring inputs on the relevant programmes with regard to state of expenditure as well as anticipated expenditure. Monitoring the correct allocation of expenditure against the budget. Advise on the reprioritization of funding on detecting planning deviations and report areas of risk to the programme manager. Reporting relevant and critical financial management information to senior management and external stakeholders. Ensure compliance with the Treasury Regulations and guidelines with regard to the compilation and submission of the medium term expenditure framework, estimates of national expenditure, cash flow projections and adjusted estimated budget submissions as well as final appropriation statement. Advise on policy and procedure in respect of budget control. Ensure effective utilization control over resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/21</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT (BUDGET PLANNING)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in financial management related field, preferably with cost and management accounting as a major subjects. Sound experience in budgeting. Computer literate in Word, Excel and Power Point. Valid driver's license is essential. Extensive knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of government transversal and financial management information systems as well as government budgeting process. Strong leadership qualities, initiative and drive, as well as verbal and written communication skills.
<u>DUTIES</u>	:	Analyze and report relevant and critical financial management information to management and external stakeholders. Assist management with the costing of short, medium and long term plans. Ensure that the departmental budget is aligned with the operational and strategic plans. Advise managers on the reprioritization of funds to ensure that they are directed and utilized in the core business areas which will result in the best achievement of the departmental

objectives. Ensure that the Department complies with the Public Financial Management Act, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Consolidate inputs from regions and compile the MTEF budget and Estimates of National Expenditure (ENE). Development, implement and maintain budget policies and procedures. Management of staff members and other resources allocated to the sub-directorate

ENQUIRIES : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

POST 07/22 : **ASSISTANT DIRECTOR: PROGRAMME CONTROLLER: DEVELOPMENT AND CARE (BUDGETS)**

SALARY : R157 686 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Recognized three year degree/diploma in finance related field, preferably with costing and management accounting or related subjects, with proven experience in budgeting. Computer literate. Valid driver's license is essential. Extensive knowledge of the Public Finance Management Act, Treasury regulations. Sound knowledge of government transversal and MIS systems. Strong leadership qualities. Initiative and drive as well as verbal and written communication skills.

DUTIES : Assist the Deputy Director: Budget Control with budget and expenditure. Advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the department. Ensure economical, effective and efficient utilization of budget allocated to the department. Manage the master copy of the relevant programmes budget and ensure fair distribution, capturing and maintenance thereof on the financial system. Assist with the alignment of departmental plans, strategies and policies to the budget of the department. Provide monthly in year monitoring inputs on the relevant programmes with regard to state of expenditure as well as anticipated expenditure. Monitoring the correct allocation of expenditure against the budget. Advise on the reprioritization of funding on detecting planning deviations and report areas of risk to the programmes manager. Reporting relevant and critical financial management information to senior management and external stakeholders. Ensure compliance with the Treasury Regulations and guidelines with regard to the compilation and submission of the medium term expenditure framework, estimates of national expenditure, cash flow projections and adjusted estimate budget submissions, as well as final appropriation statement. Advise on policy and procedure in respect of budget control. Ensure effective utilization control over resources of the sub-directorate.

ENQUIRIES : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

POST 07/23 : **ASSISTANT DIRECTOR: INITIATOR (2 POSTS)**
 Directorate: Code Enforcement

SALARY : R196 815 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Recognized three year degree/diploma in Labour Relations or Legal field. The following competencies are required: Sound knowledge of the departmental discipline procedure and manual. Knowledge of the departmental discipline procedure and manual. Knowledge of the Public Finance Management Act and National Treasury Regulations. Analytical and negotiation skills. Sound years of relevant (disciplinary) experience in a unionized environment. Be prepared to travel extensively. Computer literacy (MS Office). Valid driver's license.

DUTIES : Initiates in discipline cases and appealing hearings. Administrative actions in initiate and finalize processes. Work independently on cases and ensure finalization thereof.

ENQUIRIES : Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/24</u>	:	<u>ASSISTANT DIRECTOR: BOOKKEEPING AND EXCHEQUER CONTROL</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with Accounting as a major subject. Sound financial experience. Good knowledge of Public Finance Management Act, Treasury Regulations. Experience in bank reconciliation, cash flow management, exchequer control, paymaster general and other related accounts. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure. Computer literate. Knowledge of BAS and Safety-web will be an added advantage.
<u>DUTIES</u>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control over the pay master- general and other related accounts. Coordinate and compile the compliance certificates. Maintenance of departmental procedures with regard to cash and cash equivalents. Manage the offices. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks (fund requisition, credit transfers, cash flow and exchequer issues) with National Treasury, Reserve Bank, Area Coordinators and banking institutions. Execute responsibilities of officials as stipulated in section 45 of the PFMA.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/25</u>	:	<u>ASSISTANT DIRECTOR: SPORT AND RECREATION COORDINATION</u> Directorate: Sport, Recreation, Arts And Culture
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Human Sciences movement, Sport Administration/Management with relevant experience. Valid driver's license. Networking and capacity building/training, Administrative support negotiation and presentation skills. Computer literate. Analytical ability.
<u>DUTIES</u>	:	Promotion of sport/recreation, Arts and Culture activities for offenders. Ensure adherence to policy implementation and initiate policy changes. Manage finance of offender sport, recreation, arts and culture. Monitor and evaluate SRAC programmes and services. Ensuring the quality control and entertainment of service level standards. Liaise with the internal/external role players regarding the provision of SRAC programmes and services. Management and coordinate all administrative matters relating to the provision of sufficient resources required for the delivery of SRAC.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/26</u>	:	<u>ASSISTANT DIRECTOR: HR PROVISIONING</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/N West Region (Regional Office) KwaZulu Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Human Recourse Management or relevant qualification and extensive experience in recruitment/appointment administration. Computer literate. Knowledge of PERSAL. Good communication and interpersonal skills. English plus one of the other official languages, valid driver's license, professionalism, ability to plan/organize, sound communication skills.
<u>DUTIES</u>	:	Administer recruitment processes in line with the departmental national strategy. Implement recruitment criteria and policy for entry level appointments of personnel. Facilitate seminars and training. Budget functions for the payment of expenses. Manage PERSAL functions relating to appointments. Liaise with internal and external stakeholders on recruitment matters. Manage interdepartmental transfers to the Department. Personnel administration.

ENQUIRIES : Mr Boswel W H (012 323 4818): Limpopo/Mpumalanga/N West Region
Ms Nel A J (033 355 7372): KwaZulu Natal Region

POST 07/27 : **ASSISTANT DIRECTOR: MANAGER: COMMUNICATION**

SALARY : R157 686 per annum
CENTRE : Limpopo/Mpumalanga/N West Region (Witbank)
REQUIREMENTS : Recognized three year degree/diploma in communications science and relevant experience. Knowledge and perspectives of incidents in prison. Valid driver's license. Dynamism, professionalism, ability to plan and organize. Good communication skills. Computer literate

DUTIES : Assist in the development and implementation of national communication plan (Public Relations, Media Production and Media Services). Support each of the units informed by the national plan and development and implementation of a specific management area communication plan. Manage and facilitate incident reporting in the management areas. Financial management of communication section taking into consideration allocated funds (economizing and commercializing). Logistical management with regard to communication activities. Monitoring external media. Implementation of communication strategy. Adherence to strategic communication objectives of the DCS in management area. Managing of expenditure within the allocated budget.

ENQUIRIES : Mr Boswel W H () 012 323 4818: Limpopo/Mpumalanga/N West Region

POST 07/28 : **ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT**

SALARY : R157 686 per annum
CENTRE : Free State/N Cape Region (Grootvlei Max)
REQUIREMENTS : Recognized three year degree/diploma and relevant experience. Firearm skills and use of two-way radios. Interpersonal skills in dealing with requests by offering assistance with troublesome offenders and counseling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in prison process. Good interpersonal and negotiation skills. Strategic planning ability.

DUTIES : Execution of control regarding the functions which include safe custody, physical care, treatment and community re-integration of offenders. Execution of control regarding the establishment and rendering of security. Advice the Head Correctional Centre regarding policy directives. Management of safe custody (internal and external security). Management of development and care, asset maintenance and health care services.

ENQUIRIES : Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region

POST 07/29 : **ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMMES**

SALARY : R157 686 per annum
CENTRE : Free State/N Cape Region (Groenpunt, Goedemoed, Kroonstad, Grootvlei)
REQUIREMENTS : Recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills and ability to plan/organize.

DUTIES : Management of EAP programmes in the management areas. Management of equity affairs in the management areas. Management of the sports policy in management areas. Management of clubs/mess. Monitoring of the transformation process within the management areas. Management of personnel, finance and logistical administration.

ENQUIRIES : Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region

POST 07/30 : **ASSISTANT DIRECTOR: MANAGER: EDUCATION AND TRAINING**

SALARY : R157 686 per annum
CENTRE : Free State/N Cape Region (Kimberley)
REQUIREMENTS : Recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage.

<u>DUTIES</u>	:	Implement educational programmes for offenders. Implementation of education policies at correctional facilities in the management area. Setting standards for education services in accordance with Government Education Department. The quality assessment of educational services. Ensuring service level standards for education and training. Management of finance and personnel.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<u>POST 07/31</u>	:	<u>ASSISTANT DIRECTOR: SPORTS AND RECREATION</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. The incumbent should be dynamic, have the ability to plan and organize. Good communication and interpersonal skills. Valid driver's license.
<u>DUTIES</u>	:	Assist in the coordination of policy pertaining to sports and recreation in the management areas. Represent the region at the Inter-Regional Championships. Maintenance of data bank for sport achievements of the management areas. Administration of sporting events in the management areas.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/32</u>	:	<u>ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Western Cape Region (Knysna)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and/relevant experience. Good communication skills. Valid driver's license.
<u>DUTIES</u>	:	Management of operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implementation of policies.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/33</u>	:	<u>ASSISTANT DIRECTOR: DH SECURITY</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Gauteng Region (Johannesburg Female, Leeuwkop Med C)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Valid driver's license. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Managing of security matters. Responsible for the maintenance of existing security matters and the upgrading thereof. Managing of finance. Implementation of Departmental Policies. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/34</u>	:	<u>ASSISTANT DIRECTOR: MANAGER HR ADMINISTRATION</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Gauteng Region (Krugersdorp)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Dynamism, Professionalism, ability to plan/organize and good communication skills.
<u>DUTIES</u>	:	Enhancing the coordination of the policy. Communication of policy matters. Evaluation of policy amendments inputs. Administration of human resources. Delegation of tasks to subordinates. Follow-up of correspondences. Technical preparation of documents. Arrangement of meetings. Maintenance of post establishment and of documents detailing training. Undertaking of personnel administration. Administration of finance and of primary measurements. Performing of merit assessments. Management of leave and absence.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region

<u>POST 07/35</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING (2 POSTS)</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Gauteng Region (Zonderwater, Leeuwkop)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in accounting or financial management. Traceable management experience in government financial systems. Knowledge of the BAS system. Valid driver's license. Good communication skills in English and one of the official languages. Computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act and Treasury Regulations. Project management. Presentation skills.
<u>DUTIES</u>	:	Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of financial accounting inspection. Undertaking of financial investigations. Keep financial accounting system on standard. Procedure recommendations to Head Office. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Control over month end reports. Ensure financial data integrity on BAS. HR management. Management of infrastructures for financial accounting. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/36</u>	:	<u>ASSISTANT DIRECTOR: SECURITY</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Gauteng Region (Johannesburg Med A)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Valid driver's license. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Managing of security matters. Responsible for the maintenance of existing security matters and the upgrading thereof. Managing of finance. Implementation of Departmental Policies. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/37</u>	:	<u>ASSISTANT DIRECTOR: PRODUCTION WORKSHOPS AND AGRICULTURE</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Gauteng Region (Pretoria Central)
<u>REQUIREMENTS</u>	:	Three year degree/diploma in Agricultural Sciences/Economic Sciences. Sound experience of agricultural and production workshop management. Valid driver's license. The incumbent must be dynamic and professional. Must also be able to plan and organize events properly. Must have good communication skills. Must be computer literate. Must have a thorough knowledge of project management.
<u>DUTIES</u>	:	Coordination of policy. Quality assessment of agricultural and production workshop services. Development/maintenance of production workshops and service standards in the management area. Management of production workshop labour. Management of the environment. Management of production workshop equipment. Management of occupational safety (OHS Act). Management of personnel and finances.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/38</u>	:	<u>CHIEF SOCIAL WORKER</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Western Cape Region (Pollsmoor Max) Eastern Cape Region (St Albans Max)
<u>REQUIREMENTS</u>	:	BA degree in social work. Registration with the South African Council for social services. Valid driver's license. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters

		and operate within the management area. Good communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders
<u>DUTIES</u>	:	To provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conducting individual assessments. Marketing social work services. Monitoring and evaluation of social work interventions.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/39</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Middledrift)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience in Supply Chain Management. Must be Computer literate. Valid driver's license. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA (Preferential Procurement Policy Framework Act), Procurement and Logistical procedures.
<u>DUTIES</u>	:	Manage sub-ordinates. Implementation of Supply Chain Management in the management area. Assist with management of the PAS/Logistic systems and Asset Management. Administration of bids. Undertaking of procurement inspections.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/40</u>	:	<u>ASSISTANT DIRECTOR: DH: CARE SERVICES</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Middledrift)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in social work or psychological services. Professional registration with the council for social workers or other body. Previous experience in social work/psychology. The ability to plan and organize, good communication skills, computer literate and thorough knowledge of programme management.
<u>DUTIES</u>	:	Enhance the coordination of policies and quality assessment of services. Ensure service level standards for social work services. Planning of activities. Management of infrastructure for social work services/psychological services/spiritual care and programme interventions. Management of finances and personnel.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/41</u>	:	<u>ASSISTANT DIRECTOR: INSPECTION SERVICES</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with relevant experience in a correctional service environment. Knowledge of PFMA, Treasury Regulations, White Paper on Corrections, Public Service Regulations, HRM policies and procedures, financial and logistical procedure manuals and transport procurement and asset management manuals. Valid driver's license.
<u>DUTIES</u>	:	Planning and compilation of the annual inspection programmes. Evaluation and identification of the risk areas that must form part of the inspection programme. Determination of compliance with relevant legislation, policies and procedures through the conducting of inspections. Establishment of the causes for non-compliance and making recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submission of reports on inspection findings to enable management to make informed decisions. Assist institutions which are being inspected with the correct interpretation of policy.

		Determine whether the theoretical policy framework is reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspectorate section.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/42</u>	:	<u>ASSISTANT DIRECTOR: INDUCTION</u> Directorate: Hr Administration And Utilization
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Knowledge and experience in general human resource environment. Thorough knowledge of PERSAL and should be computer literate. Dynamism. Professionalism, ability to plan/organize and good communication skills.
<u>DUTIES</u>	:	Render generalist HR consulting services to Branches and other external organizations. Develop and maintain the induction policy and processes of the Technical preparation of documents. Analyze overall trends in terms of service terminations and implement proper strategies relating to induction programmes. Present induction programs to new officials. Analyze and compile statistics.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/43</u>	:	<u>ASSISTANT DIRECTOR: CENTRALIZED TRAINING</u> Directorate: Functional And Management
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three degree/diploma in HRD or Administration or equivalent related field. Experience in the field of Human Resource Development or education, training and development. Valid GG license. Minimum of three years managerial experience. Knowledge of skills development and related policies, legislation, strategies and programmes. Understanding of Basic accounting systems, policies and legislation. Knowledge of HR policies and legislation. Computer literacy. Communication and marketing skills. Negotiation skills.
<u>DUTIES</u>	:	Management and coordination of Functional training courses. Coordination and administration of functional training courses. Financial management. Human resource management. Procurement of external services. Liaise with relevant stake holders. Ability to develop training or learning programmes. Report writing. Database Management.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/44</u>	:	<u>ASSISTANT DIRECTOR: TRAINING, MONITORING AND EVALUATION</u> Directorate: Training Standards
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Human Resource Development or a completed certificate in Occupationally Directed Education, Training and Development Practices (NQF level 5). Experience in the field of Human Resource Development, or Education will be an added advantage. Valid driver's license. Minimum of three years supervisory experience. Knowledge of skills development and related policies, legislation, strategies and programmes. Knowledge of DCS policies, legislation and strategies. Understanding of basic accounting systems, policies and legislation. Knowledge of HR policies and related legislation. Ability to develop training or learning programmes. Computer literate (MS Word, MS Powerpoint, MS Excel, MS Outlook). Facilitation-, presentation-, communication-, marketing-, report writing-, analytical- and negotiation skills. The ability to conduct action research.

<u>DUTIES</u>	:	Conduct monitoring and evaluation of HRD policies and Standards. Ensure adherence to the DCS Fraud & Risk Management and Compliance Framework. Conduct monitoring and evaluation of all DCS training programmes, interventions and utilization of resources. Liaising with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/45</u>	:	<u>SENIOR CORRECTIONAL OFFICER: HR NEEDS ASSESSMENT ADMIN</u> Directorate: Hr Planning
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in HR Management/Public Administration. Experience in the field of Human Resources. Computer literate. Managerial/supervisory training. Knowledge of HR Systems. Communication, presentation, listening, analytical and planning skills. Knowledge of planning, organizing, leading and control.
<u>DUTIES</u>	:	Management of HR need analysis. Forecasting DCS staffing needs for the purpose of implementation of the White Paper on corrections. Monitor the implementation of the approved integrated Human Resource plan for DCS. Facilitate implementation of the approved integrated human resource plans for all regions. Develop Personnel Provisioning Plan (PPP) for the DCS linked to the IHRP. Develop and update of personnel profiles for DCS personnel. Assessment of current department's Human Resource capacity in terms of gender, race, disability, competencies, occupational categories, grade and state of representation. Competency management framework for DCS. Trends analysis and advice on reduced vacancy rate within the department. Financial and personnel management.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/46</u>	:	<u>SPA: SYSTEM MANAGEMENT (LOGISTICS)</u> Directorate: Logistics
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in supply chain management. Computer literate. Sound experience in supply chain. Junior management course. Post matriculation certificates in project management training management or related management. Personal attributes in credibility, decisiveness, ethical, judgement, loyalty and initiative. Knowledge of PFMA, Treasury regulations, White paper on corrections, Public Service regulations and HRD policies/procedures. Valid driver's license. Proven successful course presentation skills.
<u>DUTIES</u>	:	Development of training plan and scheduling of training needs for PAS, WAT/LOGIS. Ensure infrastructure availability for PAS/WAT/LOGIS training facilities nationally. Manage the nomination and submission of nominees for internal and external training. Assist with development and maintenance of training material. Alignment of PAS/WAT/LOGIS training with departmental policies. Provide training on PAS, WAT and LOGIS to top management/middle management. Maintain statistics on PAS, WAT, LOGIS and reporting. Undertake monitoring visits to correctional centres and offices to evaluate logistic administration.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/47</u>	:	<u>CHIEF DIRECTORATE: COMMUNICATION</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in supply chain management. Computer literate. Sound experience in supply chain. Junior management course. Post

		matriculation certificates in project management training management or related management. Personal attributes in credibility, decisiveness, ethical, judgement, loyalty and initiative. Knowledge of PFMA, Treasury regulations, White paper on corrections, Public Service regulations and HRD policies/procedures. Valid driver's license. Proven successful course presentation skills.
<u>DUTIES</u>	:	The incumbent will promote the image of the department through the proper and timeous distribution of various information materials (printed media, audio-visual, multimedia) to internal and external target audiences. The incumbent will assist with adapting/encoding various media products into interactive e-versions for various platforms, e.g. internet. Assist with the development of distribution strategies for each publishing and video project and be largely responsible for the day-to-day implementation thereof. Establish and maintain computerized distribution systems according to different media products and target audiences. Monitor and evaluate effectiveness of materials and products distributed. Develop, test, adjust and implement a professional, user-friendly and easy traceable record keeping system pertaining to distribution. Assist with adapting/repackaging media products, such as newsletters and annual reports for different audiences using tools such as animation, 3D-rendering, MPEG, etc. Provide professional/technical/operational advice on issues pertaining to one's field of expertise to ensure improved service delivery. Effective management of in or outsourcing of distribution services through different platforms and
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/48</u>	:	<u>SENIOR CORRECTIONAL OFFICER: HR SUPPLY ASSESSMENT ADMINISTRATION</u> Directorate: Hr Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum National Head Office (Pretoria) Recognized three year degree/diploma in HR Management/Public Administration in the field of human resources. Computer literate. Managerial/supervisory training. Knowledge of HR systems. Communication, presentation, listening, analytical thinking and planning skills.
<u>DUTIES</u>	:	Management of HR supply analysis. Coordinate the implementation of the Integrated HR plan for DCS. Research on HR planning models and trends. Prepare reports to the management regarding the Department's HR staff members. Assessment of staff utilization within the Department.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/49</u>	:	<u>SENIOR CORRECTIONAL OFFICER: ADMINISTRATION SUPPORT</u> Directorate: Code Enforcement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum National Head Office (Pretoria) Recognized three year degree/diploma/Correctional Services Admin Part III and/or relevant experience. Computer literate. (Knowledge of Ms Office applications). Thorough knowledge of logistical procedures and financial prescriptions on Chief User Level. Reporting skills. General Office administration skills. Ability to arrange meetings/conferences, disciplinary and appeal hearings. Ability to prepare presentation on PowerPoint. Ability to take minutes at meetings, disciplinary and appeal hearings.
<u>DUTIES</u>	:	Managing the logistical and financial processes of the Directorate. Arranging workshops, conferences, disciplinary and appeal hearings. Managing the electronic database for effective case management and to get trends and statistics. Responsible for the general administration of the directorate, including safekeeping of records and filing of documents. Preparation of PowerPoint presentation and taking of minutes at meetings and at hearings.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/50</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SYSTEM TRAINING (LOGISTICS)</u> Directorate: Logistics
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and sound experience in supply chain management or electronic system administration with the PAS 2.6. Conversant in English. Computer skills. Knowledge of PFMA (Act No1 of 1999 as amended by act 2 of 1999 Section 38 (1) and 45, Treasury Regulations, DCS strategic plan (Key departmental objective A1, Public Service Regulations, IT policies and procedures and Supply Chain Management guide for Accounting Officers. Ability to access utilized information. Report writing, presentation, initiative, Planning, organize, leadership, control, interpersonal conflict and resolving problems, diversity management and analytical skills.
<u>DUTIES</u>	:	Ensuring that data integrity within specifically allocated regions is checked and corrective measures instituted to address this in the PAS/WAT/LOGIS. Receive, evaluate complaints of users on PAS/WAT/LOGIS and make recommendations to ASD regarding possible solutions. Physical aftercare visits to sites and maintenance on the PAS application. Maintenance of system security policies for the PAS/WAT/LOGIS application. Manage/maintain all system functions required for the sub-system controller (profile type 3). Control the applicability of system policies for the VMS operating system. Assist with policy formulation and management of electronic implementation of Logistics/IT support policy and procedures with are fair transparent, efficient and cost effective. Ensuring that all policies and procedures are adhered to in cooperation with all stakeholders, (e.g. ITC's, Applix CCB). Evaluate and coordinate the needs of users within applicability and reality in order to support the maintenance of the PAS/WAT/LOGIS with regard to the following: PAS/WAT/LOGS application enhancements. New program developments. Technical support. Batch processing user requirements and needs.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/51</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Voorberg)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Good communication skills in English and one of the other official languages. Valid driver's licence. Computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Presentation skills. Proven experience in a BAS environment.
<u>DUTIES</u>	:	Implementation of management accounting policy in the management area in accordance with current procedures. Planning and execution of financial accounting functions/inspections. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. HR Management. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Management of Debts and Control accounts.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/52</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Malmesbury)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Good

		communication skills in English and one of the official languages. Valid driver's licence. Computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management. Presentation skills. Proven experience in a BAS environment.
<u>DUTIES</u>	:	Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of financial accounting functions/inspection. Undertaking of financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. HR Management. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Management of Debts and Control accounts.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/53</u>	:	<u>SENIOR CORRECTIONAL OFFICER: PROJECT COORDINATOR SENTENCE PLANNING</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Human Sciences/Correctional Services Management or Correctional Service Admin Part III. Knowledge of and/or experience in correctional sentence planning. Computer literate. Coordination, administrative and good communication skills (verbal and written). Valid driver's license.
<u>DUTIES</u>	:	Coordinate the development and implementation of correctional sentence plan and the correctional sentence plan revision framework. Assist in monitoring and evaluating the implementation of correctional sentence plan. Coordinate implementation of the policy on correctional programmes. Manage projects and resources. Consolidate information and/or inputs received from Branches and Regions. Compile memorandums. Perform administrative tasks. Make inputs towards the development of the directorate's operational plan.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/54</u>	:	<u>SENIOR CORRECTIONAL OFFICER: ADMIN SUPPORT ORGANIZATIONAL CULTURE</u> Directorate: Hr Support
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized degree or diploma in Human Resources Management or Correctional Services Admin Part III, coupled with proven experience in Human Resource, knowledge of legislation and prescripts governing HR Practices in the Public Services. Computer literate and a valid driver's license, Good project and financial management, presentation, planning, organizing as well as policy development analytical skills are essential. Good written and verbal communication skills, organization skills, interpersonal skills, administrative skills, knowledge of the PFMA, analytical ability, environmental exposure, presentation skills, negotiation skills and planning skills
<u>DUTIES</u>	:	Behavioral research of employees in DCS, training members in the Code of Conduct and Batho Pele, interaction with Regional coordinators in terms of corporate culture, identify and marketing of cultural groups in DCS, implementation of policy and programmes on organizational culture.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/55</u>	:	<u>SENIOR CORRECTIONAL OFFICER: SUBSISTENCE AND TRAVEL CLAIMS: PERSONNEL OFFICE</u> Directorate: Hr Admin And Utilization
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized degree or diploma in Human Resources Management or Correctional Service Admin Part III, coupled with proven experience in Human Resource, knowledge of legislation and prescripts governing HR Practices in the Public Services. Computer literate. Good planning/organizing, good written/verbal communication, interpersonal and administrative. Knowledge of the PFMA. Analytical ability.
<u>DUTIES</u>	:	Ensure that all S&T are claims are effectively done. Supervise of all claims of personnel office. Train sub-ordinates on S&T claims. Taking minutes during personnel office meetings. Execution of Ad-hoc tasks. Update claims policy. Check and control claims register. Check and control claims on PERSAL system as well as approval of all claims captured. Audit all claims monthly and certify. Handling audit queries. Control filing of S&T claims and distribute them.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/56</u>	:	<u>SENIOR CORRECTIONAL OFFICER: LEAVE ADMINISTRATION: PERSONNEL OFFICE</u> Directorate: Hr Admin And Utilization
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized degree or diploma in Human Resources Management or Correctional Services Admin Part III, coupled with proven experience in Human Resource, knowledge of legislation and prescripts governing HR Practices in the Public Services. Computer literate. Good planning/organizing, good written/verbal communication, interpersonal and administrative. Knowledge of the PFMA. Analytical ability.
<u>DUTIES</u>	:	Provisioning and management of sound leave administration. Conduct inspection and auditing on leave administration in compliance with the leave administration policy in terms of the Public Service Act. Monthly certification of leave administration. Responsible for quantity audit reports (General/National Audit reports). Check, control and administrative all type of leave. Control and administrate long service recognitions. Control and administrate leave without salary. Administrate TIL/PIL. Compiling assessments for subordinates and set long/short term goals.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/57</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DEVELOPMENT SUPPORT</u> Directorate: Core-Curriculum
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in education training and development. Relevant experience in education, training and development. Computer literate. Registered as an assessor and moderator. Valid driver's license. Library orientation. Sound knowledge of financial and accounting management.
<u>DUTIES</u>	:	Staff management. Render administration support of training activities. Facilitate the intake for basic training at entry level. Facilitate the roll-out of orientation and induction. Facilitate and coordinate the assessment and moderation process. Facilitate the verification processes. Management of budget and the expenditure of funds. Train and develop learners. Supervise learners at the college.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/58</u>	:	<u>SENIOR STATE ACCOUNTANT: BOOKKEEPING</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with Accounting as a major subject, with relevant financial experience. Good knowledge of the Public Finance Management Act and Treasury Regulations. Experience in the bank reconciliation, cash flow management, and paymaster general accounts. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure. Computer literate. Knowledge of BAS and safety-web will be an added advantage.
<u>DUTIES</u>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control over the Paymaster-General accounts. Coordinate and compile the compliance certificate. Maintenance of Departmental procedures with regard to cash and cash equivalents. Manage the office. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks (fund requisition, credit transfer, and cash flow) with National Treasury, Reserve bank, Regional Coordinators and banking institutions. Execute responsibilities of officials stipulated in section 45 of PFMA.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/59</u>	:	<u>SENIOR CORRECTIONAL OFFICER: SENIOR COMMUNICATION OFFICIAL: CORPORATE WRITER</u> Directorate: Marketing And Promotions
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Journalism or Communication with journalism as a main subject. Proven experience in print journalism. Excellent written command of English. Good photography skills. Valid driver's license a prerequisite.
<u>DUTIES</u>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control over the Paymaster-General accounts. Coordinate and compile the compliance certificate. Maintenance of Departmental procedures with regard to cash and cash equivalents. Manage the office. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks (fund requisition, credit transfer, and cash flow) with National Treasury, Reserve bank, Regional Coordinators and banking institutions. Execute responsibilities of officials stipulated in section 45 of PFMA.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/60</u>	:	<u>SENIOR CORRECTIONAL OFFICER: PERSAL CONTROLLER</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/N West Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience in human resource/PERSAL environment. PERSAL training and valid driver's license will be essential. Analytical ability, environmental exposure, presentation, negotiations, evaluation and planning skills. Computer literate.
<u>DUTIES</u>	:	Management of PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the management area are properly trained and ensure continuous training as and when enhancements are effected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitoring the interaction between the users and supervisor. Ensure that proper control is executed over authorization of transactions. Evaluation and recommendations to the PERSAL controller and monitor changes to the system in line with the SCC system. Maintenance of post

		establishment on PERSAL (including aspects such as employment out of adjustment). Human resource utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination). Service benefits e.g. salary payment, allowance, medical assistance, remunerated overtime, rewards for performance, housing assistance and bursaries. The planning of activities and the management of personnel and finance.
<u>ENQUIRIES</u>	:	Mr Boswel W H () 012 323 4818: Limpopo/Mpumalanga/N West Region
<u>POST 07/61</u>	:	<u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Pollsmoor Med A)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Computer literate. Valid driver's license. Knowledge of the Public Finance Management Act and Treasury Regulations.
<u>DUTIES</u>	:	The implementation of unit management within the unit. Ensure training of staff pertaining to unit management principles. Implementation of procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other roleplayers. Management of inmate development staff (PDS). Implementation of a structured day programme for the unit which includes the rostering of programmes in conjunction with the PDS. Implementation of the three meals system as part of the structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the CMC. Structured day programmes must make provision for the content of sentence plans. Compilation of case notes and recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management and management of finance, personnel and logistical related matters.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6017) – Western Cape Region
<u>POST 07/62</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CC: STAFF SUPPORT</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Voorberg Med A) Eastern Cape Region (Middledrift)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Analytical ability. Good communication skills, professionalism and ability to plan/organize.
<u>DUTIES</u>	:	Personnel Management: Supervise work undertaken by personnel clerk. Act as labour relations officer for the centre. Supervise work undertaken by registration clerk. Act as information officer for the correctional centre. Logistical administration: Responsible for equipment used by the component. Personnel administration: Determining of duty register/leave arrangements. Allocation of staff to specific duties. Financial administration, budgeting of funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the centre. Supervision of utility staff.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6017) – Western Cape Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/63</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CC OPERATIONAL SUPPORT</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Voorberg Med A)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Firearm skills and use of two-way radios. Interpersonal skills in dealing with requests and assisting with troublesome offenders. Counsel agitated/suicidal prisoners. Fire fighting and first aid skills. Manage training. Sound knowledge of medical, social work, education,

		psychological and religious activities in prison processes. Sound interpersonal and negotiation skills. Strategic planning ability.
<u>DUTIES</u>	:	Manage security. Manage development services and care assistance to inmates furthering their studies. Management of care services. Manage the assessment of offenders by social workers. Manage health services. Supervise routine examination of offenders, patients and treat minor ailments according to scope of practice. Logistical, personnel and financial administration.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/64</u>	:	<u>SENIOR CORRECTIONAL OFFICER: PERSONNEL</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Voorberg)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in human resource management or Correctional Services Administration Part III and/or relevant experience. Valid driver's license and ability to plan/organize. Good communication skills. Ability to work independently. Computer literate.
<u>DUTIES</u>	:	Management of PERSAL, promotions, personal awards, achievements bonuses, remuneration control, housing, subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/65</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DH: SECURITY (2 POSTS)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Malmesbury Med A, George)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's license. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Managing of security matters. Responsible for the maintenance of existing security matters and the upgrading thereof. Managing of finance. Implementation of Departmental Policies. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059)
<u>POST 07/66</u>	:	<u>SENIOR CORRECTIONAL OFFICER: MANAGER: HUMAN RESOURCE DEVELOPMENT</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Goodwood) Gauteng Region (Boksburg)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and/or relevant experience. Good communication skills.
<u>DUTIES</u>	:	Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in management area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/67</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: CORRECTIONS</u>
<u>SALARY</u>	:	R132 054 per annum

<u>CENTRE</u>	:	Gauteng Region (Pretoria, Odi)
<u>REQUIREMENTS</u>	:	Western Cape Region (Voorberg Med B) Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience of offender administration. Analytical ability, good communication and ability to plan/organize skills.
<u>DUTIES</u>	:	Management of case management administration. Management of unit management in the correctional centre. Management of centre administration regarding the admission and release of inmates. Control over the movement of offenders in the correctional centre. Effective utilization of available inmate accommodation. Management of correctional programmes. Management of personnel, logistical and financial management and administration.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 07/68</u>	:	<u>SENIOR CORRECTIONAL OFFICER: ADMISSION AND RELEASE OF INMATES</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Gauteng Region: (Pretoria Central)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Valid driver's license. Ability to plan/organize. Sound communication skills. Computer literate.
<u>DUTIES</u>	:	Admission and release of inmates. Control of inmates movements. Administration of inmates' cash. Maintenance of inmates' records. Administration of fine/bail payments. Administration of inmate labour. Maintenance of safe custody.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192) Gauteng Region
<u>POST 07/69</u>	:	<u>SENIOR CORRECTIONAL OFFICER: EXTERNAL SECURITY</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Gauteng Region (Leeuwkop Med A)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's license. Analytical ability, good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Managing of external security matters. Responsible for the maintenance of existing security matters and the upgrading thereof. Managing of finance. Implementation of departmental policy of external security. Advice management regarding external security matters. Keep personnel up to date regarding external security matters.
<u>ENQUIRIES</u>	:	Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/70</u>	:	<u>SENIOR CORRECTIONAL OFFICER: SECRETARY: CORRECTIONAL SUPERVISION AND PAROLE BOARD</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Gauteng Region (Zonderwater)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration part III and/or relevant experience. Good communication and writing skills. Analytical ability. Valid driver's license. Ability to plan/organize. Computer literate.
<u>DUTIES</u>	:	Scheduling of meetings of the board; i.e. communicate meeting times, dates and places. Verification of information provided. Ensure that information provided on offenders is correct. Ensure that all relevant documentation is attached to submissions referred to the board. Taking minutes of session of the board. Minute constitution of each meeting. Absenteeism, discussions and reasons for decisions in minutes. Inform offenders of the decision of the board. Dealing with representations. Ensure that representations by inmates are referred to the relevant case management committee with request for all applicable documentation by the clerk of the board. Maintenance of safe custody: Searching of venues and inmates for contraband/dangerous objects. Ensure that

gang activities do not take place in venues. Ensure inmates do not wander around uncontrolled. Exercise control over the issuing of implements and equipments to students. Ensure that implements and equipments are not taken by offenders to their cells.

ENQUIRIES : Ms Botha J (012 420 0192): Gauteng Region

POST 07/71 : **SENIOR CORRECTIONAL OFFICER: ASSET MAINTENANCE**

SALARY : R132 054 per annum
CENTRE : Gauteng Region (Boksburg)
REQUIREMENTS : Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Trade diploma/certificate will be an advantage. Valid driver's licence. Experience in building administration. Computer literate. Professionalism, ability to plan/organize and good communication skills.

DUTIES : Manage of asset maintenance at the correctional centre. Co-ordination of the policies. Quality assessment of building services. Development/maintenance of building work standard. Management of capital and maintenance of projects, occupational safety, finances and personnel.

ENQUIRIES : Ms Botha J (012 420 0192): Gauteng Region

POST 07/72 : **SENIOR CORRECTIONAL OFFICER: PERSONNEL CONTROL (STAFF SUPPORT) (2 POSTS)**

SALARY : R132 054 per annum
CENTRE : Gauteng Region [Boksburg, Boksburg (Heidelberg)]
REQUIREMENTS : Recognized three year degree/diploma in human resource management or Correctional Services Administration Part III and/or relevant experience. Valid driver's license and ability to plan/organize. Good communication skills. Ability to work independently. Computer literate.

DUTIES : Management of PERSAL, promotions, personal awards, achievements bonuses, remuneration control, housing, subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.

ENQUIRIES : Ms Botha J (012 420 0192)

POST 07/73 : **SENIOR CORRECTIONAL OFFICER: PRODUCTION WORKSHOP (3 POSTS)**

SALARY : R132 054 per annum
CENTRE : Gauteng Region (Boksburg Development and Care)
REQUIREMENTS : Three year degree/diploma and/or relevant experience of production workshop management. Sound experience of production workshop management. Valid driver's license. The incumbent must be dynamic and professional. Must also be able to plan and organize events properly. Must have good communication skills. Must be computer literate. Must have a thorough knowledge of project management.

DUTIES : The coordination of policy. Quality assessment of production workshop services. The Development/maintenance of production workshops and service standards in the management area. The Management of production workshop labour. Management of the environment. Management of production workshop equipment. Management of occupational safety (OHS Act), personnel and finances.

ENQUIRIES : Ms Botha J (012 420 0192): Gauteng Region

POST 07/74 : **SENIOR CORRECTIONAL OFFICER: DH: CASE MANAGEMENT ADMINISTRATION**

SALARY : R132 054 per annum
CENTRE : Eastern Cape Region (King Williams Town)

<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Ability to plan/organize. Good communication skills.
<u>DUTIES</u>	:	Admission and release of inmates. Control of inmate's movement. Administration of inmate's cash. Maintenance of inmate's records. Administration of fine/bail payments. Administration of prison labour. Maintenance of safe custody by personnel.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/75</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPERVISOR: PROCUREMENT ADMINISTRATION</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Kirkwood)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma and relevant experience. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Good managerial skills. Experience in the procurement field. Good communication skills. Computer literate.
<u>DUTIES</u>	:	Manage the administration of the procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and the submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/76</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CLUBS</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Western Cape Region (Brandvlei)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Valid driver's license.
<u>DUTIES</u>	:	Check and control income and expenditure, journals, creditors, debtors, internal transfers, trial balance, bank reconciliation, VAT 201, UIF, IRP 5's , audit statements "draft", face value, monitor loans, phone bills, collect cash, issue receipts, control till rolls, sampiro, compensation commissioner, fuel, deductions on PERSAL, fuel, cash books for sport clubs, guest houses, vehicles, safe, stamps, speed points, phone cards, salaries, crèche, golf club and swimming pool. Manage personnel's leave credits
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059)
<u>POST 07/77</u>	:	<u>SENIOR CORRECTIONAL OFFICER: INDUCTION</u> Directorate: Hr Administration and Utilization
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Excellent knowledge and understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Analytical ability. Good communication skills, professionalism and ability to plan/organize.
<u>DUTIES</u>	:	Maintain the induction policy for the Department. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking systems. Filing and record management. Arrange meetings, conferences and workshops.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/ Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/78</u>	:	<u>SENIOR COMMUNICATION OFFICIAL: CORPORATE WRITER</u> Directorate: Communication
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in Journalism or Communication with Journalism as a main subject. Proven experience in print journalism. Excellent written command of English. Good photography skills. Valid driver's license.
<u>DUTIES</u>	:	Write promotional articles for various external media. Write articles for internal audiences, i.e. for the internal newsletter, the intranet, brochures, pamphlets, leaflets, notice boards, etc. Gather information for media statements. Take photos. Conduct interviews. Do research for the writing of in-depth articles and features. Assist with the procurement of equipment needed for the office as well as the timely registering of needs to the supervisor. Provide guidance to junior journalists and/or interns assigned to the office of the journalists. Assist with the distribution of materials, the record-keeping thereof. Assist with the drafting and implementation of distribution strategies for various departmental publications.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/ Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/79</u>	:	<u>SENIOR EDUCATIONIST</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Western Cape Region (Brandvlei Juvenile)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma in education with traceable experience. Post graduate degree will be an added advantage.
<u>DUTIES</u>	:	Formulation of policy. Educational programs for offenders. Implementation of education policy at correctional facilities in the management area. Setting standards for education services in accordance with government education departments. The quality assessment of educational services. Ensuring of service level standards for education and training. The management of finances and personnel.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6017) – Western Cape Region
<u>POST 07/80</u>	:	<u>SUPERVISOR: LOGISTICS</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Kirkwood, St Albans)
<u>REQUIREMENTS</u>	:	Recognized degree or diploma in supply chain management with relevant experience. Successfully attended PAS training and BAS training. Computer literate and advanced MS Office. Valid driver's license.
<u>DUTIES</u>	:	Implement logistical policies/procedures in the management area. Management of stock. Manage Logis/PAS system. Management of assets. Undertake logistical inspection/-investigations. Manage logistical infrastructures. Managing and consolidation of returns.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/ Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/81</u>	:	<u>STATE ACCOUNTANT: VOUCHER CONTROL</u>
<u>SALARY</u>	:	R106 335 annum
<u>CENTRE</u>	:	Eastern Cape Region (St Albans)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma with Accounting and/or management accounting as a major subject. Proven financial and supervisory experience. Good knowledge of Public Finance. Ability to perform under pressure. Computer literate (knowledge of BAS will be an added advantage).
<u>DUTIES</u>	:	Manage the infrastructure for financial related practices. Planning of activities. Manage the allocation, maintenance, capturing and distribution of budget for management area. Renders a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to management area.

<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/82</u>	:	<u>CORRECTIONAL OFFICER: TRANSPORT CLERK</u>
<u>SALARY</u>	:	R106 335 annum
<u>CENTRE</u>	:	Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience. Ability to plan/organize. Good communication and negotiation skills. Ability to solve problems
<u>DUTIES</u>	:	Implementation of transport policy in the management area. Undertaking/Management of transport. Planning of activities. Management of transport infrastructure. Management of finance.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/ Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/83</u>	:	<u>CORRECTIONAL OFFICER: EXCHEQUER CONTROL</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and experience in Financial Accounting. Computer literate. Knowledge of BAS and Safety web will be an added advantage. Ability to work independently and in a team. Good communication (verbal and written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
<u>DUTIES</u>	:	Handle all aspects with regard to warrant vouchers. Clearing of Paymaster General Accounts. Control over the safe. Safekeeping of documentation. Filing. Handling of telephone queries, faxes and letters. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks (Warrant Vouchers, credit transfers, FICA) National Treasury, Reserve bank, Regional Coordinators and banking institutions. Execute the responsibilities of officials as
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/ Mr Chauke M H (012 307 2643): National Head Office
<u>POST 07/84</u>	:	<u>CORRECTIONAL OFFICER: APPOINTMENT CLERK</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/N West Region (Regional Office) Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent certificate. Experience in Human Resource Administration, and proven extensive experience in recruitment and appointments. Good communication, interpersonal and writing skills. Computer literate. Ability to work under pressure in a professional and friendly manner. Valid driver's license
<u>DUTIES</u>	:	Administration of human resources. Assisting in technical preparation of documents with regard to appointment, recruitment and selection. Arrangement of meetings and taking of minutes of selection committees. Administration of personnel administration, finances and primary measurements
<u>ENQUIRIES</u>	:	Mr Boswel W H (012 323 4818): Limpopo/Mpumalanga/N West Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 07/85</u>	:	<u>NETWORK CONTROLLER</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Recognized three year degree/diploma or equivalent qualification with relevant experience. Sound knowledge of suite products and Network peripherals. Ability to work in a cultural diversified environment. Good technical report writing skills. Good interpersonal and communication skills. Ability to work independently for long hours.

<u>DUTIES</u>	:	Monitor performance of network connections. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Configure and set up computing and network equipment. Provide technical advice and support to IT users. Perform and restore backups on sites. Enforce and monitor strict adherence to ICT policies.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/ Ms Xhego N B (043 706 7834)
<u>POST 07/86</u>	:	<u>ASSISTANT PROVISIONING ADMINISTRATION OFFICER: LOGISTICS</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Patensie)
<u>REQUIREMENTS</u>	:	Recognized degree or diploma in supply chain management with relevant experience. Successfully attended PAS training and BAS training. Computer literate and advanced MS Office. Valid driver's license.
<u>DUTIES</u>	:	Implement logistical policies/procedures in the management area. Management of stock. Manage Logis/PAS system. Management of assets. Undertake logistical inspection/-investigations. Manage logistical infrastructures. Managing and consolidation of returns.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872) Ms Xhego N B (043 706 7834)
<u>POST 07/87</u>	:	<u>SECRETARY: CORRECTIONAL OFFICER GRADE II</u> CDC: Corporate Services CDC: Central Services Deputy Commissioner: Human Resource Development DC: Legal and Special Operations DC: Operations Director: Project Management Directorate: Public Education, Stakeholder Relations and Media Services Directorate: International Relations Directorate: Risk Profile Management Directorate: Corrections Administration Directorate: Public Education & Stakeholder Relations Directorate: Marketing And Promotions Directorate: Research Directorate: Sport, Recreation, Arts and Culture Directorate: Procurement Administration Directorate: Security Standards
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria X12)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Director, Deputy Commissioner and CDC.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 07/88</u>	:	<u>SECRETARY: CORRECTIONAL OFFICER GRADE II</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Gauteng Region (Regional Office) Eastern Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Regional Commissioner.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/ Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Botha J (012 420 0192): Gauteng Region
<u>POST 07/89</u>	:	<u>CORRECTIONAL OFFICER GRADE II: FACILITATOR</u> Zonderwater Training College
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Regional Commissioner.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540) Mr Chauke M H (012 307 2643): National Head Office

DEPARTMENT OF DEFENCE

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

- APPLICATIONS** : Department of Defence, Ministry of Defence, Private Bag X427, Pretoria, 0001.
- CLOSING DATE** : 29 February 2008 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Important note to all applicants: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (ie C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ dd 01 Aug 02 must be taken into account. 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 POST

- POST 07/90** : **SENIOR SECRETARY GR II**
- SALARY** : R85 362 per annum
- CENTRE** : Ministry of Defence, Pretoria.
- REQUIREMENTS** : NQF Level 4 preferable. Secretarial and admin experience 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 Top Secret security clearance within a year.
- DUTIES** : 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. Receiving of visitors at reception and escorting to the office. Provide the refreshments, arranging of parking for the visitors and escorting of visitors out of the building. Make travel and accommodation arrangements. Maintain a good filing system for the Directorate.
- ENQUIRIES** : Ms M. Fourie, Tel: (012) 355 5441

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.
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 07/91** : **ASSISTANT DIRECTOR: CLUSTER AND CABINET COORDINATION, (AP 505/ 2008)**
Directorate: Policy and Strategy

- SALARY** : R196 658 per annum (Total package of R269 042 per annum/conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year tertiary qualification and appropriate experience in Government Planning and decision-making processes. A qualification in Public Administration and knowledge and experience in Environmental sustainability and Project management will be an added advantage. Sound knowledge of Cabinet and FOSAD Cluster processes. Good communication and interpersonal skills (writing and verbal). Organizational skills. Excellent computer skills. Ability to work individually and in a team. Ability to work under pressure, multi-tasking and self supervision

- DUTIES** : The successful candidate will be required to provide coordination support to the Directorate: Policy and Strategy for DEATs Cabinet, DG cluster and policy processes through the following activities; Coordinate and Manage DEAT's Cabinet and DG cluster processes and provide research and policy coordination support. Draft quarterly reports in compliance with the Minimum Information Security Standards (MISS). Conduct quality checks on DEAT cabinet memoranda, support policy and research initiatives and provide overall management support. Review all Cabinet documentation and draft briefing notes for Ministerial participation; Ensure that DEAT cabinet memoranda are in correct format before submission; Support the DG and DEAT representatives in their participation in DG Clusters; and Coordinate DEAT inputs to key Government processes.

- ENQUIRIES** : Ms Tinyiko Nkuna (012) 310-3763
- FOR ATTENTION** : Mr T Shilenge
- CLOSING DATE** : 10 March 2008

- POST 07/92** : **SENIOR ADMINISTRATIVE OFFICER: TOURISM DEVELOPMENT AND PLANNING (AP28/2008)**
Directorate: National Tourism Support

- SALARY** : R132 054 per annum (Total package R190466 of per annum/conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelors degree or equivalent qualification, preferably in the following fields: Tourism Development and/or Management. Project management skills, presentation skills, writing skills, communication and

DUTIES

interpersonal skills. Recommendations: Policy formulation skills and possession of code 08 driving license will serve as an advantage.

: Support the Sub-Directorate: Tourism Policy Development and Planning with the following. The processing of the tourist enquiries. The administration of the database. The identification of critical areas that could point to specific stumbling blocks that will hamper effective tourist service delivery. Support the facilitating and monitoring of the implementation of remedial measures. The rendering of support for the evaluation of remedial interventions in respect of specific critical weaknesses and obstacles. Attend relevant meetings, workshops and conferences.

ENQUIRIES
FOR ATTENTION
CLOSING DATE

: Dr Johann Kotze Telephone (012 310 – 3468)
: Ms K Selemela
: 03 March 2008

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 NOTE** : of Mrs Elsabe Visser
- : 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 POSTS

- POST 07/93** : **DEPUTY DIRECTOR: HEALTH INSURANCE**
Cluster: Health Financing and Economics. Directorate: Health Insurance
- SALARY** : An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
- : *An appropriate recognised three-year Bachelor's degree in Economics or equivalent qualification *Three to five years managerial experience *Knowledge of Health Financing Policy and experience in the field of Health Economics *Knowledge of project management *Understanding of the public and private health care market *Good organisational skill *Good communication skills (written and verbal) *Good interpersonal relations *Good organisational and leadership skills *Computer literacy *A valid code 08 (Code B) driver's licence.
- DUTIES** : *Assist in the development of policy, legislation and measures for the implementation of mandatory health insurance system *Interact with the Council for Medical Schemes in the development of policy and the monitoring of all legislation and regulations governing the medical schemes industry and the risk equalisation fund *Oversee appropriate research into alternative financing and provision approaches to achieve universal health coverage in the South African context *Liaise with relevant stakeholders within and outside the department on all policies related to Mandatory Health Insurance, and the medical schemes industry *Summarise and comment on all documents related to private health financing and mandatory health insurance for the Director, Director-General and the Minister's consideration *Supervision and support to the Assistant Directors
- ENQUIRIES** : Mr Moremi Nkosi at tel (012) 312-0751.
- CLOSING DATE** : 3 March 2008 (Applications received after the closing date will not be considered)

<u>POST 07/94</u>	:	<u>DEPUTY DIRECTOR: HOSPITAL MANAGEMENT</u> Cluster: Hospital Services: Directorate: Hospital Management
<u>SALARY</u>	:	An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 75% and 70% of package. State contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria. A relevant three-year degree in health Sciences/Hospital Management/Health Services or equivalent qualification. Three-five years experience in health services and/or hospital management techniques particularly in areas related to Organisational Development and Quality Improvement . Knowledge and experience in policy development, formulation and implementation support. Knowledge and experience in national policies, strategy, regulations and procedures including the Public Finance Management Act budgeting and financial management. Excellent communication skills (written and verbal). People management and facilitation skills. Computer literacy (MS Word, Excel and PowerPoint). A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Assist with policy development and implementation support for provinces and hospitals *Support and ensure compliance to legislations by provinces and hospitals regarding hospital management and quality improvement *Assist with the development and implementation of Organisational Management and Development guidelines *Strengthen and support the decentralisation of hospital management *Constantly liaise with the national and Provincial Managers to support initiatives targeted at improving hospital efficiency *Review management training and development initiatives for hospitals and assist in the redefining of such programmes *Develop a performance management system that will assist in monitoring and evaluation of hospital efficiency across the country *Recommend and support the implementation of a monitoring and evaluation system at hospital level *Participate in departmental and provincial task teams and/or steering committees *Ensure that hospitals related activities are monitored, recorded and/or analysed to facilitate the identification and planning for current and future needs.
<u>ENQUIRIES</u>	:	Dr L Lekalakala at tel. (012)312 0930.
<u>CLOSING DATE</u>	:	10 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/95</u>	:	<u>PROGRAMME ADMINISTRATIVE MANAGER</u> Cluster: PHC, Districts and Development. Directorate: EU/Partnerships for the Delivery of Primary Health Care Programme (3 year contract appointment-renewable)
<u>SALARY</u>	:	An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	(PDPHCP). Pretoria. *A recognised three-year degree or diploma in health and social sciences *A postgraduate qualification in health and social science discipline will be an added advantage *Three (3) to five (5) years managerial experience *Sound knowledge of programme and project management administration *Knowledge of Non-Profit Organisation (NPO) systems and functioning *Experience in NPO funding and NPO co-ordination and management *General knowledge of the health and donor environment *Experience in training management *The ability to write reports and develop work plans *Must have strong interpersonal and facilitation skills *Project management and general management skills *Good communication (written and verbal) skills *Computer literacy with good skills in Microsoft Word, Excel, PowerPoint and Project *Willingness to travel to the provinces *A valid code 08 (Code B) driver's licence.

<u>DUTIES</u>	:	*Provide leadership, proper guidance and management of the programme *Assist in the co-ordination and management of NPO's that is funded in all nine provinces *Co-ordinate and manage the NPO funding processes at provinces *Prepare work plans, operational plans, project plans, progress reports and some financial reports *Manage NPO databases of all NPO's in the provinces and national *Manage capacity building programme of the Unit that includes training of staff, NPO's and Community care workers *Develop and implement training and mentorship programme for NPO's *Take minutes of all meetings of the programme that includes combined meetings and national steering committee *Manage the flow of information in the unit.
<u>ENQUIRIES</u>	:	Mr FP Netshipale at tel. (012) 312-0034.
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/96</u>	:	<u>CHIEF MEDICINES REGULATORY OFFICER</u> Cluster: Medicines Regulatory Affairs. Directorate: Clinical Evaluations and Trials
<u>SALARY</u>	:	R196 815 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognized four-year Bachelor's degree or equivalent qualification in appropriate health science *A post-graduate qualification in clinical pharmacology will be an added advantage *At least three years clinical experience *Knowledge and experience in the application of the Medicines and Related Substances Control Act 101 of 1965 and its related Regulations *Knowledge of safety, efficacy and quality aspects of medicines registration *Good interpersonal relations *Good communication skills (written and verbal) *Good planning, organizational and supervisory skills *Good report writing and presentation skills *Ability to function autonomously as well as in a team *Computer literacy *A valid Code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Technical screening of Section 21 applications *Evaluation of Section 21 applications *Research of new Section 21 applications *Attend to written Section 21 queries e.g. procedural, new products *Compile Section 21 documents for presentation at clinical trials committee meetings and Medicines Control Council (MCC) meetings *Prepare section 21 minutes of the CTC meeting *Prepare letters to relevant stakeholders communicating CTC meeting recommendations on Section 21 issues *Prepare letters to relevant stakeholders communicating MCC meeting recommendations *Conduct monitoring and evaluation of unit's activities as per operational plan requirements *Draft policy documents as pertains to Section 21 authorisations *Supervise and train staff.
<u>ENQUIRIES</u>	:	Dr R N Misra at tel (012) 312-0312
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/97</u>	:	<u>ASSISTANT DIRECTOR: MATERNAL AND NEONATAL HEALTH PROGRAMME MANAGER</u> Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Women's Health and Genetics
<u>SALARY</u>	:	R196 815 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate three year Bachelor's degree or equivalent qualification in a health related field *Diploma in advanced Midwifery and Neonatal Nursing Science *Registration with a health professional board or council *Three years experience in Maternal and Neonatal Health Programmes *Three years experience in maternal health and child and women's health services *Basic project management and economic or statistical analysis skills *Planning and organisational skills *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Facilitate implementation and expansion of the Basic Antenatal Care Programme, Perinatal Problem Identification Programme and all Maternal and Neonatal

Health programmes *Render technical support and ensure proper implementation of maternal and neonatal national health policies and guidelines at all levels of care *Support provinces in the provision of quality intrapartum and postpartum care through establishment of outreach and quality improvement programmes *Strengthen programme supervision at all levels of care by monitoring and evaluating the implementation of priority maternal and neonatal care programmes *Liaise with academic institutions at national and international level to harmonise curricula to incorporate policy issues and implement relevant in-service training on maternal and neonatal health issues *Facilitate, develop, strengthen and promote midwifery training and education and take full responsibility for Decentralised Training Programme in Advanced Midwifery and Neonatal Nursing Science in provinces

ENQUIRIES
CLOSING DATE

: Ms M Masasa at tel (012) 312-3232
: 3 March 2008 (Applications received after the closing date will not be considered).

POST 07/98

: **ASSISTANT DIRECTOR : HEALTH SERVICE REVENUE**
Office of the Chief Financial Officer. Directorate: Revenue Related Issues

SALARY
CENTRE
REQUIREMENTS

: R157 686 per annum (plus competitive benefits)
: Pretoria.
: *An appropriate recognised three year Bachelor's degree or equivalent qualification in Finance, Economics, Public Management or Business related subjects *Three to five years managerial experience *Functional knowledge of and experience in the application of the Public Finance Management Act (PFMA), the Medical Schemes Act, health care funding and policy implementation *Ability to work in large databases and spreadsheets *Knowledge of project management *Ability to work under pressure and prepared to travel *Good communication skills (written and verbal) *Good interpersonal relations *Good organisational and report writing skills *A valid code 08 (Code B) driver's licence.

DUTIES

: *Participate in the review of standard fee schedules on a regular basis *Develop and maintain databases of relevant information *Perform statistical and other analysis of data *Provide helpdesk and other necessary support to public health service providers *Collect and collate relevant revenue information from provinces *Participate in the Uniform Patient Fee Schedule (UPFS) Steering Committee meetings *Participate as a member of the Social Health Insurance Directorate.

ENQUIRIES
CLOSING DATE

: Ms Ursula le Roux at tel (012) 312-0550.
: 3 March 2008 (Applications received after the closing date will not be considered)

POST 07/99

: **ASSISTANT DIRECTOR: WORKFORCE MANAGEMENT**
Cluster: Human Resource Development and Management: Workforce Management: Sub-Directorate: Medical Services

SALARY
CENTRE
REQUIREMENTS

: R157 686 per annum (plus competitive benefits)
: Pretoria.
: A three-year Bachelor's degree or equivalent qualification preferably in a health related field. Good interpersonal skills. Sound knowledge and understanding of the process of transformation in the public service. Advanced computer skills (including MS Office professional). At least 3-5 years experience in management environment. Good supervisory skills. The ability to generate and develop practical strategies for the transformation of Health Science Education in South Africa. Appropriate knowledge or and experience in health science faculties at University, or College level will be an added advantage. Good communication skills (written and verbal) in English. The ability to speak at least one African language. A valid code 08 (Code B) driver's licence.

DUTIES

: *The transformation of Health personal education and training *Generate strategies for the implementation of policies *Establish and maintain good rapport with Health Science Faculties, Colleges and any other relevant stakeholders *Ensure the smooth running of the allocation process for community service

		nursing *Assist in all matters that relate to the management of the unit Medical Services, including financial management.
<u>ENQUIRIES</u>	:	Ms PFF Zulu at tel. (012)312 0513.
<u>CLOSING DATE</u>	:	10 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/100</u>	:	<u>SENIOR STATE ACCOUNTANT</u> Cluster: Financial Management: Directorate: Financial Management (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).
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year degree or diploma in Financial Accounting or equivalent financial accounting qualification *Knowledge of the Public Finance Management Act and Treasury Regulations *Five (5) years credible work experience in the public sector's financial environment of which at least two (2) years must be on a supervisory level in a government salary office *At least two years working experience on the PERSAL and BAS systems *Computer literacy in the application of MS Word and MS Excel *Good communication skills (written and verbal) *Good supervisory skills
<u>DUTIES</u>	:	*Ensure that all income tax calculations are done timeously and correctly on PERSAL *Issue manual IRP5 and IB3 certificates *Monthly income tax reconciliation and submission of EMP201 forms to SARS *Compile and submit annual Tax Return (IRP501) *Ensure that all actions relating to service terminations are handled immediately and timeously. This include recalls, reversals, identifying debts via debt route forms, inform ex-employees of debts, recover debts via pension benefits, hand debts over to the Section: Debt Management, clear all salary related accounts *Ensure that all actions relating to inter-departmental transfers are handled immediately and timeously. This include confirming that phases I and II of transfers are effected on PERSAL, identify debts via debt route forms, calculate inter-departmental debts, following-up of inter-departmental debts by issuing monthly letters, effecting payments on inter-departmental claims received after verifying the correctness thereof and clearing of claims recoverable accounts *Compile confirmation letters regarding outstanding claims at the end of each financial year *Confirm the correctness of all salary related calculations like leave gratuity, leave without pay, long service awards, acting allowances, overtime, salary over/ under payments and tax calculations *Ensure that the Salary Reversal Control and PERSAL Exceptions accounts are cleared before monthly BAS closures *Identify PERSAL appointments against incorrect cost centres and request corrections on establishment *Ensure and monitor that all HR advises receive immediate attention and put control measures in place to confirm this *Quarterly evaluation of staff in terms of the Performance Management and Development System (PMDS) *Approve/Authorise PERSAL transactions *Ensure correctness of all periodical appointments and periodical payments.
<u>ENQUIRIES</u>	:	Mr P R Erasmus at tel (012) 312-0639.
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/101</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Office of the Chief Financial Officer. Directorate: Revenue Related Issues (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate recognised three year degree or equivalent qualification in finance, economics, public management or business related subjects *Two to three years experience in general office administration including Human

		Resource and Finance *Knowledge of government expenditure control and budgeting *Knowledge of the Public Finance Management Act (PFMA) *Computer literacy * Valid Code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Perform administrative duties to support the Uniform Patient Fee Schedule (UPFS) team *Assist in the management and maintenance of electronic and paper based information *Assist with research and statistical analysis of the UPFS team *Plan and co-ordinate UPFS training *Manage human resources issues *Oversee, monitor and ensure that travel claims are complete *Responsible for the unit's budget *Allocate financial resources, co-ordinate and reconcile the Directorate's budget *Prepare cash flow projections *Compile expenditure reports and process payments *Take minutes during meetings.
<u>ENQUIRIES</u>	:	Ms Ursula le Roux at tel (012) 312-0550.
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/102</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Cluster: International Health Liaison. Directorate: International Health Liaison <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)</i>
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate three year Bachelor's degree or equivalent qualification with at least three years relevant experience in office administration or a Senior Certificate (Grade 12) with five (5) years relevant experience in office administration *Knowledge and experience in provisioning administration *Knowledge of procurement systems *Knowledge and experience in protocol *Computer literacy *Good administrative, organisational, co-ordination and general office management skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be prepared to work long hours *Valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Make travel and accommodation arrangements *Process claims for expenditure incurred *Co-ordinate national and international visits *Write submissions to request approval for trips and visits and process documentation to this effect *Presentation of verbal and written reports *Provide support to the Ministry/ Department for all logistical and protocol arrangements *Assist in co-ordination of Ministerial and Senior Departmental Management (inbound and outbound) programmes *Assist with the collating of information on international meetings and delegations for the Department *Continually supply Attaches and SA Missions with materials and strategies for health *Assist with procurement process.
<u>ENQUIRIES</u>	:	Ms K Clarotti at tel (012) 312-0444
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Cluster: Pharmaceutical Policy and Planning. Directorate: Food Control <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year Bachelor's degree/diploma or equivalent qualification *At least five (5) years applicable experience in the field of public administration related to the prescribed duties *Extensive knowledge and experience in general office administration, including administrative and financial requirements and procedures *Knowledge and experience in writing and editing reports, submissions etc *Sound knowledge of the Public Service and relevant Government regulations and Policies will be an added advantage *Computer literacy (Microsoft Office packages especially working with spreadsheets and

report writing) *Good interpersonal relations *Good communication skills (written and verbal) *Good planning, co-ordination and organisational skills *Ability to work under pressure and irregular hours when required *Valid code 08 (Code B) driver's licence.

DUTIES

: *Assist in the day-to-day administrative support service of the Sub-directorate: Biological Safety and programme Support *Prioritising and submission of documents, including the drafting and/or editing of memorandums, submissions, letters, reports and presentations *Assist with travel and accommodation arrangements for trips and visits *Record keeping (manual as well as electronically), including assisting in keeping of database as required *Organise meetings and workshops including venues and refreshments and compile minutes and agendas *General administrative support to the staff in the unit and other staff members of the Directorate.

ENQUIRIES

: Ms P Campbell at tel (012) 312-0159

CLOSING DATE

: 3 March 2008 (Applications received after the closing date will not be considered).

POST 07/104

CHIEF ACCOUNTING CLERK

uster: Financial Management. Directorate: Financial Management

(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY

: R106 335 per annum (plus competitive benefits)

CENTRE

: Pretoria

REQUIREMENTS

: *Senior Certificate (Grade 12) with accounting as a passed subject or equivalent qualification *Five (5) years experience in a government financial environment, of which at least three (3) years should be in a bookkeeping division *In-depth knowledge of government systems BAS and PERSAL *Knowledge of the Public Finance Management Act, Treasury Regulations and other relevant public service prescripts as well as internal prescripts *Sound knowledge of the accounting processes, procedures and internal control systems regarding debtor management and travel and subsistence claims and advances *Supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Sound problem solving, financial accounting, planning and organisational skills *A valid code (Code B or EB) driver's licence.

DUTIES

: *Confirm that all departmental debts are taken on correctly, that debt take-on forms are correctly completed and supported with proper documentation *Authorise the take-on of debt *Forward debtor statements monthly to debtors *Hand over debts not recovered by the department to the Office of the State Attorney for recovery if the debt is regarded as recoverable *Request the salaries division to deduct debt from an official's salary where applicable *Indicate debt on debt route forms and take appropriate steps to recover it with service terminations *Assist in supplying information about debtors for the annual financial statements *Prepare submissions to write off irrecoverable debts *Clear credits on debt accounts when debt is recovered *Capture entity maintenance forms for sundry payments as well as debtors *Check travel and subsistence claims and advance forms for correctness and approve them on PERSAL and BAS respectively *Follow-up outstanding T&S amounts in writing on a monthly basis *Request the salaries division to recover T&S debt from an official's salary where applicable *Indicate T&S debt of debt route forms and supply information to the debt section to take on debt with service terminations *Clear T&S Advance account when claims are received/ outstanding amounts are recovered *Quarterly evaluation of subordinates *Identify and address training needs of staff.

ENQUIRIES

: Ms S W Pretorius at tel no (012) 312-0638.

CLOSING DATE

: 3 March 2008 (Applications received after the closing date will not be considered).

<u>POST 07/105</u>	:	<u>SENIOR ACCOUNTING CLERK GRADE III</u> Cluster: Financial Management. Directorate: Financial Management <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R85 362 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) with accounting as a passed subject or equivalent qualification *At least two (2) years working experience in a salary office of a government department and two (2) years experience in PERSAL and Basic Accounting System (BAS) *Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant public service prescripts *An understanding of financial accounting processes and procedures and internal control systems *Computer literacy *Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Handle inter-departmental claims resulting from transfers to and from departments including the monthly writing of follow-up letters *Monitor and finalise all transactions relating to transfers to and from departments *Verify, instate and amend garnishee orders on the PERSAL system *Instate salary deductions for private telephone debt, bursary debt and salary overpayments *Compile BAS payments with regard to bond instalments returned and capture the refunds and related journals on the BAS system *Clear salary disallowance account, salary reversal control account, claims recoverable accounts, pension fund deduction account, medical aid deduction account, bargaining council deduction account, garnishee order deduction account, salary deduction disallowance account and salary tax debt account *Calculate leave gratuity, long service awards, leave without pay, salary differences and tax *Accumulate amounts on IRP 5 certificates where payments were made via BAS *Capture appointment and payment of casual workers and committee members *Finalise service terminations *Determining departmental debt resulting from transfers and resignations by issuing debt route forms.
<u>ENQUIRIES</u>	:	Mr J Tshabangu at tel (012) 312-3270.
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/106</u>	:	<u>SPECIAL AUXILIARY SERVICES OFFICER</u> Cluster: Non-Communicable Diseases: Forensic Pathology Services: Forensic Chemistry Laboratory
<u>SALARY</u>	:	R58 290 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cape Town.
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent with mathematics and physical science on standard grade. Experience within a work field involving liaising with multiple individuals. Willingness to accept a variety of responsibilities and completion of duties efficiently and effectively. Good communication skills (written and verbal). Must be a team worker. Good interpersonal and numerical calculating skills. Computer literacy in MS Word and Excel. Working knowledge of analytical chemistry laboratory practices. Computer knowledge and experience in MS Word, Excel). Basic chemistry knowledge and good laboratory practices together with LIMS experience will serve as an added advantage. A valid code 08 (Code B) driver's licence will be an added advantage
<u>DUTIES</u>	:	*Assist analysts in the preparation of biological and foodstuffs samples for analysis *This includes assisting in activities such as opening, grinding, weighing, mincing, chemical treatment, heating, filtration, evaporation, distillation and digestion (wet, dry and microwave) of biological and foodstuffs samples *Clean equipment used for the mincing of biological samples *Wash glassware *Tidy laboratories *Assist in doing repetitive analyses based on standardized methods *Record sample information and do calculations by means of simple mathematical formulae *Enter data onto database such as LIMS *File results and

		methods *Assist with routine tasks for efficient laboratory operation *Change of gas cylinders *Obtain water from the water purification system
<u>ENQUIRIES</u>	:	Ms AM Schillack at tel. (021) 442 8940.
<u>CLOSING DATE</u>	:	10 March 2008 (Applications received after the closing date will not be considered).
<u>POST 07/107</u>	:	<u>MESSENGER GRADE II</u> Cluster: Non-Communicable Diseases: Directorate: Medical Bureau for Occupational Diseases <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post).</i>
<u>SALARY</u>	:	R43 245 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Johannesburg.
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Knowledge of messenger services. Good communication skills. Interpersonal skills. Computer literacy. Statistical skills.
<u>DUTIES</u>	:	*Collect/Deliver post internal to and from the Post Office *Operate franking machine *Record incoming mail in separate registers (Mines, Hospitals and Private Doctors/clinics) *Stamping the date of receipt on all received post *Ensuring correctness of addresses on all outgoing post before being taken to the post office *Filing of all returned post due to wrong addresses given by patients *Render messenger services to and from Pretoria including CCOD or as required by the office (MBOD) *Keeping of correct records and submit statistics.
<u>ENQUIRIES</u>	:	Mr JA Mtezuka at tel. (011)403 6322.
<u>CLOSING DATE</u>	:	3 March 2008 (Applications received after the closing date will not be considered).

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



- APPLICATIONS** : Forward applications, quoting the relevant reference number to the following address: The Director-General, Department of Home Affairs, Private Bag X114, Pretoria, 0001, for attention: Ms B Mckue, Directorate: Human Resource Management. Alternatively, applications may be hand delivered to the Department of Home Affairs at 270 Maggs Street, Waltloo,
- FOR ATTENTION** : Ms B Mckue, Directorate: Human Resource Management.
- CLOSING DATE** : 29 February 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment form (Z.83) obtainable from any Public Service Department and should be accompanied by a comprehensive CV and certified copies of qualifications (including at least two contactable referees, these should be people who have recently worked with the applicant). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results of the South African Qualification Authority. In the case where applications are for more than one position, separate documentation must be submitted for each position. If no contact has been made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful. No faxes or e-mail will be accepted. It would be appreciated if the contents of this Circular Minute could be brought the attention of officers under your supervision. Successful candidates will be subjected to security clearance procedures.

OTHER POSTS

- POST 07/108** : **SENIOR PERSONNEL PRACTITIONER (4 POSITIONS)**
- SALARY** : Basic salary of R132 054 per annum
- CENTRE** : Western Cape
a) Provincial Manager's Office: Western Cape
REF NO: HRMC F/08/1a
Kwa-Zulu Natal
b) Provincial Manager's Office: Kwa-Zulu Natal (2 positions)
REF NO: HRMC F/08/1b
Eastern Cape
c) Provincial Manager's Office: Eastern Cape
REF NO: HRMC F/08/1c
- REQUIREMENTS** : An appropriate three year Degree/Diploma or equivalent qualification with relevant experience in the field of Human Resource Management. Candidates who are in possession of a Grade 12 qualification with extensive experience in human resources may apply. Good knowledge of Public Service Human Resource processes and systems. Knowledge of the PERSAL system, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and other employment legislation. Computer literacy is essential. Proven supervisory experience. A valid driver's licence and willing to travel. Knowledge of vulindlela will be an advantage.
- DUTIES** : Key Performance Areas: The successful candidates will be responsible for the following: All Human Resources practices including recruitment and selection, conditions of service, termination of services, promotions, translation in rank, salary adjustments and personnel movements. Administering the staff establishment and maintaining the Provincial organogram. Training and motivating subordinates. Approving transactions on PERSAL and administering

		the Performance Management System of the Province. Supervising subordinates.
<u>ENQUIRIES</u>	:	a) Ms E Booysen, Tel No (021) 488 1418 b) Ms NP Mabaso, Tel No (031) 583 8800/33 c) Mr C Munyai, Tel No (043) 642 6104
<u>POST 07/109</u>	:	<u>PERSONNEL PRACTITIONER (6 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R106 335 per annum
	:	Gauteng
		a) Provincial Manager's Office: Gauteng (4 positions) REF NO: HRMC F/08/2a Western Cape
		b) Provincial Manager's Office: Western Cape REF NO: HRMC F/08/2b Free State
		c) Provincial Manager's Office: Free State REF NO: HRMC F/08/2c
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/Diploma with appropriate or equivalent qualification with relevant experience in the field of Human Resource Management. Candidates who are in possession of a Grade 12 certificate with extensive experience in human resources may apply. Good knowledge of Public Service Human Resources processes and systems. Knowledge of the PERSAL system, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and other employment legislation. A valid driver's licence and willingness to travel is essential. Computer literacy is essential. Knowledge of vulindlela will be an advantage.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: All Human Resources practices including recruitment and selection, conditions of service, termination of services, salary adjustments, promotion, translation in rank, and personnel movements. Administering the staff establishment and maintaining the Provincial organogram. Capturing and approving transactions on PERSAL and administering the Performance Management Development System of the Province.
<u>ENQUIRIES</u>	:	a) Ms G B Modiba, Tel No: (011) 242 9034 b) Mr R Gabriels, Tel No: (021) 488 1409 c) Mr J Masibi, Tel No: (051) 410 3912

DEPARTMENT OF HOUSING

It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/ promotion/ appointment will promote representivity will receive preference.

<u>CLOSING DATE</u>	:	29 February 2008
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 07/110</u>	:	<u>CHIEF PLANNER: FINANCIAL INNOVATION REF: DOH/48/2008</u> Directorate: Fund Mobilization
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications are awaited from computer literate persons who are in possession of an Honours Degree in Economics and/or financial management Sciences. Good interpersonal, negotiating, innovative, analytical and report writing skills. Experience in the financial sector and/or in the housing environment will serve as a recommendation.
<u>DUTIES</u>	:	The successful candidate will: Evaluate the existing finance instruments/products and develop/explore innovative finance instruments for housing purposes. Evaluate and support the development of housing finance instrument proposals from housing development finance institutions. Evaluate lending model employed by DFI's, and engage with DFI's on the most efficient business model. Evaluate sustainability and accessibility of housing finance instruments to targeted groups
<u>ENQUIRIES</u>	:	Mr. Gumani Mathavhathe (012) 421-1758
<u>APPLICATIONS</u>	:	Human Communications, PO Box 1305, Rivonia 2128 Email: Response6@humancommuniation.co.za ; Fax: 086 518 6538
<u>POST 07/111</u>	:	<u>CHIEF PLANNER: HOUSING FINANCE MONITORING REF: DOH/49/2007</u> Directorate: Fund Mobilization
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications are awaited from computer literate persons who are in possession of a Honours Degree in Economics and/or financial management Sciences. Good interpersonal, innovative, analytical and report writing skills. A valid driver's license. Experience in the financial sector and/or in the housing environment will serve as a recommendation.
<u>DUTIES</u>	:	The successful candidate will: Monitor programmes aimed at building institutional and financial capacity at retail level such that there is a broadening of access to housing finance and the mobilisation of funds into the housing process in the target market (low income market). Evaluating the risk associated with placement of wholesale funds with retail lenders Monitor the access to credit, disbursement by DFI's, and housing opportunities created through retail and wholesale lending Monitor both the disbursement and impact of financing developers (project

		finance) and contractors for the development of low income housing Monitor the impact of various financial instruments on housing development.
<u>ENQUIRIES</u>	:	Mr. Gumani Mathavhathe (012) 421-1758
<u>APPLICATIONS</u>	:	Human Communications, PO Box 1305, Rivonia 2128 Email: Response6@humancommuniatiion.co.za ; Fax: 086 518 6538
<u>POST 07/112</u>	:	<u>ASSISTANT DIRECTOR: GRANT MONITORING REFERENCE NO: DOH/51/2008</u> (Directorate: Grant Management)
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree or an appropriate qualification in finance with 2 to 3 years' relevant experience. Previous experience in financial planning and administration will be an added advantage. The following will serve as strong recommendations • Knowledge of the Division of Revenue Act, the Public Finance Management Act and Treasury Regulations • Good communication skills (written and verbal) • Ability to interact at management level • Computer literacy in MS Word, Excel and PowerPoint • Analytical and problem solving abilities • Ability to work in a team and under pressure • Willingness to work beyond working • The appointment is subject to the verifying of educational qualifications, previous experience, citizenship, criminal record and reference checks.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide sound financial administration and management of the conditional grant • Analyse the provincial cash flow projections and annual budgets for the grant • Analyse monthly and quarterly financial reports on the expenditure of provinces • Analyse the provincial annual audit reports and financial statements • Analyse annual provincial business plans and alignment of projects with housing subsidy instruments • Liaise and attend meetings with provinces on a regular basis • Prepare monthly, quarterly and other reports in terms of relevant legislation • Assist auditors with requested information and responses on audit and SCOPA queries • Draft reports and submissions to management and the executive authority • Perform a variety of miscellaneous tasks for management.
<u>ENQUIRIES</u>	:	Ms LR Mapheto, TEL: (012) 421-1539
<u>APPLICATIONS</u>	:	The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms N Nortman
<u>POST 07/113</u>	:	<u>SENIOR FOREMAN (LEVEL 4) REFERENCE: DOH/52/2007</u> Directorate: Facilities Management
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or Grade 12 certificate with a code 08 driver's licence and at least 2 years driving experience. Have experience of working and/ or servicing internal customers in the organisation. Having experience of working in Properties environment would serve as an added advantage. The successful candidates will portray the following competencies: good communication skills, good organizing skills, reliable, hardworking and good interpersonal relations and should be prepared to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be expected to perform the following Senior Foreman duties attached to the post: Supervising cleaners to ensure cleanliness in all building floors. Attended to all complaints, regarding cleanliness of offices. Check every morning that conference rooms are cleaned. Ensure that water bottles are washed and refilled. Checking and ensuring that toilet papers and paper towels are replaced daily. Checking and ensuring that hand soap and perfume containers are refilled daily. Ensuring that parking bays are always clean. Assists with the purchasing of cleaning materials and refreshments. Responsible for the safe keeping and issuing of cleaning materials and refreshments.

ENQUIRIES
APPLICATIONS

: Mr D Moodley ☎ (012) 421 1373.
: The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001,
Physical Address: 240 Walker Street, Govern Mbeki House, Corner Troye and
Walker Street, Sunnyside, Pretoria
: Mr D Sekwane

FOR ATTENTION

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.

CLOSING DATE : 03 March 2008

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. 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. People with disabilities' will receive preference.

MANAGEMENT ECHELON

POST 07/114 : **PRINCIPAL FAMILY ADVOCATE REFERENCE: 08/32/CS**

SALARY : R540 429 – R581 880 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate, Nelspruit (Mpumalanga)

REQUIREMENTS : LLB Degree or equivalent qualification plus admittance as Advocate or attorney with right of appearance in the High Court of South Africa; Extensive legal practical experience in Family Law matters, including alternative dispute resolution; Experience/extensive knowledge of the Hague Convention on Civil Aspects of International Child Abduction; Litigation experience will be an added advantage; A valid code EB driver's licenses. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal relations; Leadership and organizational skills; Problem analysis and solving; Planning and organization; Project Management; Proven management and leadership skills; Background in strategic management.

DUTIES : Act as Ad Hoc Central Authority in Hague matters on Civil Aspects of International Child Abduction; Mediate or conduct litigation in complex family law and Hague Convention (Child Abduction) matters; Participate in case management process with stakeholders; Manage and monitor the work of Family Advocates within the designated province; Give guidance to the Family Advocates when required; Manage and monitor budget and professional work flow of all the offices of the Family Advocate within the designated province; Identify and provide training and development skills in the office of the Family Advocate; Liaise with the judiciary, foreign Central authorities, legal fraternity and other relevant Family Law organizations or structures; Liaise with relevant senior managers within the Business Units and other departments, including NGOs; Monitor and supervise the performance of Family Advocate at the Family Advocate office within the designated province; Participate in projects related to the office and/or function at the Family Advocacy; Promote access to Family Advocate services and create public awareness; Report to Chief Family Advocate.

ENQUIRIES : Adv. P I Seabi ☎ 012 357 8021/22

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.

OTHER POSTS

<u>POST 07/115</u>	:	<u>LAW LECTURER (12 POSTS) REFERENCE: 08/39/JC</u>
<u>SALARY</u>	:	R369 000 – R427 836 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Justice College, Pretoria
<u>REQUIREMENTS</u>	:	A recognized Legal qualification, which includes some of the following courses: Criminal Law, Civil Law, Procedure, Evidence, Law of Family & Persons, Law of Succession, Administrative Law, Insolvency Law, Property Law, Law of Contract, Law of Delict & Interpretation of Statutes, Commercial Law, Intellectual Property Law, Environmental Law, Cyber Law and Organized Crime. At least seven years experience in practice, part of which should have been gained in the Office of the Master of the High Court / State Attorneys / Magistrates Office / State Law Advisors / Public Prosecutions / Private Practice / Institutions of Higher Learning, at a senior level; A post graduate degree will be an added advantage; At least a code EB driver's license. Skills and Competencies: Leadership skills; Communication (verbal & written) skills; Curriculum development; Training and facilitation skills; Computer literacy; Report writing skills; Project Management skills; Interpersonal skills; Detail orientated, creativity and adaptive to change; Research skills.
<u>DUTIES</u>	:	Design curricula for the training of legal professionals in the Department and Justice value chain; Ensure programs comply with the education and training legal framework and are action learning oriented; Present and facilitate training; Respond to legal queries from the Department and its stakeholders; Conduct needs analysis; Assess performance of participants in training sessions; Evaluate effectiveness of training programs; Research subjects, trends, process and develop solutions; Contribute to the body of knowledge by publishing.
<u>ENQUIRIES</u>	:	Mr. J Marsh (012) 481- 2854
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 07/116</u>	:	<u>DEPUTY DIRECTOR: HR KEY ACCOUNTS REFERENCE: 08/25/HR</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>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Degree in Human Resource Management or equivalent qualification with fundamental experience in a Generalist HR environment; In- depth knowledge in all aspects of HR. Skills and Competencies: Good customer relations; Co-ordination and Planning skills; Performance Consulting; Relationship Management.
<u>DUTIES</u>	:	The incumbent will 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 ,Organizational Development, Learning and Development ,Employment Relations, Business Process Improvement Methods and any other skills of HR service interest; Act as an employee advocate and change champion; Contribute to the development and accomplishment of departmental business plan objectives; Continually assess the effectiveness of HR.
<u>ENQUIRIES</u>	:	Ms M Litheko 📞 (012) 357 8168
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

<u>POST 07/117</u>	:	<u>DEPUTY DIRECTOR: PROJECT OFFICE MANAGEMENT REFERENCE: 08/30/ISM</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate degree/ Diploma or equivalent and a qualification in project management through an accredited institution is also required. Five years experience in a project environment; Knowledge of Project Office Support; Experience in the management of IT projects; Knowledge of systems development life cycle; electronic project management and IT terminology; Experience in project governance and Audit coordination. Skills and Competencies: Good facilitation skills; Advanced Computer literacy (Ms Word, Excel, PowerPoint and Visio); Must be able to work in a pressurized environment; Interpersonal relations; Planning and Organizing; Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage the Project Management Office which deals with IT related projects; Monitoring of projects (time, cost & quality) Track project expenditure and compile monthly status reports; Develop and implement project standards and write stakeholder project reports; Manage project risks, contracts and SLA's for project contractors; Co-ordinate audits; Maintain the electronic project management system and generate various types of reports; Assist with the preparation and compilation of quarterly performance reports for the Chief Directorate.
<u>ENQUIRIES</u>	:	D Modungwa (012) 315 - 1441
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 07/118</u>	:	<u>LANGUAGE PRACTITIONER: TRANSLATION UNIT REFERENCE: 08/31/LAS</u> (Contract Appointment For Two Years)
<u>SALARY</u>	:	R196 851 + R72 821 (37%) = R269 636 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>	:	The Office of the Chief State Law Adviser, a vibrant, dynamic institution consisting of highly qualified lawyers, provides legal advice to state departments and to the provinces and municipalities which request assistance. It also drafts, scrutinizes and certifies all legislation tabled in Parliament. The Office invites applications from suitably qualified Pedi, Sotho, Tswana, Swati, Tsonga, English, Afrikaans, Zulu, Xhosa, Ndebele and Venda language practitioners to join a Translation Services Unit being established in its office in Cape Town. Applicants will be required to have a university degree majoring in at least one of the official languages; Knowledge of any of the other languages will be useful; A practical understanding of the law or a legal qualification or practice as an attorney or an advocate will be a recommendation; Applicants must be involved in either teaching or providing translation services in or be involved in the work of a language practitioner in at least one of the official languages; Applicants who do not meet these requirements will not be considered.
<u>DUTIES</u>	:	Translate legislation from English into all the official languages in accordance with instructions issued by state departments and guidelines issued by Parliament and the Cabinet; Assist the Office to develop legal terminology in all the official languages for use in legislation; Interact with PANSALB and other organizations, universities and other language practitioners involved in promoting the use of all official languages to assist with the promotion and development of our official languages in order to make our legislation more accessible to the broader South African population; Attend Parliamentary Committee meetings to assist with the simultaneous translation of amendments to legislation; Translate such other documents as may be referred to the office from time to time; Provide language quality control mechanisms in respect of legislation; Generally perform such other tasks as may be assigned to the unit.

<u>ENQUIRIES</u>	:	Ms P Mathebula ☎ 012 357 8680
<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 07/119</u>	:	<u>FAMILY COUNSELLOR (2 POSTS) REFERENCE: 08/33/CS</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelors Degree in Social Work; Three – five years experience in Social Work; Registered with the SA Council for Social Service Professions (SACSSP); Knowledge in application of Mediation in Certain Divorce Matters Act and related legislation; Knowledge of Family Law, including Maintenance and Domestic Violence Acts; Knowledge of Public Service Act and Regulations; Communication in Afrikaans and in one of the African languages will be an advantage; Court experience in expert evidence will be an advantage; A valid code EB driver's licenses and must be willing to travel; and Knowledge of the Children's Act and related legislation will be an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal relations; Ability to work under pressure; Administrative and Organizational skills; Mediation, Interviewing, Evaluation and Report writing skills; Diversity and conflict handling; and Innovate thinking.
<u>DUTIES</u>	:	Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations on the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Act as intermediary in Sexual Offences cases.
<u>ENQUIRIES</u>	:	Mrs E M Venter ☎ 051 447 1154
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300.
<u>POST 07/120</u>	:	<u>SENIOR WORK STUDY OFFICER (6 POSTS) REFERENCE: 08/34/HR</u>
<u>SALARY</u>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Officer, Pretoria
<u>REQUIREMENTS</u>	:	Diploma in Management Services / Work study or post matric qualification equivalent to NQF level five to six / Certificate in Management Services / Work study; Knowledge of the job evaluation system applicable to the Public Service will be an advantage. 1 – 2 years experience in Work-Study Skills and Competencies: Continuous Improvement; Customer Focus and Responsiveness; Problem Solving skills; Team participation; Project Management skills; Planning and organising skills.
<u>DUTIES</u>	:	Develop, Manage and maintain sound and effective organizational structures in alignment with strategic objectives of the Department; Determine, design, improve and reengineer proper business processes, through the utilization of various techniques; Ensure effective and efficient utilization of scarce resources by the Department; Develop Job Profiles and Job Descriptions in line with the Departmental structure; Analyse and grade jobs according to the job evaluation system; Facilitate, develop, implement and maintain norms and standards; Render a business consulting service to the line management of the Department with regard to the service offerings of the Branch i.e. Performance Management, Organizational Development, Learning Development, Employment Relation and any other matter of service interest.
<u>ENQUIRIES</u>	:	Dr Moses Lebaka ☎ (012) 315 1196

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria
<u>POST 07/121</u>	:	<u>ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT (1 POST)</u> <u>REFERENCE: 08/28/HR</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>	:	National Office, Pretoria A Bachelor's Degree or equivalent qualification in HR or Administration; One-two years relevant experience in Managing projects including EAP, EE and Change Management; Knowledge of labour legislation, including HIV/AIDS & Disability Code of Good Practice, EAPA Standards and DPSA Change Management guidelines; Valid drivers license will be an advantage. Skills And Competencies: Project management skills; Communication (verbal, writing and presentation) skills; Interpersonal skills; Computer literacy (MS Office); Planning and Organising skills.
<u>DUTIES</u>	:	And Responsibilities: Coordinate the implementation of several projects simultaneously in EAP/ Wellness Services, EE and Change Management ;Make travel arrangements by making reservations for the Directorate; Document management for all correspondence including the effective functioning of the directorate; Make arrangements for meetings and presentations; Provide financial administration for sourcing service providers; Maintain records of service provider payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KP Manzini ☎ (012) 315 1933 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>POST 07/122</u>	:	<u>SENIOR LIBRARIAN 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 Skills and Competencies: Communication skills (verbal and written).Report writing; Computer literacy; Research and planning skills; Problem solving and planning skills; Interpersonal skill; Creative and analytical thinking skills; Customer orientation.
<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 X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 07/123</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: OFFICE SUPPORT SERVICES</u> <u>REFERENCE: 08/38/ISM</u>
<u>SALARY</u>	:	R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12; 1 -2 years relevant experience; Knowledge of ITC operation, PFMA and procurement regulations; Skills and Competencies: Good communication (written and verbal) skills. Negotiation skills; Problem solving skills; Computer literacy; Decision making skills; Interpersonal relation skill.
<u>DUTIES</u>	:	Liaise with suppliers; Process ITC applications; Capture purchase orders; Prepare payment documents.
<u>ENQUIRIES</u>	:	Ms D Modungwa (012) 315 - 1441
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 07/124</u>	:	<u>ADMINISTRATION CLERK REFERENCE: 08/35/HR</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 or equivalent qualification: Knowledge of filing systems, archives and mailing procedures, liaising with clients, recording information, travel plans and job evaluation. Skills and Competence: Good communication skills (written and verbal); Ability to plan, organize, write notes, capture data, operate computer and collect statistics.
<u>DUTIES</u>	:	Promote and render efficient and effective administrative support to the Directorate; Compile memorandums, file documents and maintain a huge database; Maintain the division's library and inventory; Order goods and make the necessary payments; Responsible for the re-print of departmental forms; Make accommodation and travel arrangements; Arrange meetings and workshops.
<u>ENQUIRIES</u>	:	Moses Lebaka ☎ (012) 315 1196
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Ms M Nchabeleng / Ms E Lethole

CLOSING DATE : 29 February 2008

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

OTHER POSTS

POST 07/125 : **DEPUTY DIRECTOR: MINERAL POLICY DEVELOPMENT**

SALARY : R 369 000 per annum

CENTRE : Head Office

REQUIREMENTS : A / An LLB or B degree in Law coupled with 5 years experience in the field of study PLUS the following key competencies: ☐ Knowledge of: • Mineral and mining industry • Policy development • Legislative drafting • Parliamentary processes ☐ Skills: • Research skills • Leadership skills • Organisational skills ☐ Communication: • Excellent verbal and writing skills • Ability to negotiate at senior level ☐ Creativity: • Analytical thinker • Meticulous person • Creative thinker • Ability to work independently

DUTIES : KRA's: Research and review mining and mineral related policies and legislation • Amend and draft mineral and mining related legislation • Identify strategies and compile guidelines for the implementation of mining and mineral policies and legislation • Co-ordinate the harmonisation of other legislation with the mining and mineral related legislation.

ENQUIRIES : Ms Lindiwe Mekwe, ☎ (012) 317 8365

POST 07/126 : **ASSISTANT DIRECTOR (NMPS)**

SALARY : R 196 815 per annum,

CENTRE : Johannesburg

REQUIREMENTS : A 3 year tertiary qualification with surveying/ deeds registration/draughting/or Spatial (GIS) related fields PLUS the following key competencies: ☐ Knowledge of: • Provincial Spatial Development Framework • MPRD Act (28 of 2002) and application processes • Co-ordinates and mapping • GIS techniques ☐ Skills: • Ability to manage and integrate spatial, tabular and textual information • Ability to develop and maintain management control and reporting systems • Ability to manage both hardcopy and electronic information • Ability to relate and align information to mineral policy and legislative objectives ☐ Communication: • Communication with local and provincial Government on spatial development and planning issues ☐ Creativity: • Strong innovative ability and drive to find solutions to challenges • Ability to turn vision into reality.

DUTIES : KRA's: Ensure that applications for prospecting and mining rights are geographically recorded at the departments regional offices • Compile statistical and resource information for various components in the Mineral Regulation Branch • Manage and align all spatial information for decision making in the various regions with provincial and local planning structures • Develop and maintain a tabular management reporting and control system • Assist with Black Economic Empowerment adjudication.

ENQUIRIES : AP Cronjé ☎ 011 358 9757

<u>POST 07/127</u>	:	<u>HEAD OF ADMINISTRATION</u>
<u>SALARY</u>	:	R 196 815 per annum,
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3 year tertiary qualification in either administrative or financial fields PLUS the following key competencies ☐ Knowledge of: • Minerals and Mining legislation and work processes • Public services and procedures • Applicable legislation including "PFMA" • MPRDA and related legislation regarding royalty/prospecting fee payments and financial provisions • Personnel and HRD issues ☐ Skills: • Organizational management and planning • Financial Management and auditing • Personnel Management skills ☐ Communication: • Public relations skills ☐ Creativity: • Innovative thinker • Ability to identify risks and design risk management systems
<u>DUTIES</u>	:	KRA's: Assist the Regional Manager to manage and control budget expenditure in the region • Manage an enquiry service/helpdesk to ensure efficient service delivery in the region • Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, housekeeping services and events management • Manage both revenue and financial provision collection, recordkeeping and management control systems • Manage the receiving and recording of applications in terms of the Mineral Petroleum Resources Development Act • Ensure that access to information requests are handled in line with the prescripts • Manage and develop staff • Manage and maintain an effective registry service to the Regional Office
<u>ENQUIRIES</u>	:	Mr AP Cronjé ☎ 011 358 9757
<u>POST 07/128</u>	:	<u>ENERGY OFFICER: CDM PROJECT EVALUATION AND MONITORING</u>
<u>SALARY</u>	:	R157 686 per annum,
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum – A Bachelors Degree in Environmental Management/ Natural Science or Equivalent in any relevant subject; PLUS the following key competencies: ☐ Knowledge of: • Clean Development Mechanism (CDM) Project Cycle • International institutional structures and agreements dealing with CDM – UNFCCC, Kyoto Protocol • South Africa's energy sector • Key national environmental legislations and policies • Sustainable development and government objectives • Project and financial management skills • Computer literacy (Ms Word, Excel, Power Point) as well as Internet searching ☐ Skills: • Numeracy, research and presentation skills • Ability to organise capacity building events– workshops • Diplomatic stakeholder relations/ Good interpersonal elations • Innovation and creativity to identify and evaluate projects ☐ Communication: • Diplomatic stakeholder relations / Good interpersonal relations • Innovation and creativity to identify and evaluate project opportunities for CDM • Problem solving ability. Recommendation/Note: A valid driver's licence, willingness to travel and work overtime as and when required
<u>DUTIES</u>	:	KRA's: • Provide effective support with the implementation of promotion and capacity building of clean Development Mechanism (CDM) • Develop, coordinate and facilitate capacity building programmes for community driven CDM projects • Ensure participation in ownership of CDM projects at community level • Establish and maintain a database of CDM stakeholders and ensure proper record keeping and feedback to CDM stakeholders • Prepare and submit progress reports on CDM workshop / campaigns • Assist to provide secretarial functions to CDM promotions committees
<u>ENQUIRIES</u>	:	Ms L O Chauke, ☎ 012 317 8565
<u>POST 07/129</u>	:	<u>REGIONAL ENERGY OFFICER –TECHNICAL AUDIT AND COORDINATION</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Witbank – Mpumalanga

<u>REQUIREMENTS</u>	:	A National Diploma (Electrical Engineering) with background, experience and knowledge of planning and development is the minimum requirement for appointment to this position. A valid driving license is essential. Woman candidates will be the preference on this advertisement PLUS the following key competencies: ☐ Knowledge of: Electricity Industry • The Integrated National Electrification Program policies and strategies • Public Finance Management Act (PFMA) • Division of Revenue Act (DoRA) ☐ Skills: • Report Writing Skills • Management Skills • Communication Skills • Negotiation skills • Interpretation Skills • Development Skills ☐ Communication: • Verbal and written communication • Proficiency in at least two official languages (At least one must be English) ☐ Creativity: • Open-minded • Innovative • Articulate • Good Listener • Ability to work as a team • Ability to work under pressure
<u>DUTIES</u>	:	KRA's: Co-ordinate the INEP regional planning system and the planning process • To facilitate and co-ordinate technical audits • To ensure on confirming the information reported by licensed service providers during monthly reporting • To ensure on determining the extent to which the desired objectives/ results or benefits of the INEP are being achieved • To co-ordinate on assessing, determine status and report on the effectiveness of the programme • To co-ordinate on determining compliance of the licensed service providers with the significant standards and regulation applicable to electrification • To co-ordinate on determining the asset creation process • To co-ordinate on ensuring that the correct connection volumes are implemented as compared to the approved allocated funding • To co-ordinate on determining the technical performance of the connections • To co-ordinate on verifying the level of customer services in line with the appropriate technology • To co-ordinate on establishing if there are service offices for maintenance, payment of services and purchasing of prepaid cards • To co-ordinate on ensuring that non-grid service providers monthly claims for installation are being paid after site visit verifications • To co-ordinate on verifying the quality of installations on non-grid and grid shools and clinics according to the technical standards • To co-ordinate the feasible study before the implementation of electrification projects • To know how to utilise GPS instrument in terms of taking the correct coordinates and navigating • To co-ordinate on reading CAD or technical drawings of electrification projects.
<u>ENQUIRIES</u>	:	Mr K Bongwe ☎(012) 317-8660
<u>POST 07/130</u>	:	<u>ENERGY OFFICER</u>
<u>SALARY</u>	:	R139 302 per annum,
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in a possession of B Degree in Electrical Engineering or B Degree in Economics (or equivalent qualification) PLUS the following key competencies: ☐ Knowledge • Sound knowledge of the Electricity Industry in South Africa • Knowledge of policy research, analysis and development processes • Knowledge in regulation and monitoring • Knowledge of MS Word, MS Excel and Power Point • Knowledge of report writing ☐ Skills • Computer skills • Organising skills • Writing skills ☐ Communication • Good communication skill (written and verbal) • Ability to communicate at all levels • Ability to maintain confidentiality ☐ Creativity: • Ability to work under pressure • Ability to negotiate
<u>DUTIES</u>	:	KRA's: The appointee will be involved in the development of policies and regulations of the electricity industry • He/ She will be also responsible for consolidation of information from different stakeholders during the process of policies and legislation development. • Attend meetings and report to the Supervisor. • Write reports for workshops and meetings and Ministerial submissions.
<u>ENQUIRIES</u>	:	Mr Maduna Ngobeneni ☎ 012 317 8229
<u>POST 07/131</u>	:	<u>ENVIRONMENTAL OFFICER</u>
<u>SALARY</u>	:	R132 054 per annum

<u>CENTRE REQUIREMENTS</u>	:	Klerksdorp
	:	A recognised, appropriate Batchelor's degree or equivalent qualification in Environmental Science and appropriate experience PLUS the following key competencies: Knowledge of: • Environmental management and the function of ecological processes • Earth Sciences • Various mining and mineral processing methods and Environmental impact thereof • Mitigation methods, goals, standards and actions, including Rehabilitation and pollution control measures • Understanding of relevant legislations & Public service delivery documents • Balanced understanding of environmental management and conservation • Ability to interpret and apply provision of Mineral & Petroleum Resources Development Act of 2002 Minerals Act, 1991 and related legislations against the practical observations made during field investigations and inspections ☐ Skills: • Ability to interpret and analyse legislation requirements • Sound written and verbal communication • Computer skills • Negotiation and conflict resolution • Presentation skills ☐ Communication • Ability to interact with persons on various levels • Sound written and verbal communication ☐ Creativity: • A creative, assertive and confident approach • Ability to analyse problems • Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management. Recommendation/Note: A valid drivers licence and ability to work under pressure
<u>DUTIES</u>	:	KRA's: Evaluate environmental impact by various mines • Conduct inspections • Assess and manage environmental degradation and controlled mine closure • Investigate and resolve problems, enquiries and complaints • Evaluate the Environmental Management Plans and Programmes.
<u>ENQUIRIES</u>	:	Ms E. J. Ngobele/ Mr. T. Matsoaboli ☎018 – 464 1631-5
<u>POST 07/132</u>	:	<u>ENERGY OFFICER (NUCLEAR SAFETY - NUCLEAR ENERGY ACT)</u> (3-Years Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 132 054 per annum, Head Office, Pretoria
	:	A three year tertiary qualification in the Natural Sciences coupled with relevant knowledge and no more than two years of experience in the nuclear sector (post-graduate qualification a plus) PLUS the following key competencies: ☐ Knowledge of: • Knowledge of Nuclear Policy and legislation • Nuclear Sector in general • government processes • Nuclear Safety and Radioactive Waste Management • ☐ Skills: • computer skills • excellent presentation skills • information evaluation • good interpersonal skills ☐ Communication: • excellent writing skills • excellent communication skills ☐ Creativity: • creative thinking
<u>DUTIES</u>	:	KRA's: Review reports on decommissioning and decontamination • Review submissions (reports and inventories) on radioactive waste and spent fuel storage and management • Monitor global developments on radioactive waste and spent fuel storage and management • Assist in the fulfilment of international obligations relating to radioactive waste management.
<u>ENQUIRIES</u>	:	Ms DB Kgomo, ☎012 317 8475
<u>POST 07/133</u>	:	<u>ENERGY OFFICER (NUCLEAR NON-PROLIFERATION, IMPORT/EXPORT)</u> 3-Year Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum Head Office, Pretoria
	:	A three year tertiary qualification in the Natural Sciences coupled with relevant knowledge and no more than two years of experience in the nuclear sector (post-graduate qualification a plus) PLUS the following key competencies: ☐ Knowledge of: • Knowledge of Nuclear Policy and legislation • Nuclear Sector in general • Government processes • Nuclear Non-proliferation and border control ☐ Skills: • computer skills • excellent presentation skills • information

		evaluation • good interpersonal skills ☐ Communication: • excellent writing skills • excellent communication skills ☐ Creativity: • creative thinking
<u>DUTIES</u>	:	KRA's: • To assist in Projects on Border Control, Specific for Nuclear Non-Proliferation • To Assist in Projects related to Customs Control, specific for nuclear non-proliferation • To assist in Projects related to South African Police Services on nuclear non-proliferation • To assist in Project related to the SA Army's readiness in case of an emergency.
<u>ENQUIRIES</u>	:	Ms L Sedumoeng ☎ 012 317 8600
<u>POST 07/134</u>	:	<u>PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Head Office (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Degree with appropriate experience before or after qualification was obtained PLUS the following key competencies ☐ Knowledge of: • MS Word, PowerPoint, Excel, e-mail, internet, etc • Office/Telephone etiquette • Public Relations • Document tracking • Administrative practices • Filing systems ☐ Skills: • Excellent organisational and Interpersonal Skills • Computer literacy ☐ Communication: • Competent communicator (written and verbal) • Good Interpersonal relations at all levels • Ability to maintain high level of confidentiality ☐ Creativity: • Problem solving capabilities • Be able to work under pressure • Innovative and creative thinking abilities.
<u>DUTIES</u>	:	KRA's: Manage the manager's diary • Compiles realistic schedules of appointments • Performs advance typing work • Operates and ensures that office equipment is in order • Coordinates logistical arrangements for meetings, workshops, etc • Provide administrative support • Track submissions and draft correspondence • Register and handle all logistical arrangements • Liaise with all stakeholders • Compile monthly reports • Maintain a correct filing system (electronic and physical) • Take minutes of meetings • Make and confirm travel and accommodation arrangements • Remains up to date with regard to the prescripts/policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager • Remains abreast with the procedures and processes that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Mr. Bennie Thobejane ☎ 012 317 8790
<u>POST 07/135</u>	:	<u>2 X ENVIRONMENT OFFICER</u>
<u>SALARY</u>	:	R 98 916 per annum
<u>CENTRE</u>	:	Northern Cape – Kimberley
<u>REQUIREMENTS</u>	:	A Bachelor's Degree OR a Diploma in Environmental Science / Environmental Management. Experience in the mine environmental management will be an advantage PLUS the following key competencies: ☐ Knowledge of • Mineral & Petroleum Resources Development Act 2002 (Act 28 of 2002) & other relevant Legislations • Understanding of the Mine Environmental Management field • Mining procedures and processes, & impacts thereof; mitigation methods including rehabilitation and pollution control measures • Understanding of Policies, Rules & Regulation governing the mining environmental management • Compilation of Environmental Management Reports ☐ Skills: • Interpersonal skills • Computer literacy & Good report writing skills • Negotiation and conflict resolution skills • Ability to work as part of a team or independently ☐ Communication • Ability to communicate well in writing & verbally in English • Represent DME in interdepartmental Committees • Presentation, Public speaking & communicate at higher level ☐ Creativity: • A creative, assertive and confident approach • Ability to work under pressure • Ability to analyse problems and recommend corrective measures • Innovative thinker • Ability to interpret, apply policies and legislation.

		Recommendation/Note: Applications without Driver's Licence will not be considered
<u>DUTIES</u>	:	KRA's: • Evaluating EMP's, Scoping, Closure reports and advise supervisor accordingly • Liaise with organisation of state, Interested and Affected Parties • Investigate and resolve mine environmental related problems, queries & complaints • Conduct inspections on mines, assess and manage environmental degradation • Ensure each mine has adequate financial provisions • Participate on forum meetings, sundry meetings & conduct
<u>ENQUIRIES</u>	:	Mr. Mr NT Ravhugoni ☎: (053) 8300 800
<u>POST 07/136</u>	:	<u>SENIOR ACCOUNTING CLERK</u>
<u>SALARY</u>	:	R85 362 per annum,
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Diploma/Degree in Accounting/Financial Management or certificate with 3-5years' relevant experience PLUS the following key competencies: ☐ Knowledge of: • PFMA • Treasury Regulations • PERSAL • BAS ☐ Skills: • Numeracy skills • Accounting abilities • Computer Literacy ☐ Communication: • Good verbal & written communication skills • Good Interpersonal relations ☐ Creativity: • Prioritisation • Problem solving • Analytical Thinking
<u>DUTIES</u>	:	KRA's: Capture salary related transactions on PERSAL/BAS Systems • Recall salaries, re-allocate and capture the correct amount on System and Process Payment • Calculations of back pay, medical, mortgage bond, refunds, garnishee orders, pension and re-instate correct amount on PERSAL System • Handle and follow-up on service termination processes, e.g. transfers to other Government Department, retirement, resignation, etc.
<u>ENQUIRIES</u>	:	Mr T M Matshika, ☎012 317-8176
<u>POST 07/137</u>	:	<u>SECRETARY TO DIRECTOR: FINANCIAL PLANNING AND MANAGEMENT ACCOUNTING</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification and practical experience related to the duties, PLUS the following key competencies: ☐ Knowledge of: Ms Office packages e.g Word, PowerPoint, Excel, e-mail, Internet, etc • Office/telephone etiquette • Public Relations • Document tracking • Administrative practice • Filing systems ☐ Skills: • Excellent organisational skills • Interpersonal skills • Computer Literacy • Good organisational skills ☐ Communication: • Good interpersonal relations at all levels • Good Communication Skills (verbal & written) • Ability to maintain high level of confidentiality ☐ Creativity: • Problem solving capability • Be able to work under pressure • Innovative and creative thinking abilities
<u>DUTIES</u>	:	KRA's: • Manage the Director's diary • Arrange meetings, workshops and provide administrative support • Track submissions • Draft correspondence and registers • Handle all logistical arrangements, process S& T claims and payments • Liaise with external stakeholders • Compile monthly reports and maintain a correct filing system.
<u>ENQUIRIES</u>	:	Ms N Nyweba ☎012 317 8243
<u>POST 07/138</u>	:	<u>SECRETARY TO DIRECTOR: ENERGY PLANNING AND DEVELOPMENT</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior certificate or equivalent qualification and practical experience related to the duties, PLUS the following key competencies: ☐ Knowledge of: Ms Office packages e.g Word, PowerPoint, Excel, e-mail, Internet, etc • Office/telephone etiquette • Public Relations • Document tracking • Administrative practice • Filing systems ☐ Skills: • Excellent organisational skills • Interpersonal skills

		<ul style="list-style-type: none"> • Computer Literacy • Good organisational skills ☐ Communication: <ul style="list-style-type: none"> • Good interpersonal relations at all levels • Good Communication Skills (verbal & written) • Ability to maintain high level of confidentiality ☐ Creativity: <ul style="list-style-type: none"> • Problem solving capability • Be able to work under pressure • Innovative and creative thinking abilities
<u>DUTIES</u>	:	<u>KRA's:</u> <ul style="list-style-type: none"> • Manage the Director's diary • Arrange meetings, workshops and provide administrative support • Track submissions • Draft correspondence and registers • Handle all logistical arrangements, process S & T claims and payments • Liaise with external stakeholders • Compile monthly reports and maintain a correct filing system.
<u>ENQUIRIES</u>	:	Mr J Subramoney, ☎012 317 8089
<u>POST 07/139</u>	:	<u>ADMIN CLERK (SUPPORT SERVICE)</u>
<u>SALARY</u>	:	R64 143 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification plus extensive relevant experience PLUS the following key competencies ☐ Knowledge of: <ul style="list-style-type: none"> • OHS act, PFMA and building regulations • National Department of Public Works policies, prescripts • Office accommodation lease agreements • Cleaning, maintenance of buildings and rendering of Food Service Aid Services ☐ Skills: <ul style="list-style-type: none"> • Good interpersonal relations • Decision-making • Good supervisory skills • Report writing • Negotiation and numeric skills • Computer Literacy ☐ Communication: <ul style="list-style-type: none"> • Good verbal and written communication skills ☐ Creativity: <ul style="list-style-type: none"> • Problem solving • Innovative thinker. Recommendation: Valid endorsed code eight drivers licence.
<u>DUTIES</u>	:	<u>KRA's:</u> <ul style="list-style-type: none"> • Provide and do spot checks on daily building maintenance service • Render and do spot checks of a daily food Service Aid and cleaning Service • Obtain quotations for maintenance and cleaning material • Issue and keep record of cleaning material • Maintain registers for maintenance, cleaning and food aid services.
<u>ENQUIRIES</u>	:	Mr Braam Beneke ☎012-317 8049 Ms Martina Masenabo ☎012-317 8080

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5920.
- CLOSING DATE** : 22 February 2008 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

- POST 07/140** : **SUPPLY CHAIN SPECIALIST: LOGISTICS MANAGEMENT (TRANSIT AND WAREHOUSE) REFERENCE NUMBER: S032/2008**
Division: Corporate Services

- SALARY** : R106 335 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** :
 - A Senior Certificate
 - Experience and knowledge of supply chain management and processes
 - Sound knowledge of and experience in utilising financial and logistic systems, such as LOGIS and BAS (Basic Accounting System)
 - Knowledge of the Supply Chain Policies and Procedures, such as Public Finance Management Act, PPPFA and Regulations, BEE Policies and Regulations and Supply Chain Management Guidelines
 - Advanced computer literacy skills in the MS Office suite
 - Customer and client focused; good communication skills, both verbal and written; good planning and organising skills; interpersonal sensitivity; ability to work cooperatively and successfully in a team; high standards of ethical and moral conduct; and successfully adapts to changing demands and conditions
- DUTIES** : It would be expected from the candidate to:
 - Deal with all aspects of deliveries, maintenance of receipt diary on deliveries from suppliers in Transit and receipt capturing on-line on the LOGIS Integration System
 - Ensure sound asset management
 - Maintain and keep record of all requests on the Promont Database
 - Ensure that invoices are recorded and submitted to Financial Management
 - Deal with all store requisitions
 - Issue stock and execute stock control
 - Manage and supervise the Transit and Warehouse section.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION : Ms A West

CLOSING DATE : 07 March 2008

NOTE : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo a top secret security clearance.

OTHER POSTS

POST 07/141 : **ASSISTANT DIRECTOR: ETHICS, RESEARCH AND PROMOTION**
Job Purpose: To research, administer, evaluate and monitor the effectiveness of ethics promotion and anti-corruption strategies in the public service.

SALARY : R 157 686 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Ideal candidate's profile: ●A three year post-matriculation qualification (Degree or Diploma) ●At least three years appropriate experience and a thorough understanding of government administration ●Operational knowledge of the Microsoft Office Suite, including Word, Excel and PowerPoint ●Analytical and investigative skills ●Written and verbal ability to communicate with stakeholders ●A valid code 08 driver's license.

DUTIES : Key Performance Areas: ●Promotion of professional ethics and anti-corruption instruments in the public service ●Monitoring and Evaluation of anti-corruption measures ●Provide advice and prepare reports on ethics and anti-corruption to key-stakeholders, including Parliament ●Conduct research on professional ethics and anti-corruption to inform policy development ●Handle administrative matters regarding the National Anti-Corruption Forum secretariat ●Participate in anti-corruption workshops and seminars.

ENQUIRIES : Mr R Davids (012) 352 1123

POST 07/142 : **PRINCIPAL STATE ADMINISTRATION OFFICER**

SALARY : R157 686 per annum

CENTRE : Western Cape Regional Office

REQUIREMENTS : Ideal candidate profile: A relevant recognised three-year degree/diploma or equivalent qualification and proven record in Public Service Administration ●Verifiable relevant experience and outstanding service delivery record Commitment and a proven record in transformation ●Sound understanding and commitment the public service and transformation challenges ●Creative, self-motivated, results and project –oriented ●Assertive, professional and trustworthy ●Effective problem-solving and analytical skills at operational level ●Effective administrative, organizational, multi-tasking and research skills. Effective communication skills at all levels ●Developed working PC skills in MS Office, especially Word and Excel ●A valid driver's license ●Preparedness to travel extensively.

DUTIES : Key Performance Areas: Assist in articulating the PSC programmes in the province, setting up and maintaining a provincial monitoring and evaluation

systems •Handle the monitoring and evaluation function in matters pertaining to service delivery, policy and legislation in the province •Handle provincial administration grievances •Ensure a balance and holistic approach/effort in managing his/her function •Proactively build sound relationships with the stakeholder.

ENQUIRIES : Mr AR Fransman (021) 421 3981
CLOSING DATE : 07 March 2007

POST 07/143 : **SENIOR SECURITY ADMINISTRATION OFFICER**

SALARY : R132 054 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree/ Diploma (or equivalent qualification) in Security Management or a related field PLUS experience in the field of security management and a valid driver's license. Experience in the following specific fields of security (preferably in a government environment) will be an added advantage: Physical security; Personnel security; Document security; Communication security; IT security; and Security investigations. Skills and Competencies: Human relation skills; Ability to manage conflict situations effectively; Questioning attitude and be able to discover and use new ideas; Strategic capacity and leadership skills; People management and empowerment skills; Financial management and budgeting skills; Client orientation and customer focus; Communication (verbal, written and presentation) skills; Policy analysis and development skills; Computer literacy; and Ability to train people.

DUTIES : Assist to develop, implement and monitor security, health and safety policies and directives. Assist to develop OPSC security plan and design security breach monitoring system. Advise the Assistant Director Security Services about amendments to security, health and safety policies. Identify all risks and threats to the security of the OPSC as well as vulnerabilities in the OPSC's capacity to counter these. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security, health and safety training capacity for the OPSC and conduct security training sessions of all officials. Run a security, health and safety awareness program. Assist with monitoring the extent of adherence / compliance to the security, health and safety policies, measures (including that officials with access to sensitive information are vetted). Advise on corrective / disciplinary steps in cases of non – compliance, in line with the OPSC's disciplinary code. Conduct physical security appraisals and ensure proper implementation of recommendations, in consultation with the Assistant Director security Services. Liaise with relevant institutions/ structures i.e. NIA, SAPS, NOSA, etc. on all security, health and safety matters. Supervise security officers.

ENQUIRIES : Mr.P Kaylaser, Tel: (012) 3521140

POST 07/144 : **GENERAL ASSISTANT: OFFICE ADMINISTRATION**

SALARY : R 58 290 per annum
CENTRE : Pietermaritzberg
REQUIREMENTS : Senior Certificate and valid driver s licence • Proven capacity in mail service and improving service deliver •Understanding of Public Service challenges for elementary staff Problem identification skills and solution providing skills at elementary level •Enjoy working with people. Good communication skills •Commitment to transformation •Ability to handle confidential information •Proven capacity in keeping and filing •PC typing skills will be an added advantage.

DUTIES : Key Performance Areas: Register and dispatch incoming/outgoing mail, correspondence and documents •Maintain and improve a tracking system for incoming /outgoing mail, correspondence and documents •Answer queries regarding dispatched mail, correspondence and document •Offer messenger services (deliver on foot or by car) •Do typing on a PC •Offer office administration •Participate in projects regarding improving operational efficiency.

ENQUIRIES : Mr B Khonjwayo, (033) 345 9998

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

- CLOSING DATE** : 07 March 2008
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: The Personnel Administrator, Human Communications, tel. (011) 807-3260, PO Box 1305, Rivonia 2128 or fax: 086 619 7693 or e-mail: humancv@humancommunications.co.za (MS Word).
- NOTE** : The vision of the Department of Provincial and Local Government (the dplg) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The dplg intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.
- OTHER POST**
- POST 07/145** : **ADMINISTRATIVE ASSISTANT**
 Chief Directorate: Urban Renewal Programme Monitoring and Evaluation
 Branch: Urban and Rural Development
- SALARY** : R 85 362 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of Grade 12 and any other formal and related qualification. At least 3 years of relevant secretarial and administrative experience , preferably in the public service. Demonstrable experience in maintaining filing systems, management of diaries and general office procedures. Good experience in managing the logistics of large meetings and workshops. Above average computer and minute taking skills. Excellent time management skills and the ability to be self-driven and solution-orientated, despite work pressures. Willingness to work long hours. Good communication and interpersonal skills
- DUTIES** : Co-ordinate and prepare documentation for meetings/workshops and compile minutes/reports, conduct research on topics related to the Chief Directorates' mandate, provide efficient administrative / secretariat support to the Chief Directorate, manage the diary of the Chief Directorate staff and arrange logistics and related activities for travel, meetings, workshops, conferences etc, manage the telephone and communication systems in the office, respond to written requests, purchase and order stationary and equipment, manage inventory and equipment within the unit, file and manage the paperwork of the unit, perform other assigned ad hoc duties and support the roll out of government programmes.
- ENQUIRIES** : Ms N Malepe (012 334 0734)

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

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

OTHER POSTS

- POST 07/146** : **QUALITY ASSUROR**
- SALARY** : An all inclusive package of R311 358 per annum. Annual progression up to a maximum salary of R360 909 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE REQUIREMENTS** : Centurion
: A 3-year tertiary qualification in Education, Training and Development (ETD) or Human Resource Development (HRD) or equivalent qualification (SAQA standard: Minimum NQF level 6). Sound knowledge of administration and research. Policy research, training and development skills. Project management. An understanding of Public Service regulations and functions. Good communication and writing skills. Knowledge and understanding of legislation pertaining to skills development, e.g. Skills Development Act, SAQA Act and PFMA. Sound knowledge of ETD Audits. ETD policies and procedures. OBET principles. Knowledge of Quality Management processes and tools. Knowledge of curriculum development and monitoring. Computer literacy (MS Word, Excel, Power point, Internet, Project, etc). Code 08 driver's license. Able to organize and execute events, such as workshops. Good interpersonal skills. Ability to work in a team-oriented environment. Problem solving skills. Self -starter. Result-driven.
- DUTIES** : Facilitate the development and registration of unit standards and qualifications through the Joint Implementation Plan with SAQA. Co-ordinate the SGB's meetings. Monitor the uptake of the PSETA-registered qualifications and unit standards by providers. Facilitate the review of unit standards and qualifications nearing the expiry date. Initiate and facilitate the signing of Memoranda of Understanding and Co-operation Agreements with other ETQA bodies. Facilitate programme approval requests emanating from the PSETA and/or from other ETQA's. Work with the Learnerships Unit to facilitate the development of a Curricular Framework. Maintain a database for providers granted programme approval by the PSETA. Implement the reporting system and collate the PSETA's quality assurance reports within the area of functioning. Action monitor items/deliverables on due date. Ensure compliance to the PSETA's policy for

		programme approval. Undertake any other responsibility within reason, as required by the ETQA Manager.
<u>ENQUIRIES</u>	:	Mr M Khuzwayo, cell 082 458 5557.
<u>CLOSING DATE</u>	:	Monday, 25 February 2008
<u>POST 07/147</u>	:	<u>PROVIDER ACCREDITATION SPECIALIST</u>
<u>SALARY</u>	:	An all-inclusive remuneration package of R311 358 per annum. Annual progression up to maximum salary of R360 909 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification in Education, Training and Development (ETD) or Human Resource Development (HRD) or equivalent qualification (SAQA standard: Minimum NQF level 6). Sound knowledge of administration and research. Policy research, training and development skills. Project management. An understanding of Public Service regulations and functioning. Good communication and writing skills. Knowledge and understanding of legislations pertaining to skills development, e.g. Skills Development Act, SAQA Act and PMFA. Knowledge of Quality Management processes and tools. Knowledge of curriculum development and monitoring. Computer literacy (MS Word, Excel, Power Point, Internet, Project, etc). Code 08 driver's license. Ability to organise and execute events, such as workshops. Good interpersonal skills. Ability to work in a team-orientated environment. Problem solving skills. Self-starter. Result-driven.
<u>DUTIES</u>	:	Develop and maintain the criteria for the accreditation of the constituent providers. Facilitate the identification of ISOEs for recognition and support by the PSETA. Oversee the utilization and review of the Quality Management System. Provide quality assurance services to the constituent Government departments and constituent providers. Implement the reporting system and collate the PSETA's quality assurance reports. Communicate with the constituent Government departments and the constituent provider regarding the quality assurance function of the PSETA. Communicate unit standards and qualifications-related processes to the constituent stakeholders. Maintain the quality assurance database. Prepare accreditation, qualification and other recognition documents. Co-ordinate the ETQA Committee Meetings. Evaluate the application received from the applicant to be accredited by PSETA. Ensure compliance to the PSETA's criteria for the accreditation of the constituent provider. Provide advice and support to the constituent provider. Monitor provision by the constituent provider. Undertake any other responsibilities within reason, as required by ETQA Manager.
<u>ENQUIRIES</u>	:	Mr Z Khuzwayo, cell: 082 458 5557.
<u>CLOSING DATE</u>	:	Monday, 25 February 2008
<u>POST 07/148</u>	:	<u>SKILLS PLANNING OFFICER</u>
		The incumbent will support and facilitate the development and implementation of Sector Skills Plans, Workplace Skills Plans, reports and evaluation systems related to skills planning through research, benchmarking and knowledge management activities
		<i>This is a re-advertisement of post reference 33790/1 and persons who applied need not re-apply, as they will be considered.</i>
<u>SALARY</u>	:	R196 815 per annum. Annual progression up to maximum salary of R228 492 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Degree or diploma in Human Resource Development, Education or a related field. Experience in HRD, Education or related environment. Understanding of National Skills Development Strategy and the relevant legislative frameworks. Some experience of quantitative and qualitative research. Intermediate computer skills in MS Word, Excel, Power Point and Outlook. Above average

report writing skills and presentations. Good communication and interpersonal skills. Problem solving skills. Ability to work independently and under pressure. Willing to travel frequently to provinces to assist stakeholders. A valid EB (code 08) driver's licence.

DUTIES

: Develop the SSP of the PSETA and annual updates. Support SDFs in the Sector with the development WSPs. Co-ordinate the timely submission of WSPs by all organisations affiliated with the PSETA. Analyse and evaluate all WSPs and write up relevant reports. Ensure establishment and functionality of Training Committees in the Sector. Organise and co-ordinate all the training of SDFs and other HR Practitioners in the Sector. Monitor and report on bursaries and progression of bursaries holders in the Sector. Develop and implement relevant guideline documents pertaining to skills planning Sector. Participate in all information-sharing events in the Sector and report on them. Represent the manager at relevant events and meetings. Assist with the compilation off quarterly reports to the DoL. Carry out other related duties assigned by the manager.

ENQUIRIES

: Mr D Makhetha, cell: 082 457 5591

CLOSING DATE

: Wednesday, 20 February 2008

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 22 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"

MANAGEMENT ECHELON

- POST 07/149** : **PROJECT MANAGER: VICTIM EMPOWERMENT PROGRAMME**
Chief Directorate: Families and Social Crime Prevention
(Two-year contract renewable for a year)
- SALARY** : R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ An appropriate recognised Bachelors degree in Project Management plus sufficient experience in project management. Knowledge of financial management processes of the PFMA will be an added advantage. ☐ Knowledge and understanding of Public Service Legislative framework. Competencies needed: ☐ Presentation skills. ☐ Communication (written, verbal and liaison) skills. ☐ Planning and organising skills. ☐ Analytical and problem-solving skills. ☐ Project and programme management skills. ☐ Strategic capability and leadership skills. ☐ Facilitation skills. ☐ Negotiation skills. ☐ Client orientation and customer focus skills. ☐ People management and empowerment skills. ☐ Monitoring and Evaluation skills. Attributes: ☐ Creative and Innovative. ☐ Confidence. ☐ Trustworthy. ☐ Integrity. ☐ Accurate. ☐ Adaptable. ☐ Diplomacy. ☐ Assertiveness. ☐ Participative. ☐ Compliant. ☐ Systematic. ☐ Ability to work under pressure. ☐ Ability to work in a team and independently. ☐ Patience
- DUTIES** : Key responsibilities: ☐ Provide leadership and guidance for effective and efficient project management of victim empowerment donor funded projects. ☐ Develop a costed donor funding implementation plan in liaison with the Departmental Donor Funding Unit. ☐ Identify and manage possible risks pertaining to implementation of the projects. ☐ Participate in the management and control of the allocated budget for the victim empowerment donor funded projects. ☐ Develop and draw contracts or memorandum of understanding between the Department and the beneficiaries. ☐ Ensure the adherence to government donor specific tender and procurement procedures in liaison with the Departmental Donor Coordination Unit. ☐ Capacitate project managers with project management skills when and where needed in consultation with the provincial departments of Social Development.

<u>ENQUIRIES</u>	:	Ms C Nxumalo Tel no: (012)312-7386
<u>POST 07/150</u>	:	<u>DIRECTOR: SOCIAL INSURANCE SCHEMES</u> Chief Directorate: Social Insurance
<u>SALARY</u>	:	R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> An appropriate recognised post graduate qualification in Economics, Actuarial Science or related field PLUS sufficient financial management experience. <input type="checkbox"/> Knowledge of Corporate Governance matters. <input type="checkbox"/> Knowledge of Consumer Protection Law and Practice. <input type="checkbox"/> Knowledge of Social Security Policy. <input type="checkbox"/> Knowledge of the PFMA (Public Finance Management Act) Competencies needed: <input type="checkbox"/> Financial Management and quantitative skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written, verbal and presentation) and liaison skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Strategic capability and leadership skills. <input type="checkbox"/> Customer Care skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Policy development and implementation skills. <input type="checkbox"/> Presentation and facilitation skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Computer Skills. <input type="checkbox"/> Research Skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Coordination Skills. <input type="checkbox"/> Knowledge of Corporate Governance matters. <input type="checkbox"/> Knowledge of Customer Protection Law and Practice. Attributes: <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Compliance. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Decisiveness. <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Compliant. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Trustworthiness. <input type="checkbox"/> Highly Motivated.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Assess and undertake research to respond to social insurance gaps that lead to destitution as a result of contingencies, loss of income, death etc that render people vulnerable. <input type="checkbox"/> Develop policies in occupational insurance schemes, children and family benefits. <input type="checkbox"/> Evaluate and review policies and strategies to respond to changed needs to ensure access to the right social insurance. <input type="checkbox"/> Consult and liaise with civil society, stakeholders and the general public with respect to social insurance provisions to people in destitution as a result of contingencies, loss of income, death etc. that render them vulnerable. <input type="checkbox"/> Undertake assessment of gaps in contributory schemes related to employment in occupational injuries and diseases, workplace induced disability and benefits to dependents. <input type="checkbox"/> Develop social-demographic and financing models that explore various benefit options and qualifying criteria. <input type="checkbox"/> Ensure integration between social insurance and social assistance. <input type="checkbox"/> Evaluate and review policies and strategies to respond to occupational injuries and other accidents. <input type="checkbox"/> Monitor the outcome of policies intended to address employment injuries and diseases. <input type="checkbox"/> Consult and liaise with Departments of Labour, National Treasury, various industries, civil society and other stakeholders with respect to social insurance provisions to people in destitution as a result of contingencies, loss of income, death etc that render them vulnerable.
<u>ENQUIRIES</u>	:	Ms B Khunoane Tel no: (012) 312-7800
<u>POST 07/151</u>	:	<u>SPECIALIST: RETIREMENT ACTUARIAL SCIENCES</u> Directorate: Retirement Reform
<u>SALARY</u>	:	R540 429 – 581 880 p.a. (Commensurate with experience) This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> An appropriate recognised post-graduate Degree in Actuarial Sciences or Economics supplemented with sufficient experience. <input type="checkbox"/> Knowledge of Public Finance Management Act. (PFMA) <input type="checkbox"/> Knowledge of Economic Modelling.

□ Knowledge and experience of quantitative modelling is an imperative. Competencies needed: □ Financial management skills. □ Economic Modelling Skills. □ Knowledge in financing of benefit schemes. □ Communication (written, verbal and presentation) and liaison skills. □ Planning and organising skills. □ Strategic capability and leadership skills. □ Customer Care skills. □ Analytical skills. □ Monitoring and evaluation skills. □ Policy development and implementation skills. □ Presentation and facilitation skills. □ Negotiation skills. □ Computer Skills. □ Research Skills. □ Problem solving skills. □ Coordination Skills. □ Interpersonal skills. □ Knowledge and experience in modelling in the areas of economics, demographics and social protection systems including pensions, death and disability benefits and distributional effects. □ Knowledge of insurance schemes. Attributes: □ Assertiveness. □ Ability to work independently and as part of a team. □ Compliance. □ Diplomacy. □ Ability to work under pressure. □ Decisiveness. □ Adaptability. □ Confident. □ Accuracy. □ Compliant. □ Self-starter. □ Trustworthiness. □ Integrity.

DUTIES : Key responsibilities: □ Conduct research to develop models for social insurance schemes. □ Assess policies for death and disability benefits and develop appropriate financing model for distributional and redistribution effects of social insurance models. □ Build a knowledge base of financing of benefits schemes. □ Consult and liaise with stakeholders with regard to retirement provisions.

ENQUIRIES : Ms OM Kubheka Tel no: (012) 312-7494

OTHER POSTS

POST 07/152 : **SPECIALIST: RETIREMENT PROVISIONS**
Directorate: Retirement Reform

SALARY : R369 000 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS : □ An appropriate recognised Degree in Actuarial Sciences or a post graduate qualification in Economics PLUS sufficient experience. □ Knowledge of Retirement Industry. □ Knowledge of Social Security Policy. Competencies needed: □ Financial management skills, □ Project management skills. □ Economic modelling and related quantitative skills □ Communication (written, verbal and presentation) and liaison skills. □ Planning and organising skills. □ Strategic capability and leadership skills. □ Customer Care skills. □ Analytical skills. □ Monitoring and evaluation skills. □ Policy development and implementation skills. □ Presentation and facilitation skills. □ Negotiation skills. □ Computer Skills. □ Research Skills. □ Problem solving skills. □ Coordination Skills. □ Interpersonal skills. Attributes: □ Assertiveness. □ Ability to work independently and as part of a team. □ Compliance. □ Diplomacy. □ Ability to work under pressure. □ Decisiveness. □ Adaptability. □ Confident. □ Accuracy. □ Compliant. □ Self-starter. □ Trustworthiness. □ Integrity

DUTIES : Key Responsibilities: □ Conduct Research to determine appropriate retirement provisions. □ Identify gaps in retirement provisions and design policies to address them. □ Evaluate and review existing retirement systems, policies and strategies to ensure appropriate and optimal coverage during old age. □ Consult and liaise with civil society, stakeholders and general public with respect to social assistance provisions to survivors of retirement policy contributors.

ENQUIRIES : Ms OM Kubheka Tel no: (012) 312-7494

POST 07/153 : **ASSISTANT SOCIAL WORK MANAGER: FOSTER CARE**
Directorate: Child Protection (Sub directorate: Alternative Care)

SALARY : R196 815 p.a

CENTRE : Pretoria

REQUIREMENTS : A Bachelors Degree in Social Work or equivalent qualification PLUS experience in the field of foster care. Registration with the South African Council for Social Services Professions. A valid code 08 driver's licence and willingness to travel.

		Competencies needed: □Counselling skills. □Planning and organising skills. □Research skills. □Communication (written, verbal & liaison) skills. □Knowledge of child care legislation. □Knowledge of and experience in policy analysis, formulation, implementation and monitoring. □Computer literacy. □Facilitation skills
<u>DUTIES</u>	:	Key Responsibilities: □Review existing and develop new policy, legislation, minimum standards and practice guidelines pertaining to foster care. □Represent the Chief Directorate: Children on all HIV/AIDS forums inter and intra departmentally. □Prepare memorandums, reports, responses, verbal replies, media releases and speeches for the Department. □Facilitate conferences, workshops and meetings on foster care and HIV/AIDS. □Render an advisory/information service on foster care and HIV/AIDS issues. □Monitor and assess the quality of foster care services in provinces and communities.
<u>ENQUIRIES</u>	:	Ms A Muller Tel no: (012) 312-7586
<u>POST 07/154</u>	:	<u>ASSISTANT SOCIAL WORK MANAGER: SERVICES TO FAMILIES</u> Directorate: Families
<u>SALARY</u>	:	R196 815 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	□An appropriate recognised Bachelors Degree (or equivalent qualification) in Social Work and registration with the South African Council for Social Service Professions (SACSSP) plus credible experience in the field of families. □The successful candidate must be willing to travel extensively. □Knowledge of relevant legislation and policies. □Knowledge and understanding of human behaviour and social systems. Competencies needed: □Project Management, □Financial Management, □Quality Management, □Planning and Organising, □Monitoring and Evaluation, □Problem Solving, □Communication (written and verbal) skills, □Computer literacy, □Negotiation skills, □Facilitation skills. Attributes: Optimistic, confident, Patient, Team leadership, Interpersonal skills, Assertive, Accurate, Systematic, Logical, Independent, Self drive, Problem solving, Ethical.
<u>DUTIES</u>	:	Key Responsibilities: □Participate in the development, implementation, monitoring and evaluation of policies, strategies and programmes for service delivery to families. □Participate in the development of guidelines and minimum standards for services to families. □Participate in the monitoring of the implementation of services and programmes to families. □Represent the Department at Forums and promote partnerships with other stakeholders including civil society for services to families. □Keep up to date with developments in the social work field.
<u>ENQUIRIES</u>	:	Ms R Ramphenyane Tel no: (012) 312-7786
<u>POST 07/155</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT PRACTICE</u> Directorate: Community Development Policy and Service Standards
<u>SALARY</u>	:	R157 686 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree (or equivalent qualification) in Development Studies, Community Development and other related studies PLUS sufficient and credible experience in community development. □Knowledge, experience and understanding of the public policy and development management. □Knowledge and experience of current debates and options on community development practice. □Knowledge of approaches for coordination and integration and linkages between three spheres of government. □Willing to travel and in possession of code 8 driver's license. Competencies needed: □Co-ordination and communication skills. □Planning & Organising skills. □Problem solving skills. □Analytical skills. □People Management skills. □Computer literate. □Facilitation skills. □Presentation skills. □Project management skills. □Monitoring and evaluation skills. Computer literate.
<u>DUTIES</u>	:	Key Responsibilities: □Facilitate and coordinate Community Development Practice activities such as improving conditions of service and professionalization

of the Community Development Practice. □Facilitate linkages with relevant stakeholders including tertiary institutions on community development programmes. □Facilitate and coordinate the development of Community Development guidelines, Norms and Standards. □Develop and maintain a database of Community Development Practitioners of the department in the country and their location. □Assist in the development of job-descriptions for Community Development Practitioners. □Participate in regulars meetings with management and practitioners at various levels to identify problems and generate inputs and response to ensure an effective community development practice. □Represent the Department in Intra and interdepartmental Community Development Practitioners' task team.

ENQUIRIES : Ms Mpontseng Kumeke Tel: (012) 312 7762

POST 07/156 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER**
Directorate: Human Resource Management

SALARY : R132 054 p.a
CENTRE : Pretoria
REQUIREMENTS : □Appropriate National Diploma in Management Services (Organisation and Work Study) or an equivalent Degree/National Diploma plus the 10 week technikon certificate course in Organisation and Work Study PLUS sufficient experience in the Organisational Development and Work Study field. □Successful completion of the (EQUATE) Job Evaluation Certificate. □Knowledge of the job evaluation process and the EQUATE System. □Knowledge of Job Analysis and Design. □Knowledge of the Public Service Act, Public Service Regulations and Codes of Remuneration. □Experience in Work Study techniques, procedures and methods. □Willingness to work overtime. Competencies needed: □Analytical thinking. □Presentation skills. □Job analysis skills. □Planning and organising skills. □Communication (written and verbal) skills. □Problem-solving skills. □People management skills. □Benchmarking skills. □Interpersonal relations. □Research skills. □Report writing skills. □Project management skills. □Policy analysis skills. □Time management skills. Attributes: □Ability to work in a team and independently. □Accurate. □Self-starter. □Ability to work under pressure and to cope with a high work load. □Logical thinking. □Innovative and creative. □Compliant.

DUTIES : Key Responsibilities: □Conduct work study investigations (organisation and post establishment, work flow, form design and job descriptions). □Maintain and ensure that the post establishment and organisational structure are correctly aligned at all times. □Provide feedback to clients by means of report writing and presentations. □Assist with the implementation of recommended solutions regarding organisational structure and processes to improve organisational efficiency. □Conduct job evaluation in the Department. □Develop, review and advise on job descriptions and specifications. □Render an advisory and liaison service on organisational development matters.

ENQUIRIES : Ms N Mzima Tel no (012) 312-7415

POST 07/157 : **FINANCIAL ASSISTANT**
Chief Directorate: Families and Social Crime Prevention

SALARY : R132 054 p.a
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) and/ or an appropriate recognised three year Bachelor's degree or equivalent qualifications PLUS credible experience (depending on the qualification obtained) in financial management as well as government provisioning and procurement procedures. Competencies needed: □Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 & ST36) as well as the Division of Revenue Act. □Management skills. □Organising and planning skills. □Communication (written, verbal and liaison skills. □Computer software knowledge and experience. □Presentation skills.

DUTIES

□Exposure to project management and strategic processes will be an added advantage.

: Key Responsibilities: Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by □Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. □Facilitating the compilation of the zero based budget inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. □Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. □Compiling a monthly report on the financial position of the Chief Directorate which reflects the expenditure trends according to the Basic Accounting System (BAS) expenditure reports and the manual expenditure system with projections for the remainder of the financial year, for tabling at the EXCO meetings. □Maintaining the day to day expenditure records on the manual system according to source documents received. □Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. □Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. □Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirectorate: Logistics. □Liaising with the Sub Directorate: Internal Control in terms of the implementation of departmental policies, procedures, processes and internal control mechanisms in line with the Public Finance Management Act, 1999, Treasury Regulations and other related prescripts and guidelines which will affect the Chief Directorate. □Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. □Facilitating the timeous response to audit queries and ensuring that set due dates are met. □Providing assistance with the completion and controlling of payment advices, VAS2's, travel and subsistence advances and claims.

ENQUIRIES

: Ms C Nxumalo Tel no: (012) 312-7386

POST 07/158

: **FINANCIAL ASSISTANT**
Office of the Minister

SALARY
CENTRE
REQUIREMENTS

: R132 054 p.a
: Pretoria

: A National Senior Certificate (Grade 12) and/ or an appropriate recognised three year Bachelor's degree or equivalent qualification in the financial field PLUS credible experience (depending on the qualification obtained) in public finance and budget accounting as well as government provisioning and procurement procedures. □Knowledge of the Public Finance Management Act, Treasury Regulations, Annual Division of Revenue Act as well as Supply Chain Management Guidelines. Knowledge of BAS and LOGIS. Competencies needed: □Organising and planning skills. □Communication (written, verbal and liaison) skills. □Computer software knowledge and experience. □Presentation skills. □Financial management skills. □Exposure to project management and strategic processes will be an added advantage. Attributes: □Ability to work under pressure and meet deadlines. □Accurate. □Independent. □Compliant.

DUTIES

: Key Responsibilities: □Effectively control and monitor the expenditure of the Office of the Minister by i) ensuring that services have been rendered by contractors; ii) facilitating the payment of invoices to service providers; iii) interpreting and analysing financial reports and report on incorrect postings; iv) coordinating inputs for audit queries and ensure that due dates are met; and v) ensure compliance with departmental policies and relevant legislation. □Effectively plan and manage the budget by i) facilitating, coordinating and submitting inputs for MTEF, roll over of funds, the Adjusted Estimate and Estimate of National Expenditure as well as for the Annual Report in line with the Department's Action Plan; ii) dividing the allocated funds for a financial year; and iii) developing detailed expenditure Plans in line with the Business Plan. □Ensure that the Office of the Minister complies with provisioning administration

		procedures and prescripts. <input type="checkbox"/> Ensure that the Office of the Minister complies with the procurement procedures and prescripts Mr V Mthintso Tel no: (012) 312-7642
<u>ENQUIRIES</u>	:	
<u>POST 07/159</u>	:	<u>ADMINISTRATIVE OFFICER</u> Directorate: Families
<u>SALARY</u>	:	R106 335 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree (or equivalent qualification) PLUS credible experience in the administrative field. <input type="checkbox"/> Knowledge of financial, provisioning and procurement prescripts and procedures. Competencies needed: <input type="checkbox"/> General office administration skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Ability to analyse and interpret policies in the disability sector. <input type="checkbox"/> Ability to store, track and retrieve documents.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Render administrative support to the Directorate: Families. <input type="checkbox"/> Organise and act as secretariat at meetings chaired by the Director/Social Work Manager. <input type="checkbox"/> Act as a link between the Director's office and the officials within the Directorate: Families to ensure coordination and management of documents, workshops and meetings. <input type="checkbox"/> Collate and edit submissions. <input type="checkbox"/> Draft administrative related submissions as required. <input type="checkbox"/> Maintain a monitoring system for correspondence received from/and /or referred to stakeholders. <input type="checkbox"/> Arrange travel and accommodation for officials. <input type="checkbox"/> Assist in coordinating human resources activities regarding issues, such as leave of officials, performance management, workshops and courses. <input type="checkbox"/> Process cell phone claims and telephone accounts, as well as payment of invoices. <input type="checkbox"/> Make photocopies of documents and attend to binding when necessary. <input type="checkbox"/> Sending of faxes. <input type="checkbox"/> Filing and opening of new files. <input type="checkbox"/> Obtaining codes for outsourcing of services, ordering of furniture, stationary and logistical assets through LOGIS.
<u>ENQUIRIES</u>	:	Ms R Ramphenyane Tel no: (012) 312-7786
<u>POST 07/160</u>	:	<u>SENIOR ACCOUNTING CLERK: BOOKKEEPING (2 POSTS)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R85 362 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. <input type="checkbox"/> Knowledge of the PFMA and Treasury Regulations. <input type="checkbox"/> Knowledge and understanding of the BAS system. <input type="checkbox"/> Knowledge and understanding of Financial and supply chain procedures. Competencies needed: <input type="checkbox"/> Ability to analyse and interpret financial statements. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Customer care skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Financial management Skills. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work under pressure and. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Disciplined. <input type="checkbox"/> Diversity Commitment. <input type="checkbox"/> Friendly and trustworthy. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Ability to work independently and in a team. <input type="checkbox"/> Self starter. <input type="checkbox"/> Assertive. <input type="checkbox"/> Persuasive.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Verify all requests for payments received for allocation codes and supporting documentation. <input type="checkbox"/> Capture all payments. <input type="checkbox"/> Ensure payments adhere to legislation, government prescripts and departmental policies and procedures. <input type="checkbox"/> Prepare payment advices for large account. <input type="checkbox"/> Perform monthly reconciliation of accounts to ensure that all invoices are paid in time. <input type="checkbox"/> Perform administrative tasks relating to safeguard of documents. <input type="checkbox"/> Attend to queries related to payments.
<u>ENQUIRIES</u>	:	Mrs R Henning Tel no: (012) 312-7780

THE PRESIDENCY

<u>APPLICATIONS</u>	:	The Presidency, Private Bag x 1000, Pretoria, 0001. or hand deliver to Union Building, Government Avenue, East Wing Entrance
<u>FOR ATTENTION</u>	:	Ms K Mashifane
<u>CLOSING DATE</u>	:	29 February 2007
<u>NOTE</u>	:	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.

OTHER POST

<u>POST 07/161</u>	:	<u>DEPUTY DIRECTOR X2</u> Unit: Economic Sector Of Policy Coordinator and Advisory Services
<u>SALARY</u>	:	R369 000 per annum
<u>REQUIREMENTS</u>	:	The candidate must be a graduate in economics with qualifications at least at the Master level, with strong numerate skills, strong computer skills computer skills and strong skills in written communication in English. Knowledge of South Africa's economic policies and priorities, and of the South African economy, with a particular focus on the real economy sector strategies and industrial policies.
<u>DUTIES</u>	:	The successful candidate will be prepare and review economic policy documents related to the Economic Cluster, Economic Cabinet Committees, Parliament and other key policy activities. She or he will assist in the monitoring the implementation of the government's programme of action in the monitoring and evaluation of the implementation of the programme of action and of other key government responsibilities and assist in the development and preparation of economic policy material for strategy papers. He or she will also assist in supervising economic policy research commissioned by The Presidency.
<u>ENQUIRIES</u>	:	Mr A Kariem 012 300 5499
<u>POST 07/162</u>	:	<u>MANAGER INTERNAL COMMUNICATION</u> Unit: Internal Communication
<u>SALARY</u>	:	R311 358 per annum
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification and experience in an appropriate field, such as internal communications, communications, or journalism. Knowledge of latest developments in the internal communication field and research capability will be required. Excellent writing, editing and proofreading skills and experience in the publishing environment is essential. Good computer literacy, planning, project management and report writing skills needed. Ability to manage multiple projects. Shortlisted candidates will be required to undergo a competency test.
<u>DUTIES</u>	:	Participate in the ongoing development implementation of the internal communication strategy for The Presidency. Manage and facilitate internal communications activities and programs. Create internal communication messages for all media such as the intranet, newsletter act. Facilitate internal social events. Manage the production and distribution of publications such as the Annual Report, Newsletter, ad-hoc internal publications etc. Manage staff and resources in the unit.
<u>ENQUIRIES</u>	:	Ms A Nothling 012 300 5434

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

NOTE

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

OTHER POSTS**POST 07/163**

- : **DEPUTY REGIONAL DIRECTOR: INSTITUTIONAL**
Establishment (Limpopo proto cma)

**SALARY
CENTRE
REQUIREMENTS**

- : R369 000 per annum (all-inclusive salary package)
: Polokwane Regional Office
: *An appropriate recognised four-year tertiary qualification in Hydrology, Geohydrology, Civil Engineering, Water Utilisation or other fields relevant to water resources planning and management. *Experience in Water Resource Management. *A related postgraduate qualification will be an added advantage. Recommendations: *Proven liaison and networking skills, especially as they relate to water users. *Innovative thinking and problem solving ability. *Good understanding of the principles of integrated water resources management and their application at catchment level. *Understanding the validation and verification process. *Knowledge of the National Water Act of 1998 and related policies, strategies and guidelines. *Good communication skills (written and verbal). *Computer literacy. *Clear understanding of transformation in the Public Service. *Leadership and management skills.

DUTIES

- : *Ensure provision of scientific and technical support for water resources management and implementation of water resources management support tools and functions. *Ensure water-related disaster preparedness and enhancement of safety of dams in Limpopo. *Direct and co-ordinate the establishment and regulation of water management institutions. *Water use licencing. *Actively promote water conservation and efficient water utilization through the authorisation process. *Contribute to the development and implementation of water management strategies in designated catchments. *Forge and sustain effective liaison with Provincial and Local Government as well as with industry, on issues relating to water resource management, utilization, assessment and management, utilization, assessment and management. *Co-ordinate budgeting and expenditure monitoring processes for the water resource information sub-directorate. *Facilitate capacity building among staff and ensure informed stakeholder participation in water management issues.

**ENQUIRIES
APPLICATIONS**

- : Mrs. MM Komape, tel. (015) 290 1463
: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

**FOR ATTENTION
CLOSING DATE**

- : Mr. MP Makgakga
: 07 March 2008

POST 07/164

- : **DEPUTY DIRECTOR: SANITATION**

**SALARY
CENTRE**

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

<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Engineering related degree/diploma (S or T) or equivalent qualification. Recommendations: *Project Management. *Extensive experience in project planning and implementation. *Knowledge of relevant legislation: National Water Act, Water Services Act and Human Resource Management. *Good written and verbal communication skills. *Computer literacy, preferably in MS Excel, Word and PowerPoint. *Leadership and management skills.
<u>DUTIES</u>	:	*Project and programme management of the sanitation services projects. *Assist and support the Water Services Authorities in the pre-planning and planning of the water services projects. *Attend all water services sector meetings. *Liaise with other sector departments on the infrastructure development programme. *Provide leadership to the sanitation section. *Ensure the effective planning and support the sanitation programme. *Conducts strategic and business planning for the sanction.
<u>ENQUIRIES</u>	:	Mr. M.S Musetsho, tel. (015) 290 1228
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/165</u>	:	<u>DEPUTY DIRECTOR (1 POST) (WATER SECTOR PROGRAMMES)</u> <u>(R4/4/594400/1/EC)</u>
<u>SALARY</u>	:	R 369 000 per annum (Level 12 salary package)
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Bachelor's degree in Social Sciences or Development Studies or equivalent qualification. Appropriate experience in the water services field. Leadership competence including skills in co-ordination and facilitation of training and development. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act Strategic Framework for Water Services including Institutional and Social Development aspects or Capacity building. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Sufficient HR management skills Able to guide junior personnel on water services issues, monitor work plans, facilitate training and development Computer literate with good written & verbal communication skills and networking. A valid Code 08 driver's license and willing to travel extensively.
<u>DUTIES</u>	:	Assist the Director in the overall management and co-ordination of the sub-directorate: Water Sector Programmes and will be responsible for the following among others: Implementation of various Legislation and Policies Liaise with Local Authorities, Provincial Administrators, Consultants and other role players in the Water and Sanitation sector. Provision of support to Water Service Authorities. Support Water Services Authorities (WSAs) and Water Services Institutions (WSIs) on institutional and social development matters. The supporting of WS programmes for institutional development, such as Masibambane, Capacity building and Training. Provide strategic support to Departmental special projects such as Water Week, National Sanitation Week, Arbour Week etc Overseeing the monitoring and evaluation of all water sector support programmes. Management of human resources in the component. Financial management in the programme as well as operations.
<u>ENQUIRIES</u>	:	Mr G. Mbambisa, Tel: (043) 604 5400.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/166</u>	:	<u>DEPUTY REGIONAL DIRECTOR: STRATEGIC SUPPORT</u>
<u>SALARY</u>	:	R369 000 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Polokwane Regional Office

<u>REQUIREMENTS</u>	:	*An applicable Bachelor's degree or equivalent qualification plus appropriate experience. *Experience in the areas of General Management, Project and Programme Management, Strategic Planning and Financial Management. *Ability to deal with pressure. *Willingness to travel. *Presentation, planning and organising skills. *Excellent interpersonal and liaison skills. *Leadership and management skills. *Analytical skills and research skills. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act and DORA, Human Resource policies and procedures.
<u>DUTIES</u>	:	*Develop systems to co-ordinate flow of correspondence between all relevant role players. *Manage all incoming and outgoing strategic documents. *Prepare documents for the Chief Director signature, including appraisal of technical content and making necessary recommendations. *Oversee the planning and preparation of meetings. *Co-ordinate the support of external services required by the Chief Directorate. *Liaise with service providers to negotiate service level agreements. *Ensures the development and maintenance of the business plan. *Provide regular feedback to the Chief Director with recommendations regarding required interventions. *Ensure the co-ordination of the performance monitoring systems of managers reporting to the Chief Director. *Ensure that action plans are met and delivered accordingly as required by the Chief Directorate. *Ensure the monitoring and financial planning relating to the immediate Regional requirements. *Ensure submission of projections as well as monthly expenditure reports. *Analyse the entire Regional budget and expenditure reports to provide the Chief Director with a summarized version of activities taking place and areas that may require the managers focus or intervention. *Ensures effective management of all projects.
<u>ENQUIRIES</u>	:	Mr. Maluleke M.E, tel. (015) 290 1202
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. K.H Makola
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/167</u>	:	<u>ASSISTANT DIRECTOR: HYDROLOGY (2 POSTS)</u>
<u>SALARY</u>	:	R311 358 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	*Polokwane *Tzaneen
<u>REQUIREMENTS</u>	:	*Appropriate recognised tertiary qualifications in Hydrology, Geohydrology or other fields related to water resource planning and management. *A related postgraduate qualification will be an added advantage. Recommendations: *Proven liaison and networking skills, especially as they relate to water users. *Innovative thinking and problem solving ability. *Good understanding of the principles of integrated water resources management (IWRM) and their application at catchments level. *Knowledge of the National Water Act of 1998 and related policies, strategies and guidelines. *Good communication skills (written and verbal). *Computer literacy. *Clear understanding of transformation in the Public Service. *Leadership and management skills.
<u>DUTIES</u>	:	*Implement and enforce the National Water Act and other departmental policies and strategies. *Direct and co-ordinate the establishment and regulation of water management institutions. *Actively promote water conservation and efficient water utilisation through the authorisation process. *Contribute to the development and implementation of water management strategies in designated catchments. *Participate in the transformation and restructuring process of the Department. *Assist in the facilitation and co-ordination of the training and career development of staff. *Assist with budgeting and expenditure monitoring processes of the sub-directorate. *Train and supervise a team of engineers, hydrologists and technicians.
<u>ENQUIRIES</u>	:	Mrs. Komape M.M, tel. (015) 290 1463
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Ms. S.B Matlopela
<u>CLOSING DATE</u>	:	07 March 2008

<u>POST 07/168</u>	:	<u>AREA MANAGER WMA 15 (R4/6/709109/1/EC)</u>
<u>SALARY</u>	:	R 210 045 per annum (all-inclusive package)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	Appropriate recognised Degree/Diploma in Natural Science, Conservation/ Forestry will be an added advantage. Appropriate experience in management of invasive alien plants projects or programmes. Extensive knowledge of and experience in the Expanded Public Works programme or other labour intensive programmes. Excellent communication skills(verbal and Written0, report, presentations and people management skills. Planning skills in natural resources. Knowledge of PFMA, Treasury regulations and other related policies. Understanding of geographic information systems (GIS). A valid drivers licence and willingness to travel.
<u>DUTIES</u>	:	Review catchment's management strategic plans and coordinates the implementation of management unit clearing plans and annual plans of operations. Monitor and evaluate the performance of the implementing agents. Ensure the development and the review of tools to support the compliance of annual plans and monthly performance indicators. Ensure that all projects comply with the Working for Water standards and norms, quality standards, occupational health and safety standards. Ensure that there's clear procedure and process for monitoring and evaluation and that institutional arrangements are in place. Ensure that the integration of social development and training on each project. Monitor operational and financial project performance against planned targets and budgets. Integrate and support biological control and waterweeds with Project clearing plans. Manage staff and budget related to the Water Management Area. Monitor compliance with financial, labour and environmental legislation. Liaise with relevant stakeholders, public bodies and land users to increase their investment in Poverty alleviation. Assist the regional management by representing the programme in various meetings within and outside the WMA.
<u>ENQUIRIES</u>	:	Mr M Kawa Tel 043 604 5400
<u>APPLICATIONS</u>	:	The Chief Director : Eastern Cape, Department of Water Affairs and Forestry, Private Bag X 7485, KING WILLIAM'S TOWN, 5600.
<u>FOR ATTENTION</u>	:	Mr Z. Sihya
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/169</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*A three-year Bachelor's degree or Diploma in Public Administration, Human Resources, Social Services or appropriate qualification. *Appropriate experience in HR or organisational development projects. *Knowledge of the Public Service Act, Public Service Regulations, LRA, BCEA, EEA, etc. *Experience in Employee Assistance (EAP) or wellness programme. *Good communication and writing skills, analytical and presentation skills. *Leadership and management skills.
<u>DUTIES</u>	:	*Co-ordinate, facilitate and implement special projects, such as EAP/Wellness, Employment Equity Plans and change management. *Conduct organisational design and implement intervention strategies in the region. *Implement change management processes. *Assist with improvement of service delivery and productivity. *Manage transformation issues in the region.
<u>ENQUIRIES</u>	:	Mr. M.E Maluleke, tel. (015) 290 1202
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. Nzima M.J
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/170</u>	:	<u>CONTROL FORESTER: FORESTRY DEVELOPMENT</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Makhado

<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year qualification in Forestry or equivalent qualification. *Experience in community development. *Basic knowledge of Forestry Advisory services. *Presentation skills. *Excellent written and verbal communication skills. *Leadership and management skills. *Project and programme management skills will serve as a recommendation.
<u>DUTIES</u>	:	*Reporting directly to the Assistant Director, the incumbent will: *Make a contribution to the strategic planning of Forest Development. *Provide leadership and guidance in Forest Enterprise Development (FED) and Awareness. *Develop and manage the activities in FED, awareness and livelihood support. *Facilitate links between DWAF and other institutions. *Initiate intervention which might lead to the solution of woodland degradation. *Plan rural local forestry initiatives on request. *Develop strong institutional links with Local Government institutions, private companies and the public in general and further promote forest enterprise initiatives.
<u>ENQUIRIES</u>	:	Mr. Matsea N.S, tel. (015) 290 1461
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/171</u>	:	<u>CONTROL FORESTER: FORESTRY OVERSIGHT</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Makhado
<u>REQUIREMENTS</u>	:	*A recognised three year tertiary qualification. *Experience in NFA and NVFFA. *Presentation skills. *Negotiation and conflict resolution Skills. *Analytical skills. *Knowledge and interpretation of forestry legislation and other related legislation. *Excellent writing and communication skills. *Leadership and management skills. *Project and programme management. *Knowledge of PFMA.
<u>DUTIES</u>	:	*Reporting directly to the Assistant Director, the incumbent will: *Make contribution to the strategic planning of Forestry Oversight. *Provide leadership and guidance in Forestry Land Management, NVFFA and NFA units. *Supervise all the sub-components of Forestry Oversight. *Co-ordinate all the Forestry Oversight activities. *Develop strong institutional links with Government department, Municipalities, Tribal Authorities, Tenants, SPAs and public in general and further promote awareness.
<u>ENQUIRIES</u>	:	Mrs. Mudau N.A, tel. (015) 290 1704
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/172</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (JE 1219) (R4/2/595500/1/EC)</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Appropriate Tertiary Qualification or Senior Certificate (Grade 12) plus 5 years appropriate experience in managing all elements of supply chain management environment * Knowledge of assets planning process, acquisitions, disposals and leases management and control * Knowledge to all policies related to supply chain management and administrative systems and process * Knowledge of PFMA, Treasury Regulations, PPFA, Contract and Bid administration* Excellent communication (both verbal and writing) and interpersonal skills* Computer literacy * A valid Code 8 drivers licence (compulsory) * Ability to work under pressure* Knowledge of Logis, BAS or SAP will serve as recommendation
<u>DUTIES</u>	:	Manage the process of procuring goods in DWAF in terms of supply chain management policies * Render strategic support to all DWAF end users regarding sourcing of goods * Render strategic support to evaluation / specification committees * Manage transversal contracts * Co-ordinate the planning process of asset and risk management and manage all assets,

		acquisitions, disposals, losses, leases and properties in the Department * Development of asset management plans and monthly reports on acquisition, disposal, etc. * Manage and control all logistic related duties * Implement supply chain management policies and procedures and monitoring thereof Manage and develop sub-ordinates * Monthly reports with regards to supply chain management * Assist the Director: Corporate Services with budget and audit reports.
<u>ENQUIRIES</u>	:	Mr A Starkey Tel 043 604 5400
<u>APPLICATIONS</u>	:	The Chief Director : Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town, 5600. Attention Mr Z Sihya
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/173</u>	:	<u>ENGINEER</u> (Sustainable Programmes)
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A recognized four-year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed in the Engineering Profession and registration as an Engineer with the Engineering Council of South Africa plus appropriate experience in the field of Water and Sanitation. *Knowledge of project and contract management. Financial background. *Excellent writing and verbal communication skills. *Sound knowledge of the Acts relating to Water Infrastructure development. *Computer literacy.
<u>DUTIES</u>	:	*Render assistance to Municipalities on the implementation of water and sanitation projects. *Assist the Regional Programme Manager in the management of the water services programme. *Handle contractual issues to water services sector programme. *Assist the Manager responsible with the Water Services Sustainable programmes. *Check reports against projects milestones and liaise with the Implementing Agents and Districts on concerns from reports. *Prepare reports on the projects milestones and key performance areas. *Assist the District Municipalities in the project selection and prioritisation.
<u>ENQUIRIES</u>	:	Mr. R.W Masotsha. tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Ms. K.H Makola
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/174</u>	:	<u>ASSISTANT DIRECTOR (1 POST) (MIG SUPPORT) (R4/4/594300/1/EC)</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (Diploma or Degree in Civil Engineering or Equivalent qualification). Experience in both Civil Engineering and Infrastructure development in water and sanitation. A thorough knowledge of the National Water Act, Water Services Act and Strategic Framework for Water Services, Municipal Structures Act and Municipal Systems Act. Strong analytical, engineering facilitation skills and the ability to liaise with key stakeholders in the water sector are essential. Good background on project management. Good written and verbal communications skills. Must be Computer literate, a team player while able to take initiative. Good people management. A driver's license and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of technical advice & support to WSA project managers and community development officers. Support implementation of programmes within WSA's. Support to FBSS; DWQ support and Transfer support. Refurbishment & infrastructure support. Technical engineering support to WRIs; Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for water services. Assist WSA's to develop innovative procedures and approaches to accelerate delivery of sustainable water services to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist WSA's in planning through the

		WSDP. Provide support to WSA in the implementation and monitoring of Free Basic Services and other water services programmes. Advise WSA's in technology options and the cost linked to them. Assist WSA's in developing Operation and maintenance plans for water services assets. Give support to WSA's in interpreting water services policies and guidelines and the implementation thereof. In addition perform duties linked to office administration and supervision of junior staff.
<u>ENQUIRIES</u>	:	Mr. R. Jack, Tel: (043) 604 5467
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape; Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600,
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya, Tel.: (043) 604 5476
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/175</u>	:	<u>ASSISTANT DIRECTOR (1 POST) (PLANNING SUPPORT)(R4/4/594300/3/EC)</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate qualification (Diploma or Degree in Civil Engineering or Equivalent qualification). Experience in Water Services Sector and an ability to work with other disciplines and role players. A thorough knowledge of the National Water Act, Water Services Act and Strategic Framework for Water Services, Municipal Structures Act and Municipal Systems Act. Strong analytical, engineering facilitation skills and the ability to liaise with key stakeholders in the water sector is essential Good background on project management. Good written and verbal communications skills Must be Computer literate, a team player while able to take initiative. Good people management A driver's license and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of technical advice & support to WSA project managers and community development officers. Support implementation of programmes within WSA's. Support to FBSS; DWQ support and Transfer support; Refurbishment & infrastructure support Technical engineering support to WRIs; Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for water services. Assist WSA's to develop innovative procedures and approaches to accelerate delivery of sustainable water services to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist WSA's in planning through the WSDP. Provide support to WSA in the implementation and monitoring of Free Basic Services and other water services programmes. Advise WSA's in technology options and the cost linked to them. Assist WSA's in developing Operation and maintenance plans for water services assets. Give support to WSA's in interpreting water services policies and guidelines and the implementation thereof. In addition perform duties linked to office administration and supervision of junior staff.
<u>ENQUIRIES</u>	:	Mr. R. Jack, Tel: (043) 604 5467
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private, Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya, Tel: (043) 604 5476
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/176</u>	:	<u>ASSISTANT DIRECTOR: SECTOR COLLABORATION (1 POST) (CAPACITY BUILDING SUPPORT)(R4/4/594100/1/EC)</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by at least three-year appropriate experience. Leadership competence including skills in co-ordination and facilitation, report writing, written & verbal communication and networking. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act Strategic Framework for Water Services including Institutional and Social Development aspects or Capacity building. A

good understanding of the PFMA and DoRA requirements Good written and verbal communication skills Problem-solving, negotiation and interpersonal skills Must be supportive, motivated, innovative and self-confident. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's license

DUTIES : Interface role of water and Sanitation Services; Regional co-ordination of Water and Sanitation activities; Management support of Water Services Capital program Participate in programme meetings and workshops and programme task teams Submit programme reports on progress and other issues; Support Water Services Authorities (WSAs) and Water Services Institutions (WSIs) on institutional and social development matters; Develop, co-ordinate and align Water Services training and capacity building to WSAs and other WSIs; Liaise with Eastern Cape Provincial Government on water sector issues (WS & WR issues); Take a lead on water sector development and awareness creation with the various tiers of government and other institutions through programmes such as Masibambane The supporting of WS programmes for institutional development, such as Masibambane, Capacity building and Training; Establishment and strengthening the Provincial Water Sector Collaborative structures; Management of human resources in the component; Financial management in the programme as well as operations

ENQUIRIES : Mr B. Matomela, Tel: (043) 604 5400.
APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600,

FOR ATTENTION : Mr. M. Z. Sihya,
CLOSING DATE : 22 February 2008

POST 07/177 : **ASSISTANT DIRECTOR: INSTITUTIONAL AND SOCIAL DEVELOPMENT (ISD) (6 POSTS)**

SALARY : R196 815 per annum
CENTRE : *Polokwane Regional Office (4)*Mopani *Sekhukhune
REQUIREMENTS : *An appropriate recognised three-year tertiary qualification, coupled with extensive experience on organizational development. Knowledge and background of financial management as well as Water Services Act 108 of 1997, National Water Act 36 of 1998 and other legislation and policies having impact on the provision of water services. *Good understanding of institutional framework for Water Sector and Local Government. *Knowledge of Local Government functional areas as it relates to water sector. *Project and programme management skills. *Willingness to travel and work irregular hours. *Leadership and management skills. *Recommendations: *Ability to interpret and apply policy and legislation. *Communication (verbal and written), including public speaking skills. *Negotiation and conflict resolution skills. *Ability to interact with key stakeholders in the Water Sectors, Provincial and Local Government. *Knowledge of the political and social dynamics of the roleplayers in the province. *Ability to work as part of team.

DUTIES : *The successful candidates will mainly be responsible for the effective implementation of water sector legislation. As such they will render specialist support to local municipalities and sector partners. Additional responsibilities will include the following: *Developing regulatory frameworks for ISD-related issues and managing implementation. *Developing and providing guidance on capacity building within the institutional framework for water services. *Designing sector support programmes and managing implementation. *Supporting WSAs to deliver on their mandate. *Promoting sustainability issues on water services, projects, focusing on demand management (e.g. Vision 2020 programme). *Dealing with ad hoc tasks, such as responding to consumers or Ministerial queries. *Giving guidance and support to teams of community development officers. *Contract administration.

ENQUIRIES : Mr. Masibigiri R.R.L, tel. (015) 290 1209
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.P Makgakga
CLOSING DATE : 07 March 2008

POST 07/178 : **SECONDARY INDUSTRIAL OFFICER (R4/6/593313/1/EC)**

SALARY : R178 945 per annum (all-inclusive package)
CENTRE : East London
REQUIREMENTS : Post matric qualification in socio- economics and natural resources based development, nature conservation, forestry and agriculture or a senior certificate coupled with six years relevant environmental experience related to the field. Working knowledge of relevant environmental legislations. The candidate must be fully computer literate with knowledge of Ms Office packages such as PowerPoint, Word, Excel and Access. Good written and verbal communication skills. A valid driver's licence. Willingness to travel. Ability to work in an integrated manner.

DUTIES : Monthly, quarterly and annual compliance management of nationally co-ordinated natural resources management plans. Contract management and administration. The development, implementation, monitoring, evaluation and maintenance of a value added industries and sustainable natural resources use & management strategies. Develop the role value added industries and sustainable natural resources use and management as a contribution exit opportunities for Working for Water beneficiaries. Assist with the development of strategic partnership with relevant stakeholders and other Government departments in particular Forest Enterprise Development and within DWAF to facilitate Working for Woodlands projects, DTI, to facilitate export marketing opportunities, DOL to facilitate training, DAC to support small business initiative programme, DST to partner with research. Provide technical inputs to communication strategy in order to market the value added industries programme and working for water public private partnership

ENQUIRIES : Mr M Kawa Tel 043 604 5400
APPLICATIONS : The Chief Director : Eastern Cape, Department of Water Affairs and Forestry, Private Bag X 7485, KING WILLIAM'S TOWN, 5600.

FOR ATTENTION : Mr Z. Sihya
CLOSING DATE : 22 February 2008

POST 07/179 : **CHIEF FORESTER (2 POSTS)**

SALARY : R157 686 per annum
CENTRE : Sekhukhune/Mopane
REQUIREMENTS : *An appropriate recognised three-year tertiary qualification in Forestry or Community Development Science, *Basic Knowledge in Forestry Advisory services. *Tertiary qualification in Agrarian Extension. *Excellent writing and communication skills. *Leadership and management skills. *Project management and environmental awareness will serve as an advantage.

DUTIES : *Support Trees for Homes project in the district municipalities. *Support permaculture school competitions by making presentation in schools. *Promote and assist the communities in applying for Urban Green Fund. *Hold talks and demonstrations for greening/gardening groups. *Train, capacitate and disseminate of information to institutions and communities involved. *Provide advice to schools on request. *Facilitate links between DWAF and other institutions. *Ensure participation of different institutions in tree planting by mobilising the communities. *Participate in National Arbor Week campaigns. *Promote Forestry in 2020 vision. *Support implementation of development plans. *Visit schools on request and assist with the implementation of school greening plans

ENQUIRIES : Mr. Matsea N.S, tel. (015) 290 1461
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Ms. Matloepela S.B
CLOSING DATE : 07 March 2008

<u>POST 07/180</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICER</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	<p>*An appropriate recognised B degree in the Natural Sciences or equivalent recognised qualification in one of the following fields: Water Care, Environmental Science, Chemistry, Microbiology or Engineering. *Sound knowledge of integrated water resource management and environmental impact assessment. *Extensive knowledge of the National Water Act, (Act 36 of 1998) and related policies, strategies and guidelines. *Proven skills in management, negotiation and problem solving. *Experience and keen interest in minimising impacts from mines, industries, agriculture and urban development. *Computer literacy. *Excellent verbal and written communication skills. *Willing to travel throughout the Limpopo Province and to work abnormal hours when necessary. *Understanding of transformation and service delivery in the Public Service. *Knowledge of human resource policies.</p>
<u>DUTIES</u>	:	<p>*Implement and enforce policies and strategies on water quality management, particularly with regard to mining, industries, municipalities and agriculture. *Ensure registration and licensing of water users in terms of the National Water Act (Act. 36 of 1998) requirements. *Ensure compliance monitoring of authorised water users. *Set up and manage monitoring programmes for water quality impacts on surface and groundwater resources. *Undertake both routine and specialised investigations, interpret analytical results and prepare reports. *Develop and implement water quality management plans. *Manage investigations into pollution incidents, spills, industrial accidents. *Participate in water resource monitoring committees and co-operative structures with other spheres of Government. *Manage inputs into permit applications for solid waste disposal sites in terms of section 20 of Environment Conservation Act (73 of 1989). *Provide comments on reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to water quality management. *Co-ordinate local water quality management issues with communities, NGOs, Local, Provincial and National Government structures. *Render assistance in managing, training, mentoring and supervising Water Pollution Control Officers.</p>
<u>ENQUIRIES</u>	:	Mr. H.D Mabada, tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.P Makgaka
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/181</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT (SANITATION)</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	<p>An appropriate three-year tertiary qualification plus appropriate experience. Recommendations: *Project management. *Experience in projects planning and implementation. *Knowledge of relevant legislation: National Water Act and Water Services Act. *Leadership and management skills. *Good written and verbal communication skills. *Computer literacy, preferably in MS Excel, Word and PowerPoint.</p>
<u>DUTIES</u>	:	<p>*Project and programme management of the sanitation services. *Assist and support the Water Services Authorities in the pre-planning and planning of the water services projects. *Attend all water services sector meetings. *Liaise with other sector departments on the infrastructure development programme. *Produce analytical reports which reflect sanitation services projects progress against intended targets. *Evaluate the water services sector technical reports. *Monitor and evaluate the implementation of sanitation projects. *Supervise subordinates.</p>
<u>ENQUIRIES</u>	:	Mr. S Musetsho, tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 07 March 2008

POST 07/182 : **CONTROL INDUSTRIAL TECHNICIAN (SANITATION)**

SALARY : R157 686 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and/or Registration as Engineering Technician in terms of the Engineering Professions Act of South Africa. Recommendation: *Project and programme management skills. *Experience in projects planning and implementation (water and sanitation). *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably in MS Excel, Word and PowerPoint. *Leadership and management skills.

DUTIES : *Project and programme management of the sanitation services. *Assist and support the Water Services Authorities in the pre-planning and planning of the sanitation projects. *Attend all water services sector meetings. *Manage the implementation institutional sanitation projects. *Liaise with other sector departments on the infrastructure development programme. *Monitor and evaluate the implementation of sanitation projects. *Produce analytical reports which reflect sanitation services projects progress against intended targets. *Evaluate the water services sector technical reports. *Supervise subordinates.

ENQUIRIES : Mr. S Musetsho, tel. (015) 290 1200
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 07 March 2008

POST 07/183 : **ASSISTANT DIRECTOR: WATER SECTOR COLLABORATION AND SUPPORT**

SALARY : R157 686 per annum
CENTRE : Bloemfontein (194200/80137/2) (JE 2899)
REQUIREMENTS : An appropriate recognized B degree or equivalent in one of the following fields of study: Natural Sciences, Social Sciences, Economic Sciences or Local Government. Post Graduate studies in the above will be an added advantage. Valid driver's license. Willingness to travel and work irregular hours. Knowledge of the Water Services Act and related policies, strategies and guidelines. Knowledge and understanding of Local Government and the Municipality/ Agriculture/ Energy & Water Sector. Knowledge of the Municipal environment and the Acts governing the Municipalities. Ability to interact and liaise with counterparts and role-players in Local Government and the Water Sector. Presentation, communication and report writing skills. Computer literacy.

DUTIES : KPA: Facilitate and support collaboration, coordination and communication with the Water Sector role-players within the relevant legal and policy guidelines. Facilitate knowledge sharing and learning so that the Water Sector is informed of the relevant Water Sector related Acts, policies, strategies and guidelines. Support training of staff. Support the capacity assessments and building of the Water Sector and the relevant Municipal and Community structures. Facilitation and/or participation in the development and/or implementation of relevant strategies, tools or guidelines for the Water Sector. Support the management of the sub- directorate. Can be delegated to represent the sub- directorate in various Water Sector For and relevant engagements. Able to write and present Water Sector reports/presentations. Able to manage the donor funding. Able to manage and implement intergovernmental relation programme in the region. Able to manage and implement water sector projects.

ENQUIRIES : Mr. TP Ntuli tel (051) 405 9000
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms M. van Rooyen

<u>POST 07/184</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Bloemfontein (01140/80153/1) (JE 2207)
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Commerce or equivalent. Extensive knowledge provisioning and Procurement, plus supervisory experience. PAS 1&2 and SAP as an additional requirement. Trough understanding of the PFMA, Treasury Regulations, PPPFA, National Archive Act and Supply Chain. Management Framework, 2003. A driver's licence and computer literacy (MS Office Suite)
<u>DUTIES</u>	:	Key Performance Areas: Procurement and Provisioning Services: The Supervision and management of ordering, payments, and stores. The implementation of the (provisioning Administration Manual in the regional office and area offices is expected. Co-ordination and supporting other managers to deal and address such queries. Asset Management. Work closely with Finacial Management Services. The incumbent is expected to lead the regional/department processes related to tender procedures.
<u>ENQUIRIES</u>	:	Mr. TP Ntuli (051) 405 9000
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M. van Rooyen
<u>POST 07/185</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICER (1 POST) (WATER USE MANAGEMENT) (R4/6/593121/2/EC)</u>
<u>SALARY</u>	:	R 157 686 p.a
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate, recognized three year tertiary qualification in one of the following fields of study: Chemistry/Biochemistry/Microbiology/Water Utilisation/Environmental Science/ Biological Sciences/Geohydrology/ Engineering as well as appropriate post qualification experience in Water Quality Management. A valid driver's license. Computer literacy. Good written and verbal communication skills, Good management and organizing skills. Sound knowledge of National Water Act (NWA) 1998, (Act 36 of 1998) and related environmental impact assessments and studies, appropriate experience in water resource management. Extensive knowledge and understanding of the Department's water management systems (WMS). The following will serve as a recommendation: knowledge of GIS.
<u>DUTIES</u>	:	Manage the Water Management System function of the Region, including the establishment of WMS links with external users as water quality laboratories, local authorities and other institutions. Ensure regional compliance to all matters related water management system. The successful candidate will lead and supervise Water Pollution Control Officer(s) and Auxiliary Services Officer(s). Provide training and support to water management systems end users in the Region. Ensure smooth linkages between water use technical services and the Water Management Systems unit regarding matters related to water resources management. Over and above the requirements of the post mentioned above, the candidate will still be required to perform general water quality management duties related to the National Water Act (No.36 of 1998).
<u>ENQUIRIES</u>	:	L.Jack, Tel (043) 748 5340
<u>APPLICATIONS</u>	:	The Chief Director: Southern Cluster, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	:	Mr Z Sihya
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/186</u>	:	<u>PRINCIPAL WATER POLLUTION CONTROL OFFICER (2 POSTS) WATER USE MANAGEMENT (R4/6/593223/1/EC)</u>
<u>SALARY</u>	:	R 157 686 p.a
<u>CENTRE</u>	:	1 x Mthatha and 1 x Port Elizabeth
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification in the natural sciences preferably chemistry, microbiology or related fields; Extensive experience in water quality

	management; Valid driver's licence; Sound knowledge of integrated water resource management and environmental impact assessment; Extensive knowledge of the National Water Act, (Act 36 of 1998) and related policies, strategies and guidelines. Proven skills in management, negotiation and problem solving; Excellent verbal and written communication skills. Willing to travel throughout the Eastern Cape Province and to work abnormal hours when necessary. Recommendations: Ability to speak at least 2 of the official languages of the Eastern Cape. Understanding of transformation and service delivery in the public service. Knowledge of human resource policies
<u>DUTIES</u>	: Ensuring registration and licensing of water uses in terms of section 21e, f, g, and h of the National Water Act, 1998; Ensuring compliance monitoring of authorized water users; Setting up and managing monitoring programs for water quality impacts on surface and groundwater resources; Develop and implement water quality management plans; Manage investigations into pollution incidents, spills, industrial accidents; Participate in water resource monitoring committees and cooperative structures with other spheres of government; Manage inputs into permit applications for solid waste disposal sites in terms of section 20 of Environment conservation Act (73 of 1989); Provide comments on reports and other documents submitted in accordance to legislation, policy, procedures and guidelines relevant to water quality management; Co-ordinate local water quality management issues with communities, NGO's, local, provincial and national government structures; Manage a water quality management team and train, mentor and supervise junior water pollution control officers
<u>ENQUIRIES</u>	: L. Jack 043 748 5340
<u>APPLICATIONS</u>	: The Chief Director: Southern Cluster, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	: Mr Z Sihya
<u>CLOSING DATE</u>	: 22 February 2008
<u>POST 07/187</u>	: <u>PROJECT MANAGER – RIET RIVER</u> (5 year contract)
<u>SALARY</u>	: R145 678 (All inclusive salary package)
<u>CENTRE</u>	: Jacobsdal (193100/80167/1)
<u>REQUIREMENTS</u>	: Senior certificate with relevant experience in project management. Nature conservation/ Forestry/Natural science/Environmental management or relevant post matric qualification. A valid driver's license and willingness to travel. Ability to communicate in at least two official languages. Exceptional project management skills (planning, budgeting, quality management, reporting). Good communication (written and verbal) skills and interpersonal skills. Computer literacy, GPS knowledge, mapping, map reading, herbicide and chainsaw knowledge, health and safety standards. Working experience of clearing methods and standards of invading alien plant clearing methods.
<u>DUTIES</u>	: Key Performance Areas: Support regional implementation teams with projects, monitoring and evaluation, Health and safety. Regular site inspection. Support CARA regulations to landowners. Support to all stakeholders and advisory committees. Oversee rehabilitation work where necessary. Identification and reporting of emerging weeds where necessary. Support biological programme.
<u>ENQUIRIES</u>	: Mr. M. Mahunonyane tel (051) 405 9000
<u>APPLICATIONS</u>	: Chief Director: Department of Water affairs and forestry, Private bag 528 Bloemfontein, 9300
<u>FOR ATTENTION</u>	: Ms. M. van Rooyen
<u>POST 07/188</u>	: <u>PROJECT MANAGER</u> (5 year contract)
<u>SALARY</u>	: R145 678 (All inclusive salary package)
<u>CENTRE</u>	: Clarens (193100/80167/2)
<u>REQUIREMENTS</u>	: Senior certificate with relevant experience in project management. Nature conservation/ Forestry/Natural science/Environmental Management or relevant post matric qualification. A valid driver's license and willingness to travel. Ability

to communicate in at least two official languages. Exceptional project management skills (planning, budgeting, quality management, reporting). Good communication (written and verbal) skills and interpersonal skills. Computer literacy, GPS knowledge, mapping, map reading, herbicide and chainsaw knowledge, health and safety standards. Working experience of clearing methods and standards of invading alien plant clearing methods.

DUTIES : Key Performance Areas: Support regional implementation teams with projects, monitoring and evaluation, Health and safety. Regular site inspection. Support CARA regulations to landowners. Support to all stakeholders and advisory committees. Oversee rehabilitation work where necessary. Identification and reporting of emerging weeds where necessary. Support biological programme.

ENQUIRIES : Mr. M. Mahunonyane tel (051) 405 9000
APPLICATIONS : Chief Director: Department of Water affairs and forestry, Private bag 528, Bloemfontein, 9300

FOR ATTENTION : Ms. M. van Rooyen

POST 07/189 : **SENIOR DEVELOPMENT EXPERT (1 POST) (MONITORING & EVALUATION) (R4/4/594300/2/EC)**

SALARY : R132 054 per annum (Level 8)
CENTRE : King William's Town
REQUIREMENTS : A Grade 12 with relevant tertiary qualification coupled with experience in monitoring and evaluation, business planning and project management. Proven track record in Water Services. Knowledge of the Water Services Act. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Computer literacy in Ms Word, Ms Excel and Ms Outlook. GIS and GPS knowledge will be an advantage. A valid Code 08 driver's license.

DUTIES : Assist in provision of M&E audits and reports of the outputs and outcomes of the of the water sector programme. Assist in and improve the timeous and speedy identification and resolution of the various service delivery challenges being experienced by water services institutions. Support the management at all levels by providing useful feedback in order to achieve efficient and effective project performance. Assist in ensuring that water services projects meet required standards (impact assessment), by providing M&E reports. Facilitate establishment of a sound working relationship with key stakeholders in the sector and provision of tools to facilitate engagement. Capturing of water and sanitation project data using GPS as per DWAF EASTERN CAPE GIS standards.

ENQUIRIES : Mr. N.G Muthumuni, Tel (043) 604 5555.
APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600

FOR ATTENTION : Mr. M. Z. Sihya
CLOSING DATE : 22 February 2008

POST 07/190 : **SENIOR DEVELOPMENT EXPERTS (2 POSTS) (SECTOR COLLABORATION) (R4/4/594110/1/EC)**

SALARY : R 132 054 per annum
CENTRE : King William's Town (1); Mthatha (1)
REQUIREMENTS : An appropriate 3-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by at least 3-year appropriate experience. Leadership competence including skills in co-ordination and facilitation, report writing, written & verbal communication and networking. Computer literacy. Knowledge of the National Water Act, Water Services Act Strategic Framework for Water Services including Institutional and Social Development aspects or capacity building. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's License.

DUTIES : Facilitate, support and monitor the ongoing support activities including capacity building and training initiatives to local government and other Water Services Institutions. Coordinate the implementation of the Water Sector Business Plans

for capacity building to Water Services Authorities. Participate in the process of awareness creation, capacity building and empowerment of the Water Services sector stakeholders. Promote and maintain effective working relations with internal and external stakeholders (sector collaboration). Provide institutional and social development support to Municipalities and other stakeholders. Ensure public participation and stakeholder empowerment in water governance issues. Liaison and co-ordination with other spheres of government, Municipalities and the public on water sector issues. Support Water Services Authorities and Water Services Institutions on Institutional and Social Development matters. Ensuring of Gender Mainstreaming or Equity and capacity building of Historically Disadvantaged Individuals (HDIs) and groups within the Water Services sector. Supporting and co-ordinating Institutional Development and Water Services Sector programmes. Foster and manage relations and partnerships with the private sector, business sector and civil society organisations in the ater Sector arena. Manage a team of Development Experts.

<u>ENQUIRIES</u>	:	Mr B. Matomela. Tel: (043) 604 5400.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya, Tel: (043) 604 5476
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/191</u>	:	<u>SENIOR DEVELOPMENT EXPERT (1 POST) (CURRICULUM SUPPORT)</u> <u>(R4/4/594120/1/EC)</u>
<u>SALARY</u>	:	R 132 054 per annum (Level 8)
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in the Development or Social Sciences or Humanities. Knowledge and understanding of the applicable legislative frameworks and processes which govern and regulate the education sector is necessary. Leadership competence including skills in co-ordination and facilitation, report writing, written & verbal communication and networking. Knowledge of the National Water Act, Water Services Act; Strategic Framework for Water Services including Institutional and Social Development aspects or capacity building. Understanding of government systems, policies, processes and programmes. Experience in the public and/or private sector education and development programmes will be an added advantage. Computer literate; Valid Code 08 driver's license.
<u>DUTIES</u>	:	To ensure that all DWAF School programmes are in line with Department of Education policies; To liaise with Curriculum Chief Directors and Directors Co-ordinate all curriculum support programmes within DWAF; To communicate with Curriculum Education Specialists (CES), Senior Education Specialists (SES) as well as Institutional Management Development Support and Governance (IMDSG) and Educational Development Officers (EDOs) in ensuring that DWAF education programmes are incorporated into the curriculum. Provide support to schools to be able to develop school environmental policies and incorporate the implementation of intervention projects into school year plans; Develop four-year provincial strategies which will outline the collaboration projects, implementation plans, intervention, role of DWAF, the provincial targets, criteria to select schools for participation and the communication strategy. Implementation of action plan for the provincial curriculum strategies; To work with resource materials developers in ensuring that Learning and Teaching Support Materials (LTMS) developed are relevant to target groups and in line with existing curriculum policies. Capacitate educators to be able to use the DWAF Curriculum aligned resource materials in class and also the DWAF team to be able to support the educators during the implementation phase of intervention projects. Order and distribute Learning and Teaching Support Materials as per Department of Education requirements. Identify schools for Learning and Teaching Support Materials testing (all phases). Strengthen partnerships by identifying representatives from all institutions involved with the education programmes in schools. Develop provincial 2020 Vision calendar of events and an evaluation tool to assess the impact of the DWAF education programmes in schools.

<u>ENQUIRIES</u>	:	Mr B. Matomela. Tel: (043) 604 5400.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya, Tel: (043) 604 5476
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/192</u>	:	<u>SENIOR DEVELOPMENT EXPERT (2 POSTS) (SANITATION)</u> <u>(R4/4/594400/1/EC)</u>
<u>SALARY</u>	:	R 132 054 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Social Science or equivalent. Experience in both social science or equivalent and rural community Water Services; Development schemes. Knowledge and understanding of the Water Services Act, Municipal Systems- and- Structures Acts and the National Water Act. Good understanding of the Water Services sector, WSDP and IDP development processes. Background knowledge of guidelines, protocols, standards and norms in the water services; Understand sufficient project management basic principles to assess projects. Able to analyse technical situations and write reports. Be sufficiently computer literate. Good written and verbal communication skills. A team worker and ambitious for personal growth into diverse career path possibilities. A valid driver's licence and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of support to WSA project managers and community development officers and the institutional and development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Ensure that Health and Hygiene is done during the implementation of water sector programmes Ensure that HIV/AIDS is streamlined in water sector programmes. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation; Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof.
<u>ENQUIRIES</u>	:	Ms. A. Machimana Tel: (043) 604 5536.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/193</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (2 POSTS) (SANITATION)</u> <u>(R4/4/594200/1/EC)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	An appropriate qualification in Civil Engineering or equivalent qualification coupled with experience in the water sector. Experience in Water Services Sector and an ability to work with other disciplines and role players. A thorough knowledge of the National Water Act, Water Services Act and Strategic framework for Water Services. Strong analytical, facilitation skills and the ability to liaise with key stakeholders in the Water Sector is essential Good background on project management. Good written and verbal communications skills. Must be Computer literate. Must be a team player while able to take initiative. A valid Code 08 driver's license and willing to travel extensively.
<u>DUTIES</u>	:	Rendering of support to WSA project managers and community development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other

sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Ensure that quality assurance is done during the implementation of water services projects, implemented under the municipal infrastructure grant. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation. Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof. In addition perform duties linked to office administration and supervision of junior staff.

ENQUIRIES : Mr. A. Machimana, Tel: (043) 604 5536.
APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
FOR ATTENTION : Mr. M. Z. Sihiya,
CLOSING DATE : 22 February 2008

POST 07/194 : **CHIEF INDUSTRIAL TECHNICIAN (2 POSTS) (PLANNING SUPPORT) (R4/4/594200/2/EC)**

SALARY : R132 054 per annum
CENTRE : East London/King William's Town
REQUIREMENTS : An appropriate tertiary qualification (Diploma or Degree in Civil Engineering or Social Science). Experience in both Civil Engineering and Infrastructure development in water and sanitation. Knowledge and understanding of the Water Services Act, the National Water Act and the MIG & Planning policies and guidelines. Background knowledge of guidelines, protocols, standards and norms in the Water Services Sector in the MIG & Planning Programme. Understanding of drought relief requirements, policies and guidelines. Good interpersonal skills. Understand sufficient project management basic principles to assess projects. Able to analyse technical situations and write reports. Be sufficiently computer literate with good written and verbal communication skills. A team worker and ambitious for personal growth into diverse career path possibilities. A valid driver's licence and willing to travel

DUTIES : Provide leadership and work with municipalities, their consultants, the Provincial MIG & Planning unit and with specialists within the Department to facilitate delivery of basic water services infrastructure by municipalities. Work with role players to refine information sharing and co-operative planning systems. Develop working relationships between municipalities, DWAF, Provincial departments and National planning units. Assist municipalities in the Drought relief assessment process. Review and appraise the Drought relief action plans/business plans for the drought funding. Closely work and liaise with the provincial disaster management unit in the implementation of drought program.

ENQUIRIES : Mr R Jack, Tel: (043) 604 5467.
APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
FOR ATTENTION : Mr. M. Z. Sihiya
CLOSING DATE : 22 February 2008

POST 07/195 : **SENIOR ADMINISTRATIVE OFFICER (LEGAL) (2 POSTS) WARMS (MONITORING AND COMPLIANCE SECTION) (R4/6/593123/1/EC)**

SALARY : R 132 054 per annum
CENTRE : 1 X East London and 1 X Port Elizabeth
REQUIREMENTS : An appropriate Legal Tertiary Qualification; Knowledge of the National Water Act and Environmental legislation; Valid drivers licence; Computer literacy; Willingness to travel throughout the Eastern Cape. Recommendations: Excellent written and verbal communication; Strong background in administration, including

	office management, document control and Management; Systems Ability to work under pressure
<u>DUTIES</u>	: Investigations into and recommendations on existing lawful use claims; Investigate unlawful water use activities; Provide legal and administrative support to the water use authorization (licensing) office; Provide legal support and guidance to registration office; Investigation into disputes regarding water use; Prepare and serve directives on non-complaint water users; Ensure liaison within Government, Local and National legal water use issues
<u>ENQUIRIES</u>	: Ms L. Fourie (043) 748 5340
<u>APPLICATIONS</u>	: The Chief Director: Southern Cluster, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	: Mr Z Sihya
<u>CLOSING DATE</u>	: 22 February 2008
<u>POST 07/196</u>	: <u>2 X DEVELOPMENT EXPERT OFFICERS – (R4/6/593142/1/EC)</u>
<u>SALARY</u>	: R 132 054 per annum
<u>CENTRE</u>	: East London and Port Elizabeth
<u>REQUIREMENTS</u>	: An appropriate 3 year tertiary qualification/ with emphasis on language, Communication and environment. Three years of proven experience in, building relationships, database handling and two years of management experience in dealing with budget, planning and Staff management. Appropriate language and communication skills. Strong interpersonal Skills. The ability and sophistication to interact with business sector, donors and all three spheres of government. Give support to small professional and dedicated team. Drivers License. Recommended Requirements: An additional diploma/certificate in Public Relations. Environmental Conservation experience, strong computer literacy. Ability to draft reports. Personal Attributes: Dynamic "go-getter" with a friendly disposition. Ability to lead and be a team player. Ability to work independently in an effective and efficient manner Willingness to work long hours and extensive long distance travelling.
<u>DUTIES</u>	: Ensure sound relationships with internal; and external stakeholders. Managing implementation of joint projects. Preparing documents for all meetings of the section and distribution to all parties.
<u>ENQUIRIES</u>	: PL Gasal-Lubelwana (043) 7223805
<u>APPLICATIONS</u>	: The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600, for attention: Mr. M. Z. Sihya
<u>CLOSING DATE</u>	: 22 February 2008
<u>POST 07/197</u>	: <u>SENIOR FORESTER</u>
<u>SALARY</u>	: R132 054 per annum
<u>CENTRE</u>	: Polokwane Regional Office
<u>REQUIREMENTS</u>	: *An appropriate recognised three-year tertiary qualification in Forestry or Community Development Science (or equivalent qualification). *Basic knowledge in Forestry Advisory services. *Tertiary qualification in Agrarian Extension. *Excellent writing and communication skills. *Leadership and management skills. *Knowledge of GIS, Project Management and Catchment Management/Soil Science will serve as a recommendation.
<u>DUTIES</u>	: *Advise applicants about the process of afforestation. *Undertake site inspection, take GPS, analyse and make recommendations to the License Administration, Advisory Committee. *Promote forestry and forestry enterprise development as a vehicle for poverty alleviation. *Promote linkages between stakeholders that have an interest in forestry enterprise development. *Identify, assess and promote new forest enterprise development projects and programmes that have poverty alleviation and livelihoods enhancement as their goals. *Analyse and monitor the source of finance available and promote further funding in forestry enterprise development as well as the local and external market for forestry products from the province.
<u>ENQUIRIES</u>	: Mr. Matsea N.S, tel. (015) 290 1461

APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

ATTENTION : Mr. K.H Makola

CLOSING DATE : 07 March 2008

POST 07/198 : **COMMUNICATION OFFICER(R4/2/595200/1/EC)**

SALARY : R 132 054 per annum

CENTRE : King William's Town

REQUIREMENTS : An appropriate three year degree or diploma in Communications, Public Relations and/or related field plus appropriate experience within the communication field. Good written and verbal communication skills. Networking skills. Computer literacy. A valid driver's licence. Work under pressure and travel extensively. The following recommendations will be an advantage: Excellent knowledge of media and communication mediums, event and project management. Ability to multi-task in a complex environment. Sound Knowledge and experience in administrative and financial management. Familiarity with government communication policies and programmes.

DUTIES : Responsible for communication in the Regional Office. Build and maintain effective communication links with government structures and relevant stakeholders. Design, drive, monitor and evaluate communication campaigns, projects and events. Advice and assist with media liaison activities. Assist in managing media production requirements. Write articles for internal and external publications. Provide communication and advice to regional management.

ENQUIRIES : Mr M Zenzile Tel 043 604 5400

APPLICATIONS : The Chief Director : Eastern Cape, Department of Water Affairs and Forestry, Private Bag X 7485, KING WILLIAM'S TOWN, 5600. Attention : Mr Z. Sihya

CLOSING DATE : 22 February 2008

POST 07/199 : **CHIEF INDUSTRIAL TECHNICIANS (5 POSTS) (WATER USE MANAGEMENT) (R 4/6/593121/1/EC)**

SALARY : R132 054 per annum

CENTRE : 1x Mthatha, 2x East London and 2xPort Elizabeth

REQUIREMENTS : An appropriate National Diploma (Civil) or equivalent or registration as Engineering Technician (Civil) in terms of section 14(1) or 14 (2) of the Engineering Profession of South Africa. Computer literacy, a valid driver's license and willingness to travel extensively within the region. Hydrology as a subject and appropriate experience are essential. Knowledge of the National Water Act, 36 of 1998. The following will serve as recommendations: Knowledge of integrated water resource management and environmental impact assessments. Skills in negotiation, problem solving and communication. Knowledge of water resource monitoring and Environmental policies. Ability to speak at least 2 of the official languages of the Eastern Cape

DUTIES : assist in registration and licensing of water uses in terms of section 21 of the National Water Act, 1998; compliance monitoring of authorized (licensed) water users; collection of information for updating of surface water information systems; assist in hydrological assessments; conduct illegal water use investigations conduct illegal water use investigations; supervise and guide junior technicians in their daily tasks ; provide technical support to other business units within the regional office and all water use sectors related to surface water

ENQUIRIES : G. Gumede 043 748 5340

APPLICATIONS : The Chief Director: Southern Cluster, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600

FOR ATTENTION : Mr Z Sihya

CLOSING DATE : 22 February 2008

POST 07/200 : **SENIOR SAFETY OFFICER**

SALARY : R132 054 per annum

<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate recognised National Diploma (T/N stream) or equivalent qualification in Electrical/Mechanical Engineering. *Recommendations: *Registration as an Engineering Technician in terms of the Engineering Professions Act of South African, 1990. *Knowledge of the OHS Act and Regulations (Act 85 of 1993), the Risk Assessment theory and practical auditor's assessment. *Facilitate training. *Good communication (written & verbal). *Certificate in Occupational Health and Safety Management. *A Grade B security qualification will be an advantage.
<u>DUTIES</u>	:	*Manage and co-ordinate implementation of the OHS Act. *Develop SHE management systems. *Interpret and co-ordinate recommendations from external audit reports. *Conduct internal audits. *Facilitate training. *Compile Corporate Standards and Policies. *Investigate all fatalities and report to the Department of Labour and the person appointed in terms of Section 16.2 (Chief Director). *Compile Occupational Health and Safety budget. *Facilitate studies on Personal Protective Equipment. *Conduct regular site inspection. *Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. *Manage COIDA. *Help in the implementation of security policies and procedures.
<u>ENQUIRIES</u>	:	Mr. J.M Maenetja, tel. (015) 290 1431
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/201</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN</u> (Sustainable Programmes)
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate recognized three-year Engineering Diploma (S or T) or equivalent qualification and/or registration as Engineering Technician in terms of the Engineering Professions Act of South Africa. Recommendation:*Project Management. *Experience in projects planning and implementation. *Knowledge of relevant legislation: National Water Act and Water services Act. *Good written and verbal communication skills. *Computer literacy, preferably in MS Excel, Word and PowerPoint.
<u>DUTIES</u>	:	*Project and programme management of the water services sector. *Assist and support the Water Services Authorities in the pre-planning and planning of the water services projects. *Attend all water services sector meetings. *Liaise with other sector departments on the infrastructure development programme. *Produce an analytical report which reflects water service sector projects progress against intended reports. *Evaluate the water services sector technical reports. Supervise and train subordinates.
<u>ENQUIRIES</u>	:	Mr. N.V Matshinyatsimbi, tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Ms. S.B Matlopela
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/202</u>	:	<u>SENIOR ADMINISTRATION OFFICER (R4/8/521540/1/EC)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Uitkeer
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus 5 year extensive experience in budgeting and Finance. Project and budget management skills. Human Resource, Supply Chain Management experience. Knowledge of SAP system(preferable on Revenue), PFMA, Public Service Regulations, Treasury Regulations and Human Resource Policies. Computer literacy. Ability to work under pressure. Good verbal and written communications skills. Problem solving skills.

DUTIES : Manage all Finance, Supply Chain Management and Corporate Services staff. Assist the scheme manager with the compilation of the budget in terms of MTEF reporting. Daily authorisation of financial matters in line with delegated powers. Assist with the Annual Financial Statements. Attend to audit queries. Provide monthly and quarterly cash flow reports, early warning systems. Manage the monthly income. Manage risk, provide training in systems utilisation.

ENQUIRIES : Mr C Samuels (Tel 043 6045400)

APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600,

FOR ATTENTION : Mr. M. Z. Sihiya

CLOSING DATE : 22 February 2008

POST 07/203 : **SENIOR DEVELOPMENT EXPERT (2 POSTS) (SANITATION) (R4/4/594400/1/EC)**

SALARY : R132 054 per annum

CENTRE : King William's Town

REQUIREMENTS : An appropriate tertiary qualification in Social Science or equivalent. Experience in both social science or equivalent and rural community Water Services; Development schemes. Knowledge and understanding of the Water Services Act, Municipal Systems- and- Structures Acts and the National Water Act. Good understanding of the Water Services sector, WSDP and IDP development processes. Background knowledge of guidelines, protocols, standards and norms in the water services; Understand sufficient project management basic principles to assess projects. Able to analyse technical situations and write reports. Be sufficiently computer literate. Good written and verbal communication skills. A team worker and ambitious for personal growth into diverse career path possibilities. A valid driver's licence and willing to travel extensively.

DUTIES : Rendering of support to WSA project managers and community development officers and the institutional and development officers. Support implementation of programmes within Water Services Authorities. Monitoring of the water sector norms and standards. Support other sector departments in meeting the national set targets for sanitation. Assist Water Services Authorities to develop innovative procedures and approaches to accelerate delivery of sustainable sanitation to meet the targets set by government. Assist and support WSA on reporting on progress and information management. Assist Water Services Authorities in planning through the Water Services Development Plans. Ensure that Health and Hygiene is done during the implementation of water sector programmes Ensure that HIV/AIDS is streamlined in water sector programmes. Provide support to WSA in the implementation and monitoring of sanitation programmes. Advise Water Services Authorities in technology options and the cost linked to them. Assist Water Services Authorities in developing Operation and Maintenance plans for sanitation; Give support to Water Services Authorities in interpreting water services policies and guidelines and the implementation thereof.

ENQUIRIES : Ms. A. Machimana Tel: (043) 604 5536.

APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600,

FOR ATTENTION : Mr. M. Z. Sihiya, Tel: (043) 604 5476.

CLOSING DATE : 22 February 2008

POST 07/204 : **CHIEF INDUSTRIAL TECHNICIAN (CIVIL)**

SALARY : R132 054 per annum

CENTRE : Hydrometry Tzaneen

REQUIREMENTS : An appropriate National Diploma (T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14 (1) or 14 (2) of the Engineering Professions Act of South Africa Act, 1990. *Hydrology as a subject. *Extensive experience and clearly demonstrate good understanding and competence in all facets of the Hydrometry field. This includes data collection techniques, data processing, calibration of gauging weirs and various maintenance methods at gauging stations. *Good technical problem solving abilities. *Appropriate

experience in project management, field work, formulating and setting of standards, managerial and administrative fields. *Sound understanding of Government policies. *Knowledge of the implementation of Occupational Health and Safety Act (OHS) and the National Water Act (Act No. 36 of 1998). *Knowledge and understanding of Government procurement system. *Good interpersonal relations, presentation, organising and analytical skills. *Good communication skills (written and verbal). *Computer literacy. *The successful candidate will be travelling extensively and will be away from home for long periods of time.

DUTIES : *Calibrate and evaluate gauging weirs. *Perform quality control tasks on calibrations, evaluations and data processing done by subordinates. *Compile relevant monthly statistics and progress reports. *Do research on station history and update Hydstra database. *Manage people.

ENQUIRIES : Mr. D Viljoen / T Brandt. tel. (015) 307 8600

APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. K.H Makola

CLOSING DATE : 07 March 2008

NOTE : No official housing available

POST 07/205 : **CHIEF INDUSTRIAL TECHNICIAN (SURFACE WATER) (R4/5/592411/1/EC)**

SALARY : R 132 054 per annum

CENTERS : 3 posts Cradock
2 posts East London

REQUIREMENTS : An appropriate National Diploma (T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Hydrology as a subject. Appropriate experience and clearly demonstrating good understanding and competence in all facets of the practices, maintenance methods, data Collection techniques, data processing, calibration of gauging weirs and all systems applied in the full spectrum of the Hydrometry field. Good technical problem solving abilities. Appropriate experience in project management, field works, formulating and setting of standards, managerial and administrative fields. A sound understanding of Government Policies, knowledge of the implementation of Occupational Health and Safety Act (OHS); knowledge and understanding of Government Procurement system, Environment Conservation and the National Water Act (Act no. 36 of 1998) Good interpersonal relations (good human relations) presentation-, organising- and analytical skills. Good communication skills. Understanding Xhosa will be a recommendation. Computer literate Valid drivers license and willingness to travel and work away from home.

DUTIES : Supervise, implement and perform day-to-day Hydrometry in one or more sub-regions in the Hydrology Division of the Eastern Cape CMA 12 / CMA 15. Collection and processing of data Light maintenance at gauging sites Calibration of gauging sites – (complete process including surveying and current gauging) Identify proper sites for gaugings Technical problem solving Record keeping and reporting Act as Officer in charge of the program for a maintenance team operating in sub-region. Perform duties of site agent on construction site in sub-region Planning, surveying, design and drawing of plans for structures Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Provisioning services/responsibilities regarding equipment and materials used in sub-region. Supervise, provide guidance and train sub-ordinates.

ENQUIRIES : Mr. P.J. Oosthuizen Telephone no. (048) 881 3006

APPLICATIONS : Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr M.Z. Sihya

CLOSING DATE : 22 February 2008

<u>POST 07/206</u>	:	<u>SNR GEOGRAPHERS (2 POSTS) (INFORMATION MANAGEMENT) (R 4/4/594400/2/EC)</u>
<u>SALARY</u>	:	R 132 054 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	Applicants should have in their possession either a Bachelor's degree in Geography or Environmental Sciences (or equivalent qualification thereof). General knowledge of cartographic and map making skills compiled with relevant experience. Computer literate with IT and specialist GIS knowledge in the following areas: General Website maintenance, ArcIMS, ArcSDE and any other GIS software experience. Knowledge of metadata standards and updating of Metadata Knowledge and experience in GIS database design and production processes as well as quality assurance procedures. Comprehensive knowledge of map projections, co-ordinate systems spheroids and datums. Good written and verbal communication skills. A valid code 08 driver's license.
<u>DUTIES</u>	:	Liaise with clients to determine their specific mapping requirements and give advice regarding appropriate GIS visualization. Design, produce and update maps for DWAF clients in line with DWAF Clearing House specifications and formats. Provide cartographic and design inputs for GIS web-based mapping services. Source, collate, edit or manipulate GIS data to DWAF standards and specifications. Conversion of Computer-aided design (CAD) and other formats including GPS data in GIS format and importation into geo-databases. Using relevant cartographic experience to determine suitable scales, projections etc for good map productions and documentation. Perform quality assurance on data updated by the Water Service Authorities (WSAs). Backup and archiving of GIS data in line with DWAF GIS policies.
<u>ENQUIRIES</u>	:	Mr. N.G Muthumuni, Tel (043) 604 5555.
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihya, Tel: (043) 604 5476
<u>CLOSING DATE</u>	:	22 February 2008
<u>POST 07/207</u>	:	<u>SNR INDUSTRIAL TECHNICIAN (SURFACE WATER) (R4/5/592421/1/EC)</u>
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTERS</u>	:	3 Cradock 2 East London
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Hydrology as a subject. Appropriate experience and clearly demonstrating good understanding and competence in all facets of the practices, maintenance methods, data Collection techniques, data processing, calibration of gauging weirs and all systems applied in the full spectrum of the Hydrometry field. Good technical problem solving abilities. Appropriate experience in project management, field works, formulating and setting of standards, managerial and administrative fields. A sound understanding of Government Policies, knowledge of the implementation of Occupational Health and Safety Act (OHS); knowledge and understanding of Government Procurement system, Environment Conservation and the National Water Act (Act no. 36 of 1998) Good interpersonal relations (good human relations) presentation-, organising- and analytical skills. Good communication skills. Understanding Xhosa will be a recommendation. Computer literate Valid drivers license and willingness to travel and work away from home.
<u>DUTIES</u>	:	Supervise, implement and perform day-to-day Hydrometry in one or more sub-regions in the Hydrology Division of the Eastern Cape CMA 12 / CMA 15. Collection and processing of data Light maintenance at gauging sites Calibration of gauging sites – (complete process including surveying and current gauging) Identify proper sites for gaugings Technical problem solving Record keeping and reporting Act as Officer in charge of the program for a maintenance team operating in sub-region. Perform duties of site agent on construction site in sub-region Planning, surveying, design and drawing of plans for structures Apply

	commercial software and in-house computer software to achieve maximum efficiency in performing duties. Provisioning services/responsibilities regarding equipment and materials used in sub-region. Supervise, provide guidance and train sub-ordinates.
<u>ENQUIRIES</u>	: Mr. P.J. Oosthuizen Telephone no. (048) 881 3006
<u>APPLICATIONS</u>	: Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600.
<u>FOR ATTENTION</u>	: Mr M.Z. Sihya
<u>CLOSING DATE</u>	: 22 February 2008
<u>POST 07/208</u>	: <u>SENIOR AQUATIC TECHNICIANS (3) (R4/6/593132/1/EC)</u>
<u>SALARY</u>	: R 106 335 per annum
<u>CENTRE</u>	: East London and Mthatha (WMA 12) ,Port Elizabeth (WMA15)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a senior certificate and a 3 Year tertiary qualification in one of the following Biology, Chemistry, Hydrology, Zoology, Botany and/or Physics. The following will serve as recommendations: Computer literacy and sound knowledge of Microsoft office, Good verbal and written communication skills, Ability to work under pressure, Valid Drivers License, Willingness to travel throughout the Eastern Cape Province, have some experience in River Surveys and Bio-monitoring.
<u>DUTIES</u>	: The successful candidate will report to the Resource Protection Manager and be responsible for the following duties: Routine Monitoring and Sampling, Data capturing, river surveys, report writing and compilation of the SoR Report. Attend meetings on behalf of the section. General Admin and stock/equipment control of the office.
<u>ENQUIRIES</u>	: PL Gasa-Lubelwana (043) 7223805
<u>APPLICATIONS</u>	: The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	: Mr. M. Z. Sihya
<u>CLOSING DATE</u>	: 22 February 2008
<u>POST 07/209</u>	: <u>SENIOR GEOHYDROLOGICAL TECHNICIAN</u>
<u>SALARY</u>	: R106 335 per annum
<u>CENTRE</u>	: Bloemfontein (192210/80135/1)
<u>REQUIREMENTS</u>	: An appropriate recognised three-year degree/national diploma in Geology, Geohydrology, Engineering, or related discipline. Knowledge and / or experience in geology, geophysics, monitoring equipment and monitoring networks. A valid driver's license. Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	: Key Performance Areas: Implementation of the National Water Act, Act 36 of 1998 and National Water Resource Strategy. Supporting the management of groundwater resources with respect to quantity and quality through registration, licensing, and verification of groundwater uses in terms of the National Water Act, Act 36 of 1998. Support the management and maintenance of groundwater monitoring networks. Data collection, capturing, correction, reporting and supporting the management of the groundwater information system. Exploration for and the development of groundwater resources. Assessment of groundwater resources. Raising awareness among groundwater users to create a better understanding of groundwater. Financial, administrative, human resource management and training within the division. The successful candidate will perform the above-mentioned duties within Upper Orange Water Management Area.
<u>ENQUIRIES</u>	: Mrs. Yolanda Kotzé, tel. (051) 405 9000
<u>APPLICATIONS</u>	: Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	: Ms M. van Rooyen
<u>POST 07/210</u>	: <u>WATER POLLUTION CONTROL OFFICER (2 POSTS)</u>
<u>SALARY</u>	: R106 335 per annum

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein (192110/80135/1/2)
	:	An appropriate recognized three-year tertiary qualification in chemistry, Biochemistry, Microbiology, Botany, Zoology, Earth Resources or Engineering or any relevant field of study. A valid driver's license. Computer literacy, experience in a water and mining related field, Environmental Impact Studies and Environmental Management Plans.
<u>DUTIES</u>	:	Key Performance Areas: Apply policies and strategies for water quality management in a designated area to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act 36 of 1998. Provide professional advice to Local Authorities, mines and industries.
<u>ENQUIRIES FOR ATTENTION APPLICATION</u>	:	Mr W Grobler tel (051) 405 9000
	:	Ms. M. van Rooyen
	:	Chief Director: Department of Water Affairs & Forestry, Private Bag 528, Bloemfontein 9300 or second floor Bloem Plaza Building, c/o Maitland & East Burger Street Bloemfontein 9300.
<u>POST 07/211</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: WATER SECTOR</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 per annum
	:	Bloemfontein (194210/ 80135/ 1)
	:	An appropriate recognized three-year degree/ diploma certificate and appropriate experience. A valid drive's license, experience in project management, as well as in the community development field. Good communication as well as liaison and interpersonal skills, computer literacy. (Ms Word). Knowledge of the political and social dynamics of the role-players in the Province.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the overall project management of the Education Programs in the Region which involves: Overseeing the implementation of 2020 vision for Water Education programs. General administrative tasks, including provisioning administration. Basic Financial Management. Formalising partnership with Department of Education and Department of Sport, Arts and Culture. Represent the Department in the Provincial Environment Education Forum. Represent the region in the regional co-ordinators Forum and distribute educational resource material.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P Mohapi (051) 405 9000
	:	Chief Director: Department of Water Affairs & Forestry, Private Bag 528, Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Ms. M. van Rooyen
<u>POST 07/212</u>	:	<u>FORESTER (IFM) X 2</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 106 335 per annum
	:	Makhado/Letaba
	:	*An appropriate recognised three-year tertiary qualification or related field plus appropriate experience. *Knowledge of indigenous forests, woodland and grassland monitoring. *Understanding of Criteria, Principles, Indicators and Standard (C,P,I and S) and protected area system planning for Indigenous Forests of South Africa. *Knowledge of National Forest Act (Act 84 of 1998) and National Veld and Forest Fire Act (Act 101 of 1998). *Computer literacy. *Excellent written and verbal skills. *Willingness to travel extensively. *Leadership and motivational skills.
<u>DUTIES</u>	:	*Responsible for managing indigenous forest in the province. *Manage Participatory Forest Management structures and livelihood projects. *Monitor biodiversity in State forests, enforcement and compliance. *Working with service providers conducting research in State forest. *Monitor access and resource utilization. *Recreational facilities and fire protection management. *Promote linkage with stakeholders that have an interest in environmental management. *Enforce compliance in environmental issues. *Raise awareness.
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>ENQUIRIES FOR ATTENTION</u>	:	Mrs. Ramatshimbila T.V, tel. (015) 516 5734/0201
	:	Mr. K.H Makola

<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/213</u>	:	<u>WATER POLLUTION CONTROL OFFICER (3 POSTS)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification in the Natural/Earth Sciences or equivalent qualification in one of the following fields: Chemistry, Environmental Science, Water Care, Microbiology and Chemical Engineering. Recommendations: *Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. *Understanding of integrated water resources management (IWRM) *Interest in minimising impacts from mines, industries, agriculture and urban development. *Computer literacy. *Good communication skills (written and verbal).
<u>DUTIES</u>	:	*Assess and monitor water resources using policies, strategies and guidelines on Water Quality Management, particularly on Urban Development, Mining, Industrial Water and Waste Water Management. *Provide professional services on the issuing of water use license in terms of the National Water Act, 36 of 1998. *Implement and enforce National Water Act, 36 of 1998, policies and strategies on water quality management, particularly regarding mining, industrial, municipal and agricultural activities. *Manage water quality aspects and impacts at designated catchments. *Establish and sustain effective liaison with Provincial and Local Governments on issues relating to the protection of water resources. *Participate and assist in the development of strategies in the following fields: Water Quality Management, Catchment Management and National Water Resource Management.
<u>ENQUIRIES</u>	:	Mr. Mabada H.D, Tel. tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.P Makgakga
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/214</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (2 POSTS)</u> (Sustainable Programmes and Water Services Development Monitoring)
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and/or registration as Engineering Technician in terms of the Engineering Professions Act of South Africa. Recommendation: *Project Management. *Experience in projects planning and implementation. *Good written and verbal communication skills. *Computer literacy, preferably in MS Excel, Word and PowerPoint.
<u>DUTIES</u>	:	*Assist and support the Water Services Authorities in the implementation of the water services projects. *Verify the active water services sector project data. *Maintain projects history information. *Prepare progress reports of the water services projects. *Evaluate the water services sector technical reports. *Attend the sector technical meetings and visiting active projects.
<u>ENQUIRIES</u>	:	Mr. N.V Matshinyatsimbi, tel. (015) 290 1200
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.P Makgakga
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/215</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (CIVIL) (4 POSTS)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Hydrometry Tzaneen
<u>REQUIREMENTS</u>	:	*An appropriate recognised National Diploma (T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Professions Act of South Africa, 1990. *Hydrology as a subject.

		*Appropriate experience and clearly demonstrating good understanding and competence in all facets of practices, maintenance method, data collection techniques, data processing, calibration of gauging weirs and all systems applied in the full spectrum of the Hydrometry field. *Good technical problem solving abilities. *Appropriate experience in field work, formulating and setting of standards. *Sound understanding of Government policies. *Good interpersonal relations, presentation, organising and analytical skills. *Good communication skills (written and verbal). *Computer literacy. *The successful candidate will be traveling extensively and will be away from home for long periods of time.
<u>DUTIES</u>	:	*Perform data collection and process time series data. *Calibrate gauging weirs by means of surveying and current gauging at gauging stations. *Install and maintain all spheres of measuring equipment. *Technical report writing. *People management.
<u>ENQUIRIES</u>	:	Mr. T Brandt, tel. (015) 307 8600
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.P Makgaka
<u>NOTE</u>	:	No official housing available
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/216</u>	:	<u>INDUSTRIAL TECHNICIAN (WATER RESOURCE MANAGEMENT) (2 POSTS)</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Bloemfontein (192220/ 80133/1)
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma (T/N stream) or registration as Engineering Technician in terms of section 14(10) or 14(2) of the Engineering Profession of South African Act, 1990. Appropriate experience in Water Resource Management. Knowledge of water-related Government legislation, i.e. National Water Act. Computer literacy. Good written skills and verbal communication skills. A valid Code 08 driver's licence and willingness to travel.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for catchments management and water supply and abstraction control. Register and licence water users in Upper Orange and Middle Vaal Water Management Areas. Manage, control and verify water use in the named water management areas. Perform general office duties
<u>ENQUIRIES</u>	:	Mr PS Van Der Walt tel (051) 405 9000.
<u>APPLICATIONS</u>	:	Chief Director Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms M. van Rooyen
<u>POST 07/217</u>	:	<u>SENIOR WATER CONTROL OFFICER (R4/8/521500/1/EC)</u> Office: Fish Sunday's River GWS (Glen Melville Dam)
<u>SALARY</u>	:	R68 955 per annum
<u>REQUIREMENTS</u>	:	Grade 10 Certificate; Code B or EB driver licence Recommendations: A certificate in Water Measurement and distribution test course Relevant experience in the field of water distribution, and water measurement. A mathematical background is essential for this position. Good communication and interpersonal skills Problem Solving – Ability to solve practical problems
<u>DUTIES</u>	:	General Administration Management Ensuring compliance with the OHS Act People Management Ensure proper collecting hydrological data including water meter readings Keep accurate and proper records of water consumption Operate and test infrastructure as per O&M manual and EEP on a regular basis. Reporting on all unauthorised activities and abstractions by water users Report all faulty infrastructure(s) Communicate flood warning to all relevant parties. Training, development and evaluation of personnel Promote Transformation within the sub-sections under his control
<u>ENQUIRIES</u>	:	Mr. F Janse Van Rensburg, Tel: (042) 2431172, Cell: 082 807 5394 Mr. J. Masoes, Tel: (042) 2431172, Cell: 082 888 7113
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Mr. M. Z. Sihiya

CLOSING DATE : 22 February 2008

POST 07/218 : **SENIOR WATER CONTROL OFFICER(R4/8/521500/2EC)**
 Directorate: National Water Resource Infrastructure – Southern Region
 Office: Fish Sunday's River GWS (ELANDSDRIFT DAM)

SALARY : R68 955 per annum

REQUIREMENTS : Grade 10 Certificate; Code B or EB driver licence. Recommendations: A certificate in Water Measurement and distribution test course Relevant experience in the field of water distribution, and water measurement. A mathematical background is essential for this position. Good communication and interpersonal skills Problem Solving – Ability to solve practical problems

DUTIES : General Administration Management Ensuring compliance with the OHS Act People Management Ensure proper collecting hydrological data including water meter readings Keep accurate and proper records of water consumption Operate and test infrastructure as per O&M manual and EEP on a regular basis. Reporting on all unauthorised activities and abstractions by water users Report all faulty infrastructure(s) Communicate flood warning to all relevant parties. Training, development and evaluation of personnel Promote Transformation within the sub-sections under his control

ENQUIRIES : Mr. F Janse Van Rensburg, Tel: (042) 2431172, Cell: 082 807 5394
 Mr. J. Masoes, Tel: (042) 2431172, Cell: 082 888 7113

APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry,
 Private Bag X7485, King William's Town 5600

FOR ATTENTION : Mr. M. Z. Sihya

CLOSING DATE : 22 February 2008

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

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 29 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.

MANAGEMENT ECHELON

- POST 07/219** : **DIRECTOR RISK MANAGEMENT: 70048826**
Directorate: Financial Management
- SALARY** : R540 429 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : B-degree or equivalent tertiary qualification. A post graduate qualification in risk management would be an added advantage. At least three years auditing experience or risk management experience.
- DUTIES** : Coordinate DED's Control Self Assessment Workshops, Impart knowledge on risk assessments to workshop participants, Ensure there is consistency in the risk language and rating criteria used in workshops, Facilitate candid discussion among workshop participants, Obtain/ enhance knowledge of DED's business to add value to the process, sure participants can clearly identify strategic risks. Maintenance of risk register. Train business units of maintenance of risk register, Ensure register is updated on a quarterly basis, Assist business unit with ranking and prioritisation of risks, Implementation of formal risk information system. Create/Promote Awareness about risk management throughout DED. Make presentations to Top Management on topical issues relating to risk management, Post pertinent risk management articles on the DED intranet / internal newsletter, Prepare information brochures to be used as part of the staff induction process/ awareness campaign, Represent DED in Risk Management forums. Formulate and ensure implementation of risk mitigation plans. Coordinate risk committee meetings in DED, Co-ordinate meetings with business unit managers in DED to discuss risk mitigation plans, Review plans compiled by business unit managers for adequacy, Follow-up on outstanding risk mitigation plans and escalate to CFO, Periodic risk assessment of major projects, Identify relevant legal and regulatory compliance requirements, Implementation of ERM framework. Update risk management strategy and policies annually. Formulate risk management strategies, Review and maintain risk management policies, Update BCP's / DRP's at Business Unit level as and when the need arise, Responsible for managing changes in individual business units' plans and ensuring these are updated timely, Update fraud prevention plan annually, Responsible for ensuring that fraud and corruption risks identified during risk assessments and during interviews with selected DED officials are pro-actively addressed. Test the DED BCP/ DRP bi-annually. Responsible for co-ordinating the nature, extent and timing of the testing, in consultation with DED's DDG's. Risk reporting. Consolidate the outcome of incidents and tests into one report for CFO, Provides analysis and insight and recommends possible corrective action, Prepare quarterly risk reports for audit committee and Provincial Treasury, Investigate and follow-up on control breakdown incidents and report results to CFO, Monitor and report on implementation of AG's recommendations in management letter, Responsible for follow-up of target dates for implementation of recommended corrective action, Provides assurance regarding the adequacy and effectiveness

of corrective actions implemented, Provides CFO with feedback on target dates not met and implications for DED. Update internal audit coverage plan Coordinate annual update of risk assessment, Identification of top risks, Advise Internal Audit on outcome of latest risk assessments, Liaise with Internal Audit to update three-year coverage plan, Update coverage plan for new and emerging risks.

ENQUIRIES : Siphwe Nhlapho : Tel. No (011) 355- 8540

GAUTENG YOUTH COMMISSION

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 : 03 March 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 07/220 : **PERSONAL ASSISTANT TO THE CEO REF. NO. 70048801**
 Directorate: Office of the CEO

SALARY : R106 335 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have thorough proven knowledge, understanding and 2-5 years experience in the secretarial and/or office management field, as well as a Grade 12 qualification. A relevant tertiary qualification such as a National Diploma will be an added advantage. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills. Computer literacy is essential and a valid drivers' license would be an added advantage.

DUTIES : Arrange business meetings for the CEO, including preparing agendas, minute taking and follow up on decisions taken during the meetings. Screen/ transfer calls and handle telephonic as well as other enquiries from internal and external clients. Manage the CEO's diary and office supplies. Type documents/ correspondence and conduct proper filing thereof. Handle travel and other logistical arrangements for meetings/ workshops/ events. Take minutes at meetings. Obtain, collate and compile information for management reports. Handle office correspondence and distribute accordingly. Co-ordinate inputs from relevant officials. Accompany the CEO on some visits if required to assist with administration and logistical arrangements. Scrutinize submissions/ reports and make abbreviated notes and/or recommendations for the CEO. Administer leave forms and telephone accounts for the component. Assist in the effective administration of the budget for the Office of the CEO. Co-ordinate and administer the payment of financial and procurement claims for the component. Keep up to date with regard to the applicable prescripts, policies and procedures to ensure effective and efficient support to the CEO.

ENQUIRIES : Ntswaki Lephuthing: (011) 403 - 1636

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 07/221** : **MANAGER: CORPORATE COMMUNICATIONS – REF NO: 70048714**
Directorate: Communications Services
- SALARY** : R 369 000 – 427 836.00 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Appropriate degree or equivalent qualification with relevant experience in Public Sector communication. Minimum 5 years in the communications environment and experience in a middle management position. Advanced Computer Literacy. Post graduate qualification could be an advantage. Person Profile: Strategic Leadership, Project Management, Performance Management, Financial Management, People management and empowerment, Customer relationship Management, Problem Solving, Analytical Communication and Service Delivery innovation.
- DUTIES** : Manage and promote the GSSC brand and corporate identity. Overall management of the GSSC intranet website and ensure adherence to standards laid down by the Department. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Source and manage the provision of professional DTP, media design, video and photographic services for GSSC. Develop and implement effective marketing and advertising strategies, including print, electronic media and radio advertisements. Ensure effective and efficient management of the directorate. Assist with budgeting and budget control. Manage staff and their development.
- ENQUIRIES** : Khusela Sangoni, Tel No: (011) 689-8261
CLOSING DATE : 29 February 2008
- POST 07/222** : **COMMODITY SPECIALIST: MEDICAL EQUIPMENT – REF NO: 70048803**
Directorate: Procurement
- SALARY** : R196 815 – 228 492 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant business/purchasing degree or diploma or equivalent qualification. At least two years experience in procurement and/or supply chain management position, knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement in various sectors (medical equipment and sundries). Experience in vendor management and SMME development. Experience in managing large budgets. Experience and understanding of the South African vendor market. Experience in a service industry is preferred. Person Profile: Business acumen, analytical, decision maker, negotiator, problem solver communicator, innovator and aims for continuous improvement.
- DUTIES** : Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices. Structure long term vendor and end-user relationships. Unpack budget requirements with users, development and implement short to long term plans. Responsible for tender management, by viewing all tenders and recommending and adjudicating in line with delegations. Responsible for vendor management to ensure products and services from vendors at best prices, and quality. Actively supporting and developing accredited SME's through providing guidance, hand holding and arranging for training. Stock management per commodity group to ensure serviceability to users whilst minimizing stock holding costs and maximizing stock turns. Provision of technical assistance for complex departmental purchases and service requirements. Procuring goods and service levels on time and ensure

contractual obligations are met in full. Providing leadership and guidance to subordinates. Analysis of production and performance reports and preparation of reports for management pack.

ENQUIRIES : Michael Swanepoel, Tel No: (011) 689-8338
CLOSING DATE : 29 February 2008

POST 07/223 : **PRACTITIONER : SALARY ADMINISTRATION*3 REF: 70048653**
 Directorate: Finance Services

SALARY : R 85 362 – R99 108 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric with Maths, English and Accountancy and one year or more in the same or similar job. Knowledge of accounting principles, practices & concepts, National & GPG Treasury Regulations plus Persal, BAS and PFMA. Person Profile: The person must show competency in communication, customer management and results driven with a focus in quality output. The incumbent must be a problem solver, be analytical, computer literate and show initiative.

DUTIES : Amendments administration on: Salary, Benefits, In service debt administration. Bank details amendment. Query handling.

ENQUIRIES : Tshepo Moloi : Tel No (011) 689 -6192
CLOSING DATE : 22 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 07/224 : **CHIEF EXECUTIVE OFFICER REF: 70048662**
 Directorate: Ekurhuleni Sedibeng Health Region
5 Years Performance Contract.

SALARY : R540 429 per annum (All inclusive remuneration package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Appropriate tertiary qualification in Health sciences. Honours degree will be an added advantage 3-5 years managerial experience in Hospital Management from a level of a Deputy Director and above. A valid drivers License. Advanced computer literacy. Strategic thinker, excellent negotiator, highly skilled communicator, people-centred and service-orientated leader and a decision-maker. Honesty, loyalty, integrity, trustworthy, transparency and openness. Knowledge in protocols and policy formulation, experience in multi-disciplinary teams and project management, organization and facilitations skills. Prepared to work irregular hours (i.e. after hours, during holidays and over the weekend), travel extensively. Work under pressure and able to initiate strategies that enhance performance of the staff in general. Ability to engage the community in managing the hospital.

DUTIES : Responsible for giving strategic direction of the hospital in the context of legislative requirements, Strategic Programme of Action and the Quality Health Care Programme of the Department. Responsible for the overall management of the resources (i.e. Human resource, financial resources, supply chain management, Capital projects, Health information, and Information technology). Monitor and evaluate performance of the hospital and its employees. Coordinate

the activities of the hospital from operational to strategic levels. Ensures that both clinical and non-clinical quality and standards are maintained and improved.

ENQUIRIES : Modise Makhudu, Tel no: (011) 876-1817
CLOSING DATE : 29 February 2008

OTHER POSTS

POST 07/225 : **DEPUTY DIRECTOR: FINANCE REF NO: 70048594**
 Directorate: Emergency Medical Services

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

CENTRE : Midrand
REQUIREMENTS : A recognized Bachelor's Degree or relevant tertiary qualification in Financial Management. 3-4 years experience in Finance. Outstanding budget planning & analytical skills, cost accounting and management skills, knowledge of PFMA, BAS, Treasury Regulations and DORA. Experience in revenue management.

DUTIES : To develop, implement and maintain effective and efficient budgeting, financial analysis and accountability mechanisms. Facilitate the planning, development and coordination of multi year budgeting (MTEF). Revenue collection and management. Compile and submit inputs in respect of budget matters, financial statements and monthly reports. Advise on and costing of the financial consequence of new department policies and any planned changes to existing policies. Advise managers on all finance and budgeting matters. Maintain sound financial reporting in accordance to the PFMA, Regulations and GAAP. Serve as a member on the various management structures. Put in place systems for management of transfer payments.

ENQUIRIES : Dr. M. Mazizi, Tel No: (011) 564 - 2202
CLOSING DATE : 25 February 2008

POST 07/226 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 70048595**
 Directorate: Emergency Medical Services

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

CENTRE : Midrand
REQUIREMENTS : Relevant 3-year degree or equivalent qualifications, at least 3 years experience in middle management position. Knowledge of PERSAL, labour legislations, general knowledge of Public Service. Regulations PSCBC resolutions & Employment Equity Principles.

DUTIES : Effective management and leadership of the Human Resource component. Ensure labour peace through compliance with all relevant enabling LR prescripts. Advise both management and staff on all HR matters. Ensure the effective implementation of recruitment and selection policy. Management of the PMDS from level one to twelve & SMS. Oversee and manage all job evaluation cases. Implement, monitor and evaluate HR and other projects assigned from time to time. Serve as a member of the various management structures within the Department. Ensure effective implementation of EAP. Ensure proper management of training. Ensure that proper systems are in place to control and monitor overtime.

ENQUIRIES : Dr. M Mazizi, Tel No: (011) 564 - 2202
CLOSING DATE : 25 February 2008

POST 07/227 : **DEPUTY DIRECTOR: LOGISTICS AND FLEET MANAGEMENT REF NO: 70048596**
 Directorate: Emergency Medical Services

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

CENTRE : Midrand

<u>REQUIREMENTS</u>	:	Relevant National diploma or equivalent with minimum 5 years experience as well as knowledge in logistics and finance in EMS. Financial experience. Understanding of PFMA. Fleet management experience. Experience and understanding of Government Procurement Procedures.
<u>DUTIES</u>	:	Management of the EMS and PPT vehicle fleet. Accident investigation of vehicle accidents. Put in place systems to ensure reduction of vehicle downtime. Upgrade of the vehicle fleet with suitable vehicles. Involved with tender adjudication and ensure that ordering and control of capex is established. Set up ordering systems for disposables and controls thereof. Involvement with the establishment of EMS in a system within the PFMA and National Treasury Regulations. Staff supervisory functions and empowerment and development in logistics and fleet management. Research in the utilization of new equipment and ensuring that new and updated equipment is utilized. Budget and financial management. Regular reporting to supervisor.
<u>ENQUIRIES</u>	:	Dr. M Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 07/228</u>	:	<u>SPECIALIST / SENIOR SPECIALIST (PSYCHIATRY) REF: 70048669</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R353 871 – 383 844 per annum (All inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification in the applicable health science plus current registration with the HPCSA as a specialist. Computer literacy, managerial and financial skills re budgetary processes will be an advantage. Appropriate experience in a psychiatric environment may determine the level of the appointment.
<u>DUTIES</u>	:	Co-ordinate specialist services to ensure equitable distribution of all resources to achieve optimal patient care. Provide clinicians with advice to add diagnosis management and treatment of patients. Teaching and mentoring of staff. Budget management and performance evaluation of staff. Assist with budget planning and equipment of the department.
<u>ENQUIRIES</u>	:	Dr. N Msibi, Tel no: (016) 930-3303
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/229</u>	:	<u>PRINCIPAL MEDICAL OFFICER REF NO: 70048688</u> Directorate: Medical Services
<u>SALARY</u>	:	R 311 358 (all inclusive packages)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Registration as a medical officer with HPCSA. Experience between two and five years service after registration. Participation in the commuted overtime dispensation. Good communication and management skills.
<u>DUTIES</u>	:	Comprehensive patient care. Diagnosis, treatment, prescribing and referral for specialised treatment. Treatment of outpatients, inpatients and casualty cases as well as ward rounds. Guidance and training of entry level staff when necessary. Attend to duties as delegated by the head of the department. Work as part of multidisciplinary team. Manage resources including human resources and participate in strategic planning. Develop and implement the clinical governance strategy, policies and protocols in accordance with the department's priorities.
<u>ENQUIRIES</u>	:	Dr.N.Soe, Tel No: (012)380-1234
<u>CLOSING DATE</u>	:	04 March 2008
<u>POST 07/230</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 70048597</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R311 358 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs)
<u>CENTRE</u>	:	Midrand

<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree or relevant tertiary qualification in Financial Management. 3-4 years experience in Financial Management. Knowledge of PFMA, BAS, Treasury Regulations and DORA.
<u>DUTIES</u>	:	Assist in the development, implementation and maintenance of budgeting, financial analysis and accountability mechanisms. Assist in the planning, development and coordination of the MTEF budgeting process. Revenue collection and management. Assist the financial manager in preparation of all financial reports in accordance with the PFMA, Regulations and Generally Accepted Accounting Practice. Assist management with the smooth financial management of the unit. Ensure a good understanding of all matters pertaining to finances of the unit and develop appropriate systems for the effective management of the unit. Serve as a member on the various management structures within the Department.
<u>ENQUIRIES</u>	:	Dr. M. Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 07/231</u>	:	<u>ASSISTANT DIRECTOR: EMS CONTROL CENTRE SYSTEMS REF NO: 70048598</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Diploma in Computer Technology with minimum 2 years post qualification experience in network systems. A+ certificate and MCSE qualification. Good computer, office organizational, work organizational and prioritization skills. Good interpersonal relations, code B driver's licence. Previous experience in control centre systems would be preferred.
<u>DUTIES</u>	:	Manage technical systems at Metro Control. Monitor contractors performing maintenance and repair on technical systems. Advice on new system specifications and assist in drafting tenders. Compile regular reports with recommendations. Make inputs on budget planning. Assist in doing overall strategic planning. Function as network administrator for the control centre. Assist in the development & provisioning of relevant training to control centre officials. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Dr. V. Wessels, Tel No: (011) 564 - 2019
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 07/232</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 70048599</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Relevant 3-year degree or equivalent qualification & relevant experience. Knowledge of Human Resource Management, knowledge of EAP, general knowledge of Public Service Regulations, Employment Equity Principles. Knowledge of Batho Pele Principles also experience in training and development, Employee Wellness Programmes. Knowledge of PMDS and Job Evaluation. Strategic planning, computer programmes and project management skills.
<u>DUTIES</u>	:	Coordination of EAP activate within the section. Advise both management and staff on all EAP matters. Serve as a member of the various management structures within the Department. Provide technical support and assistance to the HR Manager on all HR matters. Management, supervision, development and appraisal of staff. Implement, monitor and evaluate HR and other projects assigned from time to time. Coordinate training and development within the unit.
<u>ENQUIRIES</u>	:	Dr. M Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	25 February 2008

<u>POST 07/233</u>	:	<u>ADVANCED LIFE SUPPORT PARAMEDIC REF NO: 70048851</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Province: (Regions: A, B, &C) including. Odi/Themba & Metsweding
<u>REQUIREMENTS</u>	:	Registered critical care assistant or higher. Registration with HPCSA as paramedic. Computer literacy and valid code 8 driver's license with PrDP for transportation of passengers.
<u>DUTIES</u>	:	Primary response to emergency calls. Assist with implementing quality assurance programmes for Emergency Medical Services inter hospital transfer of patients. Special events standby. Incident management. Ensure effective communication with regard to patients, colleagues, other services and members of the public. Teaching, training and mentoring of junior staff.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2003
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/234</u>	:	<u>STOCK CONTROL MANAGER REF NO: 70048852</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification RVQ 13. At least 5 years experience in Stores and Supply Chain Management. Knowledge of procurement systems, Supply Chain Management, PFMA and computer literacy. Experience in a health environment would be an advantage.
<u>DUTIES</u>	:	Management of functions in stock control unit. Ensure compliance with all relevant legislation and policies. Ensure the all aspects of record keeping of stock in the warehouse and outgoing stock. Implement minimum and maximum storage levels. Supervise the use of the bincards, VA 10 and VA 11 and all other relevant systems. Responsible for stock counts and reporting. Responsible for stock replenishment. Responsible for issuing of stocks. Management and evaluation of staff.
<u>ENQUIRIES</u>	:	Dr. M.G. Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/235</u>	:	<u>ASSET MANAGER REF NO: 70048853</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification RVQ 13. At least 5 years experience in Asset Management. Knowledge or procurement systems, Supply Chain Management, PFMA and computer literacy. Experience in a health environment would be an advantage.
<u>DUTIES</u>	:	Management of functions in asset control unit. Ensure compliance with all relevant legislation and policies. Maintain an asset register in compliance with relevant rules and regulations. Management and evaluation of staff. Implement and monitor acquisitions, maintenance and disposal plans of the assets of the unit. Reporting of assets and assets related issues in line with the Department's policies and practices.
<u>ENQUIRIES</u>	:	Dr. M.G.O. Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/236</u>	:	<u>PROJECT MANAGER (HAST) REF: 70048670</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	PNA's OP MAN GR 1 GEN R 186 030 – 209 379 R 215 661 – 242 730 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Health or related sciences or equivalent qualification and experience. Extensive project management experience. Good knowledge of and

		involvement in HIV, AIDS and TB related programmes and policy work. Financial and human resource management experience. Good communication (written and verbal), management and leadership skills. Must be prepared to travel throughout the province and provide intense support to regions and facilities. Must be prepared to work under pressure. A valid code 8 driver's licence.
<u>DUTIES</u>	:	Oversee co-ordination of activities related to the implementation of the comprehensive care, management, and treatment plan for persons living with HIV and AIDS. Supervise and co-ordinate the effective management of human and finance resources attached to the execution of provincial business plan. Liaise with nutrition sub directorate, information systems, directorates, NHLS, human resource directorate, communications directorate, VCT programme, PMTCT programme, TB programme, facility project managers, district health services, other provincial and national counterparts to ensure systems are in place. Liaise with external stakeholders, NGO's lobby groups, traditional healers, councilors, CBO's and FBO's to ensure collaboration. Report to the provincial director and national department of health on a regular basis on identified indicators for monitoring of implementation. Provide secretarial support to the Director for HIV/AIDS. Ensure availability of data on Nutritional supplements.
<u>ENQUIRIES</u>	:	Dr. S Jama, Tel no: (016) 930-3427
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/237</u>	:	<u>PRINCIPAL PHARMACIST REF: 70048671</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R172 449 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Pharmacy Council. Good written and communication skills. Ability to work as a team. Computer literacy. Comprehensive understanding of HIV and AIDS antiretroviral agents and pharmacovigilance.
<u>DUTIES</u>	:	Ensure proper drug supply management acquisitioning, prepacking, manufacturing and compounding, distributing, storage and use of medicine and the supervision thereof. Implementation of the Standard Operating Procedures, good harmacy practice, norms and standards. Implement and maintain security measures. Evaluating medicine needs and budget control. Counseling of patients to ensure optimal compliance with the use of medication. Advice and support to patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacovigilance and drug related issues namely interactions, drug metabolism, etc.
<u>ENQUIRIES</u>	:	Dr. NA Msibi, Tel no: (016) 930-3303
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/238</u>	:	<u>PROFESSIONAL NURSE (PN3) - (GENERAL NURSING) REF NO: 70048895</u> Directorate: Randfontein Mou
<u>SALARY</u>	:	R160 470 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Diploma in General Nursing and Midwifery. Registration with SANC. Management experience and MOU background. Counseling and conflict management skills.
<u>DUTIES</u>	:	Provision of General management, supervision and control of Health Care Services. Develop and Manage the facility budgetary system. Complete performance and evaluation reports for staff members. Be part of Sub-District management team. Ensure completion of quality care. Help with management report to the next management level as required. Implement strategies for reduction of waiting times in the Facility. Implement MOU's protocols and guidelines. Training and mentoring of staff.
<u>ENQUIRIES</u>	:	Olive Mmoue, Tel No: (011) 693-5270/ 011 953-4515/6
<u>CLOSING DATE</u>	:	6 March 2008

<u>POST 07/239</u>	:	<u>FACILITY MANAGER (PN3) - (GENERAL NURSING) REF NO: 70048896</u> Directorate: Randfontein Mou
<u>SALARY</u>	:	R160 470 - R242 730 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Diploma in General Nursing and Midwifery. Registration with SANC. Management experience and MOU background. Counseling and conflict management skills.
<u>DUTIES</u>	:	Overall in charge of the Clinic. Provision of General management, supervision and control of Health care services. Develop and Manage the facility budgetary system. Complete performance evaluation reports for staff members. Be part of Sub-District management team. Ensure completion of quality care. Help with management report to the next management level as required. Implement strategies for reduction of waiting times in the Facility. Training and mentoring of staff.
<u>ENQUIRIES</u>	:	Olive Mmoue, Tel No: (011) 693-5270/ 011 953-4515/6
<u>CLOSING DATE</u>	:	06 March 2008
<u>POST 07/240</u>	:	<u>PROFESSIONAL NURSE (PN3) - (GENERAL NURSING) REF NO: 70048895</u> Directorate: Randfontein Mou
<u>SALARY</u>	:	R160 470 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Diploma in General Nursing and Midwifery. Registration with SANC. Management experience and MOU background. Counseling and conflict management skills.
<u>DUTIES</u>	:	Provision of General management, supervision and control of Health Care Services. Develop and Manage the facility budgetary system. Complete performance and evaluation reports for staff members. Be part of Sub-District management team. Ensure completion of quality care. Help with management report to the next management level as required. Implement strategies for reduction of waiting times in the Facility. Implement MOU's protocols and guidelines. Training and mentoring of staff.
<u>ENQUIRIES</u>	:	Olive Mmoue, Tel No: (011) 693-5270/ 011 953-4515/6
<u>CLOSING DATE</u>	:	6 March 2008
<u>POST 07/241</u>	:	<u>FACILITY MANAGER (PN3) - (GENERAL NURSING) REF NO: 70048896</u> Directorate: Randfontein Mou
<u>SALARY</u>	:	R160 470-242 730 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Diploma in General Nursing and Midwifery. Registration with SANC. Management experience and MOU background. Counseling and conflict management skills.
<u>DUTIES</u>	:	Overall in charge of the Clinic. Provision of General management, supervision and control of Health care services. Develop and Manage the facility budgetary system. Complete performance evaluation reports for staff members. Be part of Sub-District management team. Ensure completion of quality care. Help with management report to the next management level as required. Implement strategies for reduction of waiting times in the Facility. Training and mentoring of staff.
<u>ENQUIRIES</u>	:	Olive Mmoue, Tel No: (011) 693-5270/ 011 953-4515/6
<u>CLOSING DATE</u>	:	6 March 2008
<u>POST 07/242</u>	:	<u>MEDICAL OFFICER REF NO: 70048687</u> Directorate: Medical Services
<u>SALARY</u>	:	R 157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Registration as a medical officer with HPCSA. Participation in the commuted overtime dispensation. Good communication skills. Driver's licence.

<u>DUTIES</u>	:	Comprehensive patient care. Diagnosis, treatment, prescribing and referral for specialised treatment. Treatment of outpatients, inpatients and casualty cases as well as ward rounds. Attend to duties as delegated by the head of the department. Work as part of multidisciplinary team. Doctors are assigned according to a duty roster and will be expected to work shifts.
<u>ENQUIRIES</u>	:	Dr.N.Soe, Tel No: (012)380-1234
<u>CLOSING DATE</u>	:	04 March 2008
<u>POST 07/243</u>	:	<u>PHARMACIST REF NO: 70048889</u> Directorate: Pharmacy Services
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	B Pharm degree. Registration with relevant HPCSA as a Pharmacist. 3 years appropriate experience. Computer Literate. Recommendation: Experience in Psychiatric Hospital and knowledge of MEDICOM. Good interpersonal skills.
<u>DUTIES</u>	:	Budget control for cost centre pharmacist duties in line with good pharmacy guidelines. Knowledge of relevant laws regarding medicine and the issuing thereof. Informing patients about the correct use of medicine. Control of medicine and its consumption to promote cost effective use ordering and control of pharmaceuticals. Assistance with the compilation of policies and procedures. Ability to work under pressure. Maintain high standard of services. Supervision, training and development of staff.
<u>ENQUIRIES</u>	:	Mrs K Biggs Tel No: (012) 319 9840
<u>CLOSING DATE</u>	:	3 March 2008
<u>POST 07/244</u>	:	<u>SENIOR PHARMACIST REF NO: 70048690</u> Directorate: Pharmacy
<u>SALARY</u>	:	R 132 054per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	B.pharm or Dip.pharm. Registration as pharmacist with SA Pharmacy council. Good communication, interpersonal and training skills. Computer literacy. Driver's licence.
<u>DUTIES</u>	:	Dispense and keep surveillance on medicine consumption in the pharmacy. Supervise, co-ordinate and manage all activities in the department. Support pharmacy manager in effective administration of the pharmacy department. Co-ordinate the implementation and adherence to GPG, GMP, DSM, and SOP's project and participate in the in-service and formal training needs of the department. Produce relevant reports. Registration as a tutor. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.
<u>ENQUIRIES</u>	:	Ms. R. Landsberg, Tel No: (012)380-1249
<u>CLOSING DATE</u>	:	04 March 2008
<u>POST 07/245</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 70048600</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate with at least 5 years experience in Human Resource Management. Knowledge of Public Service Act, policies, knowledge of PERSAL and interpretation of policies. Communication and writing skills.
<u>DUTIES</u>	:	Manage conditions of service including service terminations, pensions, leave and payment of leave gratuity, salaries and allowances. Manage performance management within the section of the entire institution. Manage recruitment and selection. Rendering advice and training to staff and management on Human Resource matters. Compile monthly Human Resource statistics.
<u>ENQUIRIES</u>	:	Dr. M Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	25 February 2008

POST 07/246 : **TRANSPORT OFFICER REF NO: 70048854**
Directorate: Emergency Medical Services

SALARY : R132 054 per annum (plus benefits)
CENTRE : Gauteng Province: (Regions: A, B, &C) including. Odi/Themba & Metsweding
REQUIREMENTS : Relevant tertiary qualification and relevant fleet management experience. At least 5 years experience in supervisory / management positions. Knowledge of transport procedures and good understanding of Management and maintenance of Departmental fleet. Computer literacy and a valid driver's license (C1).

DUTIES : Ensure vehicles are roadworthy, licensed on time and arrange for servicing of vehicles. Handle vehicle accident matters. Regular inspection and maintenance of vehicles. Ensure optimal utilization of vehicles. Handle a variety of clerical tasks relating to transport administration, do monthly reports and submit to managers, take reports of accidents, theft and losses to District Manager. Supervision of subordinates.

ENQUIRIES : Mr. T.T. Rambau, Tel No: (011) 564 - 2001
CLOSING DATE : 29 February 2008

POST 07/247 : **STATION MANAGER: EMS REF NO: 70048855**
Directorate: Emergency Medical Services

SALARY : R132 054 per annum (plus benefits)
CENTRE : Gauteng Province: (Regions: A, B, &C, Metsweding) excluding Odi/Themba
REQUIREMENTS : Registered ambulance emergency assistant or higher and Grade 12 with extensive experience in a EMS management capacity. Computer skills, financial management, Human resource management, planning and organizing, fleet management.

DUTIES : Assist in the co-ordination of activities in the Directorate. Responsible for the management of resources. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care officials. Liaise with relevant stakeholders. Compile regular reports with recommendations and implement charges. Supervise subordinates.

ENQUIRIES : Mr. C. Theu, Tel No: (011) 564 - 2003
CLOSING DATE : 29 February 2008

POST 07/248 : **SOCIAL WORKER REF NO: 70048885**
Directorate: Social Work

SALARY : R132 054 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : B A Social Work. Registration with SACSSP as a social worker. 3 years psychiatric experience. Knowledge of welfare policies and legislation. Computer Literate.

DUTIES : Supervision of Social Workers and students. Advanced psycho- social assessment of mental healthcare users. Management function. Appropriate intervention through care work, group work and community work. Research and professional development activities. Work in a multi professional team. Administrative duties.

ENQUIRIES : Mrs Tel No: (012) 319 9840
CLOSING DATE : 3 March 2008

POST 07/249 : **CHIEF ADMINISTRATION CLERK REF: 70048672**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R 106 335 per annum (plus benefits)
CENTRE : Fostateng Ward, Sebokeng Hospital
REQUIREMENTS : Grade 12 plus a National Diploma in Human Resource / Financial field. Sound knowledge of Public Finance Management Act. At least 2 years experience in a hospital environment. Computer literate. Knowledge of a private ward and experience on BAS and Medicom will be an advantage.

<u>DUTIES</u>	:	Supervising, assessment, training and management of subordinates regarding operational, financial and administrative functions. Assist in preparation and development of operational and strategic plan of the unit. Compiling of monthly reports. Evaluating and mentoring of subordinates.
<u>ENQUIRIES</u>	:	Mrs. MM Motsele, Tel no : (016) 930-3101
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/250</u>	:	<u>NETWORK CONTROLLER REF NO: 70048695</u> Directorate: Administration
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Qualifications/ Skills and Requirements. An appropriate 3 years IT Degree/ Diploma or grade 12 with a combination of relevant courses A+, N+, MCSE. A minimum of 2 years working experience in the role of supporting the systems: Windows XP, Widows 2003 server, Linux Servers as well as MS Office Suite. Knowledge of TCP/ IP protocols and networks. Ability to install, configure and troubleshoot OS's. Knowledge of the programmes PAAB, Medicom, HIS, Pharm Assist, Persal, SAP and BAS will be advantageous. Practical assessments may be required. Must be able to function autonomously, must be service orientated, self driven, able to work independently without direct and constant supervision.
<u>DUTIES</u>	:	Overall planning of IT system for the Hospital. Ensuring data integrity and network maintenance. File and exchange server configuration, perform back-ups, detect and repair faults on the LAN/ WAN, PC's, peripherals and software applications and render support to end-users. Computer assistance, all hardware and software related problems – internet and e-mail services, network troubleshooting and repair, back-up and storage solutions. Virus and spyware identification and removal. IT equipment maintenance and disposal by following the prescribed procedure. Ensuring weekly anti-virus runs and updates software regularly. Responsible for statistics on IT and computer related matters and to generate reports. Attend relevant meetings and development opportunities.
<u>ENQUIRIES</u>	:	Mr J.K.A Buthelezi, Tel No: (011) 321-6003
<u>CLOSING DATE</u>	:	6 March 2008
<u>POST 07/251</u>	:	<u>ADMINISTRATION OFFICER - FMU REF NO: 70048894</u> Directorate: Facility Management unit
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Grade 12/ equivalent and relevant experience. Sound knowledge of PFMA, Treasury regulations, FMU processes and CRA. Ability to work under pressure and meet deadlines. Drivers licence.
<u>DUTIES</u>	:	Conduct Building Audits and identify areas that need attention. Control of FMU Budget and monitoring. Day to day maintenance management of buildings and conduct site visits on repairs done. Management of period contract and other contractors and ensure full compliance with tender requirements. Participate in bidding committees and liase with Department of public works. Record keeping of all works to be carried out and those completed by constant updating of FMU database. Coaching and mentoring of junior staff members in the unit and monitoring PMDS.
<u>ENQUIRIES</u>	:	Abel Ntshotlang, Tel No: (011) 953-4515/6
<u>CLOSING DATE</u>	:	6 March 2008
<u>POST 07/252</u>	:	<u>PROFESSIONAL NURSE – FOLATENG REF: 70048673</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	PN-A2 R106 086 – 122 982 per annum (plus benefits)
<u>CENTRE</u>	:	Salary notch will be determined by experience. Folateng Ward, Sebokeng Hospital

<u>REQUIREMENTS</u>	:	Current registration with the South African Nursing Council as a registered nurse with midwifery. Computer literate. Prepared to work shifts and night duty. Experience of working in a private ward will be an advantage.
<u>DUTIES</u>	:	Rendering of nursing care in accordance with formulated nursing programmes. Supervision, mentoring and training of staff.
<u>ENQUIRIES</u>	:	Mrs. MM Motsele, Tel no: (016) 930-3101
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/253</u>	:	<u>SENIOR SECRETARY (PERSONAL ASSISTANT TO THE CEO) REF: 70048665</u>
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12) or equivalent with at least 2 years experience in a hospital environment or Junior Certificate with at least 4 years experience in a hospital environment. Working knowledge and proven experience of secretarial skills. A practical assessment on computer skills will form part of the selection process.
<u>DUTIES</u>	:	Administrative and general support to the CEO and management. Co-ordination of meetings and workshops (taking of minutes, arrangements of refreshments). Management of CEO's diary, receiving and screening of calls, appointments and visitors to the office of the CEO. Handling all incoming documentation to and from the CEO and distributing it amongst staff members.
<u>ENQUIRIES</u>	:	Mrs AC Pienaar, Tel no: (016) 930-3378
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/254</u>	:	<u>ADMINISTRATIVE OFFICER (FACILITY MANAGER) REF: 70048663</u>
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience in Facility Management. Computer literacy and a valid driver's license. Knowledge and understanding of PFMA, PSR, Supply Chain Management and BEE policy.
<u>DUTIES</u>	:	Administrative and supervisory support to the institution through liaising with Public Works Department, supervision maintenance whilst ensuring compliance to required standards , management of FMU through meetings, site inspections, record keeping, project and budget management, management and Supervision of horticulture services and pest control and performance management of subordinates through PMDS.
<u>ENQUIRIES</u>	:	Mr JJ Müller, Tel no:(016) 930-33154
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/255</u>	:	<u>SENIOR RADIOGRAPHER REF NO: 70048689</u> Directorate: Radiography Department
<u>SALARY</u>	:	R 106 355 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria West Hospital
<u>REQUIREMENTS</u>	:	Degree or diploma in Diagnostic Radiography. Registration with HPCSA. At least 3 years experience as a qualified radiographer. Driver's licence will be a recommendation
<u>DUTIES</u>	:	Compulsory 24hour roster (i.e. shift work) and high quality patient care. Basic conventional radiography and involvement in general management aspects of Radiography Department as well as administration duties. Good interpersonal and knowledge of management aspects will be highly regarded. Supervision and training of students.
<u>ENQUIRIES</u>	:	Ms.Olga.Ballot, Tel No: (012)380-1252
<u>CLOSING DATE</u>	:	04 March 2008
<u>POST 07/256</u>	:	<u>SENIOR RADIOGRAPHER (2 POSTS) REF NO: 70048727</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)

<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as a Radiographer. Be in a possession of a National Diploma or a relevant degree in Diagnostic Radiography. Experience in the general running of the X-ray department, when the need arise.
<u>DUTIES</u>	:	Assessment of in and out patient. Supervise and offer guidance to junior staff during the absence of the Chief Radiographer. Involved with the smooth running of the department within the hospital. To liaise directly with the doctors and the chief radiographer. Perform duties such as general radiography, trauma, orthopaedic and paediatrics according to standard and protocols.
<u>ENQUIRIES</u>	:	Ms.M Kharodi Tel. No : (016) 428-7053/4
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/257</u>	:	<u>ASSET CONTROLLER (LOGISTICAL SUPPORT) REF NO: 70048876</u>
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualifications with credible experience. Knowledge of Supply Chain Policy and prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills. Practical working experience with BAUD and BAS will be an added advantage.
<u>DUTIES</u>	:	Monitor and control fixed asset register (BAUD) and manual asset register. Co-ordinate and monitor assets counts and verifications. Advice Supply Chain Unit on all repairs and service of equipment in line with their life span. Provide in-service training of assets management to all holders. Ensure that internal control measures and Auditor General's recommendations are adhered to. Compile monthly assets reconciliation report and liaise with Regional and Central Offices in this regard. Attend monthly Assets Management Forums and other meetings as required. Liaise with facility management unit and Department of Public Works, Roads and Transport on repairs and service of Hospital plans e.g. boilers, autoclaves, compressors, incinerators, air conditioners, dental and X – Ray machines, gas etc, in accordance with Service Level Agreement (SLA). Handle disposal procedure of all minor and capital assets and act as secretary of disposal committee, by coordinating all disposal committee meetings.
<u>ENQUIRIES</u>	:	Mr. W. Ramoroka, Tel No: (012) 354-5601
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/258</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: 70048715</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R 106 335 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. 5 years experience in Human Resource field. Knowledge of PERSAL and all other Human Resources prescripts and Public Service Regulations will be an added advantage.
<u>DUTIES</u>	:	Managerial and supervision of subordinates. Monitor and implement service benefit, policies and regulations in the department. Sign of documents regarding appointments, transfers, service termination, leave and supplying of Human Resource statistics and reports to management. Monitoring of mandates from the entity to the GSSC. Ensuring effective interpretation and implementation of policies and other HR prescripts. Responsible for the Financial Disclosures. Development of staff.
<u>ENQUIRIES</u>	:	Mrs. A. Engelbrecht, Tel No: (012) 354-5359
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	03 March 2008
<u>POST 07/2259</u>	:	<u>CHIEF SECURITY OFFICER REF NO: 70048883</u> Directorate: Security
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital

<u>REQUIREMENTS</u>	:	Security related qualification with 2 years experience or grade 12 plus more than 5 years experience. Valid driver's license. Proven managerial skills. Computer literate.
<u>DUTIES</u>	:	Manage the security function of the hospital, including HR of section. Identify and assist with the execution of risk control. Implementation security measures. Conduct security investigation and write reports. Maintain security and security risk assessments monthly reports. Escort visitors/ contractors. Supervise access control. Report defects and breaches. Identify need for security training and arrange for appropriate training. Compile security investigation manuals.
<u>ENQUIRIES</u>	:	Mrs M. Jacobs Tel (012) 319 9701
<u>CLOSING DATE</u>	:	3 March 2008
<u>POST 07/260</u>	:	<u>SOCIAL WORKER REF NO: 70048884</u> Directorate: Social Work
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	B Degree in Social Work. Registration with SACSSP as a Social Worker. Interest in working with Psychiatric patients. Computer Literate. Code 8 Driver's License.
<u>DUTIES</u>	:	Psycho social assessment psychiatric patients and their families. Intervention through casework, group work and community work. Participate in a multi professional team. Assist with student training. Participation in in-service training. Administrative tasks of the department.
<u>ENQUIRIES</u>	:	Mrs J. Skosana Tel (012) 319 9762
<u>CLOSING DATE</u>	:	3 March 2008
<u>POST 07/261</u>	:	<u>ADMINISTRATION OFFICER - FMU REF NO: 70048894</u> Directorate: Facility Management unit
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District – Region A
<u>REQUIREMENTS</u>	:	Grade 12/ equivalent and relevant experience. Sound knowledge of PFMA, Treasury regulations, FMU processes and CRA. Ability to work under pressure and meet deadlines. Drivers licence.
<u>DUTIES</u>	:	Conduct Building Audits and identify areas that need attention. Control of FMU Budget and monitoring. Day to day maintenance management of buildings and conduct site visits on repairs done. Management of period contract and other contractors and ensure full compliance with tender requirements. Participate in bidding committees and liaise with Department of public works. Record keeping of all works to be carried out and those completed by constant updating of FMU database. Coaching and mentoring of junior staff members in the unit and monitoring PMDS.
<u>ENQUIRIES</u>	:	Abel Ntshotlang, Tel No: (011) 953-4515/6
<u>CLOSING DATE</u>	:	6 March 2008
<u>POST 07/262</u>	:	<u>NETWORK CONTROLLER REF NO: 70048695</u> Directorate: Administration
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Qualifications/ Skills and Requirements. An appropriate 3 years IT Degree/ Diploma or grade 12 with a combination of relevant courses A+, N+, MCSE. A minimum of 2 years working experience in the role of supporting the systems: Windows XP, Widows 2003 server, Linux Servers as well as MS Office Suite. Knowledge of TCP/ IP protocols and networks. Ability to install, configure and troubleshoot OS's. Knowledge of the programmes PAAB, Medicom, HIS, Pharm Assist, Persal, SAP and BAS will be advantageous. Practical assessments may be required. Must be able to function autonomously, must be service orientated, self driven, able to work independently without direct and constant supervision.
<u>DUTIES</u>	:	Overall planning of IT system for the Hospital. Ensuring data integrity and network maintenance. File and exchange server configuration, perform back-ups,

detect and repair faults on the LAN/ WAN, PC's, peripherals and software applications and render support to end-users. Computer assistance, all hardware and software related problems – internet and e-mail services, network troubleshooting and repair, back-up and storage solutions. Virus and spyware identification and removal. IT equipment maintenance and disposal by following the prescribed procedure. Ensuring weekly anti-virus runs and updates software regularly. Responsible for statistics on IT and computer related matters and to generate reports. Attend relevant meetings and development opportunities.

ENQUIRIES : Mr J.K.A Buthelezi, Tel No: (011) 321-6003
CLOSING DATE : 6 March 2008

POST 07/263 : **HUMAN RESOURCE PRACTITIONER (2 POSTS) REF NO: 70048676**
 Directorate: Emergency Medical Services

SALARY : R106 335 per annum (plus benefits)
CENTRE : Midrand
REQUIREMENTS : Senior certificate with 3 years relevant experience and knowledge and experience of human resource functions. Ability to capture information accurately, organizational skills, telephone etiquette and sound communication skills.

DUTIES : Render human resources administrative support and information services. Administer appointments / promotions, transfers and staff establishment. Render recruitment and selection services, including minute taking during interviews and compile comprehensive submissions for the filing of posts. Administer all services benefits. Monitor compliance of HR legislative prescripts.

ENQUIRIES : Dr. M. Mazizi, Tel No: (011) 564 - 2202
CLOSING DATE : 25 February 2008

POST 07/264 : **ADMINISTRATION CLERK (PHARMACY) REF: 70048666**

SALARY : R 85 362 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 with Mathematics and English. Computer literacy (knowledge of Medicom, Excel and Word) will be an advantage. Knowledge of PAS and PFMA procedures.

DUTIES : Placement of orders. Recordkeeping and billing. General administrative duties and data capturing. Keeping of monthly statistics.

ENQUIRIES : Ms T Shabangu, Tel no: (016) 930-3351
CLOSING DATE : 29 February 2008

POST 07/265 : **MATERIAL RECORDING CLERK REF NO:70048890**
 Directorate: Procurement

SALARY : R85 362 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Grade 10 or equivalent. Computer literate. Knowledge of SAP. Relevant experience in provisioning / procurement in posting will be a recommendation.
DUTIES : Postering. Registering of VA 2 on VA 4, VA 5 and VA 6. Recording of transactions on VA 8/10 telly cards. Scrutinise and chalking of summaries as PG warehouse. Classification sun (Precautionary Factor).

ENQUIRIES : Mr N. Masigibiri Tel No: (012) 319 9794
CLOSING DATE : 3 March 2008

POST 07/266 : **MATERIAL RECORDING CLERK (SENIOR BUYING) REF NO: 70048878**

SALARY : R 85 362 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 certificate with appropriate experience. Successful completion of PAS1 or SCM1 will be an added advantage. Computer literacy, SAP system knowledge of SCM policies and procedures, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.

DUTIES : Completion of RLS 01 AND 02, procure stock through SAP system and invitation of quotation for estimate price. Maintaining of database for suppliers, filling in procurement documentations and assist in stock taking of stores. Liaising with GSSC for requisitions, procure items through petty cash facility and write out manual orders (1450). Compile accruals, commitment register and monthly reports e.g. leases of equipment.

ENQUIRIES FOR ATTENTION CLOSING DATE : Ms. R. Matshili, Tel No: (012) 354-5963
: Ms. Patricia Mabote
: 29 February 2008

POST 07/267 : **POST BASIC PHARMACIST REF NO: 70048880**

SALARY CENTRE REQUIREMENTS : R 85 362 per annum (plus benefits)
: Tshwane District Hospital
: Grade 12 certificate and Post Basic Pharmacist certificate. Registration with SAPC as Post Basic Pharmacist. A valid driver's licence (code 8), computer literacy and 1 or 2 years as a Basic Pharmacist Assistant. ART adherence and counselling skills.

DUTIES : Assist with ART dispensing and monitoring the stock in ARV pharmacy. Monitoring the expiry dates and minimizing wastage of expensive drugs. Pre-packing of stock in according with SOP's and receiving and recording of ARV stock suppliers. Provision of information to promote health.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr. J. Kapanga, Tel No: (012) 354-5778
: Ms. Patricia Mabote
: 29 February 2008

POST 07/268 : **FINANCIAL CLERK REF: 70048664**

SALARY CENTRE REQUIREMENTS : R 68 955 per annum (plus benefits)
: Sebokeng Hospital
: Grade 12 with relevant financial experience of at least 1 year in a hospital environment. Sound knowledge of patient fee administration, PFMA, BAS and Medicom, PERSAL and BAS report reconciliation, Medsas and BAS reconciliation.

DUTIES : Management of cost centres and revenue collection. Assist with correction of misallocations. Assist asset manager with monthly reconciliation. Support HOD Finance with PERSAL, Medsas/SAP/BAUD reconciliation.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr M Mateba, Tel no: (016) 930- 3357
: 29 February 2008

POST 07/269 : **MATERIAL RECORDING CLERK (BUYING) REF NO: 70048879**

SALARY CENTRE REQUIREMENTS : R 68 955 per annum (plus benefits)
: Tshwane District Hospital
: Grade 12 certificate with appropriate experience. Successful completion of PAS1 or SCM1 will be an added advantage. Computer literacy, SAP system knowledge of SCM policies and procedures, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.

DUTIES : Completion of RLS 01 AND 02, procure stock through SAP system and invitation of quotation for estimate price. Maintaining of database for suppliers, filling in procurement documentations and assist in stock taking of stores. Liaising with GSSC for requisitions, procure items through petty cash facility and write out manual orders (1450).

ENQUIRIES FOR ATTENTION CLOSING DATE : Ms. R. Matshili, Tel No: (012) 354-5963
: Ms. Patricia Mabote
: 29 February 2008

POST 07/270 : **SPECIALISED AUXILLIARY WORKER REF NO: 7004886**
Directorate: Occupational Therapy

SALARY : R58 290 per annum (plus benefits)

<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Recognised training course including period of practical work. Registration at HPCSA as Occupational Therapy Assistant. Preference will be given to male applicants.
<u>DUTIES</u>	:	Monthly group treatment in a psychiatric setting. Execute occupational therapy intervention. Assist with preparation of activities and treatment areas. General administration duties. Participation in a multi service training programme.
<u>ENQUIRIES</u>	:	Mrs H Beetge Tel No: (012) 319 9780
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/271</u>	:	<u>SPECIALISED AUXILLIARY WORKER REF NO: 7004886</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Recognised training course including period of practical work. Registration at HPCSA as Occupational Therapy Assistant. Preference will be given to male applicants.
<u>DUTIES</u>	:	Monthly group treatment in a psychiatric setting. Execute occupational therapy intervention. Assist with preparation of activities and treatment areas. General administration duties. Participation in a multi service training programme.
<u>ENQUIRIES</u>	:	Mrs H Beetge Tel No: (012) 319 9780
<u>CLOSING DATE</u>	:	07 March 2008
<u>POST 07/272</u>	:	<u>NURSING ASSISTANT: GRADE 1/2/3 (2 POSTS) REF NO: 70048882</u>
<u>SALARY</u>	:	R53 757-94 254 per annum (plus benefits) (Salary will be paid according to the experience)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Registration with the SANC as Nursing Assistant. Good written and verbal communication skills. The candidate should be willing to work shifts.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice as determined by the hospital. Promote quality of basic nursing care as directed by the health facility. Demonstrates elementary understanding of nursing legislation and related legal and ethical nursing practice. Be willing to render 24hr service and rotate to different units.
<u>ENQUIRIES</u>	:	Ms.N.C. Nhlangothi, Tel No: (012) 841-8300
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/273</u>	:	<u>HUMAN RESOURCE CLERK (2 POSTS) REF NO: 70048677</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Grade 10/12 certificate with experience in Human Resource Administration. Practical experience on PERSAL, knowledge of HR prescripts & procedures. Organizational and communication skills. Computer literacy.
<u>DUTIES</u>	:	Handle administrative process with regard to appointments, promotion, translation in rank, transfers and resignations. Handle correspondence, make enquiries on PERSAL. Update register and statistics.
<u>ENQUIRIES</u>	:	Dr. M Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	25 February 2008
<u>POST 07/274</u>	:	<u>ADMINISTRATION CLERK REF NO: 70048856</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand EMS Head Office, all Gauteng Regions: (A, B, &C) including. Odi/Themba & Metsweding
<u>REQUIREMENTS</u>	:	Grade 12. Communication and organizational skills. Computer literacy.

<u>DUTIES</u>	:	Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions. Attend to related queries and perform other duties as delegated by supervisor. Write basic letters and reports. Record movement of documents and assist with filing.
<u>ENQUIRIES</u>	:	Mr. J. Moropodi, Tel No: (011) 564 - 2009
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/275</u>	:	<u>PROPERTY CARETAKER REF NO: 70048857</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Province: (Regions: A, B, &C) including. Odi/Temba & Metsweding
<u>REQUIREMENTS</u>	:	ABET. Ability to operate machines, Basic numerical, reading and writing skills. Ability to perform routines tasks.
<u>DUTIES</u>	:	Clean machines, equipment, etc. Ensure the upkeep of the property. Messenger service. Cleaning and caring of equipment such as handtools. Ancillary duties as may be required from time to time.
<u>ENQUIRIES</u>	:	Mr. J. Moropodi, Tel No: (011) 564 - 2009
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/276</u>	:	<u>MATERIAL RECORDING CLERK (ASSET CONTROLLER) REF NO: 70048877</u>
<u>SALARY</u>	:	R 49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualifications with credible experience. Computer literacy, good communication, interpersonal and record keeping skills. Practical working experience with BAUD/BAS will be an added advantage.
<u>DUTIES</u>	:	Bar –code and capture assets on fixed assets register (BAUD) and manual asset register. Participate in assets verifications and counts. Provide support to the assets manager regarding any assets functions. Render administrative support duties to the unit.
<u>ENQUIRIES</u>	:	Mr. W. Ramoroka, Tel No: (012) 354-5601
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/277</u>	:	<u>PORTER REF: 70048667</u>
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Good physical condition and able to read and write. Must be prepared to do shifts and perform duties at the mortuary as the need arises.
<u>DUTIES</u>	:	Transportation and assistance of patients (walking, on stretchers / wheelchairs) to and from wards, theatre, etc. Transporting of corpses from wards to mortuary shelves. Preparing stretchers with clean linen after use. Responsible for collecting, cleaning and management of wheelchairs and stretchers. Ensure compliance with OHS Act in performing of all duties.
<u>ENQUIRIES</u>	:	Mr A Thooe, Tel no: (016) 930-3269
<u>CLOSING DATE</u>	:	29 February 2008
<u>POST 07/278</u>	:	<u>FOOD SERVICE AID II REF: 70048668</u>
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 8 / Abet. Ability to read and write and be in good physical health. Must be able to communicate in English and the ability to communicate in 2 or more other languages will be an advantage.
<u>DUTIES</u>	:	Preparation, pre-plating and distribution of food. Cleaning of unit, equipment and utensils manually as well as with domestic appliances. Care, maintain and report of broken / lost equipment. Adhering to Occupational Health practices at all times. Responsible for own evaluation report to supervisor.
<u>ENQUIRIES</u>	:	Mrs M van der Merwe Tel no: (016) 930-3280

CLOSING DATE : 29 February 2008

DEPARTMENT OF LOCAL GOVERNMENT

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 : 29 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 07/279 : **ADMINISTRATIVE OFFICER REF NO: 70048709**
Directorate: Community Development Work

SALARY : R106 335 per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : An appropriate qualification and appropriate extensive administrative and secretarial experience. A thorough knowledge of how Government operates. Skills in office administration, co – ordinating and facilitating a variety of activities. Good computing skills are essential.

DUTIES : Manage the administration and office management of the CDW Directorate. Render secretarial functions for the Directorate (CDW). File documents, minute taking, and procurement of goods and services. Draft acknowledgement replies. Liaise with key customers and stakeholders on the responsibilities of the Unit. Co – ordinate the compilation of the monthly, quarterly and annual reports. Handle incoming and outgoing mail. Manage document systems, filing and registry system. Send and respond to e – mails. Handle photocopying. Send and receive faxes. Organise the office and general administrative duties relating to the daily running of the office.

ENQUIRIES : Mr N Machimana, Tel No: (011) 355-5660

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

CLOSING DATE : 28 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 07/280 : **RECEPTIONIST / SECRETARY REF NO: 70048829**
Directorate: Private Office of the Premier

SALARY : R 68 995 per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : An appropriate recognised post matric qualification with minimum of two years Secretarial/Receptionist experience. Secretarial course is a prerequisite. Demonstrate knowledge of customer service. Good interpersonal relations and communication skills. Computer literacy and experience in office administration.

Experience in Government will be an advantage. Appointment subject to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

- DUTIES** : Liaise with the Public telephonically and electronically and offer general support to the Private Office, as directed. Communicate professionally when handling both telephone calls and direct visitors. Assist in tracking responses from GPG Departments, Municipal offices, councillors and give feedback to the public. Maintain a professional environment in the reception area. The successful candidate should possess the following skills: problem- solving, co-ordination, time management, telephone etiquette, inter-personal skills, customer focus, and oral and written communication skills.
- ENQUIRIES** : Mr G. Magan, Tel No (011) 355 - 6055

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

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

MANAGEMENT ECHELON

- POST 07/281** : **DEPUTY DIRECTOR – GENERAL: CORPORATE SERVICES REF NO: 70048712**
Directorate: Corporate Services Branch

- SALARY CENTRE REQUIREMENTS** : R770 823 - R 830 085 per annum (all inclusive package)
Johannesburg
- : An appropriate postgraduate qualification plus training courses in management practices relevant to the key roles. At least 10 years experience, five of which must be at Senior Management Level. Expert management competencies and capabilities. Knowledge of areas of functional responsibility of the Department. NB: All shortlisted candidates will have to undergo a competency assessment. It is our intention to promote equity according to our Equity Plan with the filling of this post.

- DUTIES** : Provide strategic leadership and management of governance services to the Department. Provide strategic management of corporate communications, stakeholders, media and parliamentary services. Provide for the strategic management of the utilization of human capital. Monitor the attainability and sustainability of performance standards as per departmental goals. Monitor and evaluate the implementation of strategic, organizational, and operational strategy and policies of the Department. Ensure that financial resources are managed optimally. Ensure that compliance and corporate governance services and Controls are developed and implemented. Advise the Head of Department on strategic, organizational and operational strategies and policies.

- ENQUIRIES CLOSING DATE** : Advocate Mhlophegi Mosehla, Tel: (011) 355-7231
29 February 2008

- POST 07/282** : **CHIEF DIRECTOR REF NO: 70048713**
Chief Directorate: Human Resource Management

- SALARY CENTRE REQUIREMENTS** : R635 874– R 684 708 per annum (all inclusive package)
Johannesburg
- : Recognized Bachelor's degree in Behavioral Sciences or other relevant qualifications. Strong strategic leadership and management skills at least 5 – 7 years Senior Management experience in HR Management. Regulatory

frameworks related to this field will be a strong recommendation. NB: All shortlisted candidates will have to undergo a competency assessment. NB: It is our intention to promote equity according to our Equity Plan with the filling of this post

DUTIES : Provide strategic leadership in the overall management of the HR Business Unit. Participate in the departmental policy formulation and Strategy development. Build strategic relations with other government Departments on Human Resources Management matters. Advise on compliance in the Department with legislative and other good governance practices. Participate in the preparation of the Annual Report and facilitate the development of the Human Resource and Employment Equity Plans. Facilitate the implementation of the Departmental Human Resource strategy. Bring innovation in processes for recruitment, selection, talent management, performance management, transformation, change management, organizational development, Human Resource administration, employee wellness and discipline. Mentor and provide guidance to the Department's Senior Management. Research departmental trends and develop strategic interventions for buy – in at Senior Management Level.

ENQUIRIES : Advocate Mohlomphegi Mosehla, Tel No: (011) 355-7231

CLOSING DATE : 29 February 2008

OTHER POSTS

POST 07/283 : **SKILLS DEVELOPMENT FACILITATOR 70048658**
 Directorate: Human Resource Development
The purpose of this position is to facilitate the implantation of learning and development legislation and related requirements.

SALARY : R311 358-R360 909 (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Applicants must be in possession of a tertiary qualification in the Behavioral/ Human Sciences. Skills: Good knowledge of and exposure to the Human Resources Development field, especially with regard to the relevant legislation and related requirements, such as SAQA Act, Skills Development Act and Skills Development Levies Act. Good liaison and organizing skills. The ability to work independently. Exposure to and a good knowledge of project management. High proficiency in English. Presentation and report writing skills. Computer literacy.

DUTIES : Develop and implement the Department's Workplace Skills Plan. Compile and submit the Annual Training Report on behalf of the Department to the PSETA and the Department of Labour. Develop and implement the Quality Management Framework. Ensure that the Department complies with all skills development legislation and the requirements to the National Qualification Framework. Facilitate the development registration and implementation of learnerships. Ensure the management of the Skills Development Committee within the Department. Advise management on the implementation of skills programmes. Expected to be effective in implementing and evaluating projects.

ENQUIRIES : Ms Carol King Tel (011) 355 7511
CLOSING DATE : 22 February 2008

POST 07/284 : **ASSISTANT DIRECTOR: SERVICE LEVEL MANAGER REF NO: 70048710**
 Directorate: Information Systems

SALARY : R157 686 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Tertiary qualification in Information Technology. 1-3 years in Service Level Management. Relationship management skills. Experience in Managing and monitoring service performance. ITIL certificate is an added advantage.

DUTIES : Ensures that regular reviews and audits are performed on the efficiency and effectiveness of the Service Level Management process. Initiate and follow through actions required to maintain and/or improve the agreed levels of service. Create and maintain the service catalogues. Negotiate the initial content for each SLA. Conduct regular reviews of SLA's with the Customer organizations

and negotiates and agrees on any amendments necessary. Liaison with other ITSM and IT functions. Keeps up to date appropriate developments in IT service management and in the organization's business and policies. Report the service achievements to the Customer and IT service provider management.

ENQUIRIES : Mpho Basitere TEL (011) 355 7445
CLOSING DATE : 22 February 2008

POST 07/285 : **SERVICE DESK OPERATOR REF NO: REF NO 70048711**
 Directorate: Information Systems

SALARY : R85 362 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or related IT qualification, A+, N+ MCSE. At least 1 year experience in desktop support and help desk management, good communication skills. Problem solving skills. Good customer service. Valid driver's license.

DUTIES : Provide technical support to end users and devices. Installation, configuration and testing of applications and new ICT equipment for all users. Troubleshoot user problem using remote connectivity. Support operational systems, identify, track and solve software and hardware problems. Generally be involved in system administration on LANs and backups. Manage incidents and faults by distributing call evenly to technicians, escalate and update users. Provide weekly and monthly reports. Train interns and subordinate. Manage helpdesk.

ENQUIRIES : Simon Makhubela, Tel No: (011) 355-7517
CLOSING DATE : 22 February 2008

DEPARTMENT OF SOCIAL DEVELOPMENT

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

FOR ATTENTION : Ms Arti Singh
CLOSING DATE : 29 February 2008
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed

OTHER POSTS

POST 07/286 : **SOCIAL WORK MANAGER: PROBATION SERVICES & RESTORATIVE JUSTICE REF NO: 70048753**
 Directorate: Regions

SALARY : R311 358 per annum (all inclusive package)
CENTRE : Sedibeng Region
REQUIREMENTS : Bachelors Degree or appropriate tertiary qualification in Social Work and Registration with the Relevant Professional Council. Proven managerial Experience/communication, conflict management and resolution/interpersonal and people management skills; proven planning, strategic Leadership and business partnering. Knowledge of Current Social Developmental Practices. Ability to link hard and soft Competencies to integrate Service Delivery Improvement Plans in the Region. Knowledge of the Public Finance Management Act, Legislation. Policies and Regulations that underpin the Delivery of Social Work Services in Partnership With NGO'S.CBO'S, FBO'S and Local Government within The Department of Social Development. Experience on Human Resources Management and Development. Implementation of Labour Related Procedures. Project Management Research and Analytical skills; Possess competencies to work in Multi-disciplinary teams in Service Delivery

	Improvement Programs of the Region. Computer Literacy, Presentation and Facilitation Skills including sound reporting skills. Valid driver's license.
<u>DUTIES</u>	: Implement Social Work Service Delivery. Coordinate the implementation of relevant Legislation, Regulations and Policies. Financial Administration in terms of the Public Finance Management Act with special focus on the previously disadvantaged and the Strategic objectives of the Department. In terms of the Public Management Act and the Financing Policy manage the budget and redistribution of services/resources to vulnerable and marginalized communities. Ensure a holistic approach by linking / integrating Social Security Administration and Social Service Delivery. Liaise with Departmental Partnerships, Local Government Civil Society and Business; respond to Ministerial Enquiries in terms of the Department's Protocols. Participate in Regional Welfare forums and marketing activities including Celebrations of National / International days. Mentorship and professional Development and guidance to staff and Partnership in Service Delivery; Total quality Management of Service Delivery.
<u>ENQUIRIES</u>	: Ms. Kate Jacobs, Tel No: (016) 930-2000
<u>POST 07/287</u>	: <u>SENIOR TRAINING OFFICER REF NO: 70048752</u> Directorate: Human Resource Development
<u>SALARY</u>	: R132 054 per annum (plus benefits)
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: An appropriate recognized qualification in Human Resource Management or at least appropriate experience. Extensive knowledge and insight regarding the Regulatory Framework governing Human Resource Management and related HR legislation and policies; and the application thereof. Experience in the fields of policy research, development, and analysis. Excellent organizational and co-ordination skills. Training and group facilitation skills. Change/diversity management skills. Computer literacy skills. Sound communication skills (written and verbal). An ability to work under pressure and display innovative thinking. A valid driver's license. Recommendations: This position calls for a dynamic, energetic, responsible, assertive, articulate, task mature individual who has the proven ability to deliver high quality work, in short spans of time; through personal drive and innovation. Availability to work protracted hours; the ability to effectively manage a diverse team towards achieving new levels of service excellence; and, the will to make an impact and support qualitative, progressive transformation through team work and co-operation, is essential.
<u>DUTIES</u>	: Identify line / transversal training needs within the Department and advice on possible training programs to be implemented, as well as adjustments to be made to existing programs to improve the quality/ impact. Manage and oversee the process of implementing line /transversal specific training programs, including the sourcing of service providers, and conducting training to ensure high quality needs/ outcomes based training, and develop training specifications/ curriculum. Implement Internships/ Learnership within the Department. Manage Senior Management Staff (SMS) skills development and ensure implementation of the SMS skill development strategy. Render training/advice to managers/ employees on skill development that is in compliance to all training legislation, as well as coaching, mentoring and career counselling services. Develop and maintain a database on registered/ accredited service providers of all health/social work related personnel. Conduct impact assessments on all training within the Department to ensure that training is bringing about the desired organizational change, and develop/ submit recommendations and change that needs to be effected. Collate relevant training information for the completion of the Annual Report/ Workplace Skills plan. Assist with the administration of departmental/external bursaries.
<u>ENQUIRIES</u>	: Mr. S Ngomane, Tel No: (011) 355 - 7886

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

<u>APPLICATIONS</u>	:	Unless otherwise stated, applications can be forwarded quoting the relevant reference number, Acting Head of Department, Department of Social Development, Private Bag X9144 PIETERMARITZBURG 3200
<u>FOR ATTENTION</u>	:	Mr VW Gumede
<u>CLOSING DATE</u>	:	22 February 2007
<u>NOTE</u>	:	Applications must be on form Z83 and should be accompanied by a Comprehensive CV and original certified copies of all educational qualifications ID document and certificates. Applicants must indicate the reference number and the centre for the post on Form Z83. Applications should be made in the applicants own handwriting in ink on form Z83 (Application for Employment) under no circumstances will faxed or e-mailed applications be accepted. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 07/288</u>	:	<u>ASSISTANT MANAGER: INFORMATION CENTRE (HO 02/08)</u>
<u>SALARY</u>	:	R157 686.00 pa.
<u>CENTRE</u>	:	Pietersmaritzburg Head Office
<u>REQUIREMENTS</u>	:	Training: An appropriate recognized Bachelor's degree with three to five years' administrative experience OR a Senior Certificate plus eight to ten years administrative experience; A valid drivers license. Skills: Communication; Basic research; Analytical and innovative thinking; Planning; Organizing; Writing; Leadership; Computer literacy; Interpersonal relations and networking; Problem solving; Time management; Project management; Knowledge: Understanding of Public Relations; Broad knowledge of communication policy and practices; Understanding of government regulations e.g. Procurement etc; Knowledge of Management Information System; Promotion Administrative Justice Act; Public Service reporting procedures and work environment; Financial Handbook and Research knowledge. Personal Attributes: Service oriented; Preparedness to learn; Process oriented; Integrity; Preparedness to travel; Receptive to suggestion and ideas.
<u>DUTIES</u>	:	Resolving "first line" problems from the clients of the Department; Providing of information on policy and administrative/system related issues; Maintaining and controlling over the functions of the information Centre; Protect certain information including privacy of third parties, confidential information, safety of individual, production in legal proceedings; Supervise human resources.
<u>ENQUIRIES</u>	:	Ms NC Phewa 033 – 341 9600
<u>POST 07/289</u>	:	<u>ADMINISTRATIVE OFFICERS: CALL CENTRE (THREE POSTS) (REF: HO 03/08)</u>
<u>SALARY</u>	:	R106 335 pa
<u>CENTRE</u>	:	Pietermaritzburg Head Office
<u>REQUIREMENTS</u>	:	Training: An appropriate recognized Bachelor's Degree plus one year's administrative experience or Senior certificate plus a minimum of three years' administrative experience; a Valid drivers license Knowledge: An understanding of Public Relations; Broad knowledge of communication policy and practices; Knowledge of Management Information System; Promotion of Administrative Justice Act; Public Service reporting procedures and work environment; Financial Management Skills: Communication skills; Basic research; Analytical and innovative thinking; Ability to promote the Minister; Organizing; Writing ; Computer literacy; Interpersonal Relations and networking; Problem solving skills; Time management; Project Management Personal Attributes: Service

DUTIES

oriented; Preparedness to learn and travel; Process oriented; Integrity; Receptive to suggestions and ideas
:
Render general office administration; Protect certain information including privacy of third party confidential information, safety of individual, production in legal proceedings; Attend requests on general information; Handle general enquiries on Information Centre and refer queries to relevant stakeholders; Assist in media monitoring and paper cuttings.

ENQUIRIES

: MS CN Phewa 033 341 9600

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

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

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

MANAGEMENT ECHELON

POST 07/290 : **PRINCIPAL SPECIALIST (ANAESTHESIOLOGY) (HEAD OF DEPARTMENT)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Remuneration package: R540 429 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary. (Commuted overtime allowance is payable).

CENTRE : Paarl Hospital, Paarl
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Specialist Anaesthesiologist. FCA(SA) or M.Med (Anaesthesia) or equivalent qualification is essential. Post Registration Experience.

DUTIES : Execute all activities in such a way that all organisational goals are achieved in the most effective manner, including redirecting resources if necessary. Develop protocols. Take part in formulating strategic policies which will enable the Department/hospital to successfully fulfill its role in delivering a service to patients/community according to Core Package of Secondary Services. Exercise control over all functions and personnel under his/her supervision in order to determine if organisational goals are achieved and taking corrective action if deemed necessary. Perform clinical duties, including after hours clinical duties on rotational basis. Provide teaching to interns, junior doctors and registrars. Do research and clinical audits in line with the interests and needs of the Region. Provide Consultant support to district hospitals in Region. Administrative tasks.

ENQUIRIES : Dr Kruger, tel.no (021) 872-1711
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Mr RA Merton
CLOSING DATE : 7 March 2008

OTHER POSTS

POST 07/291 : **ASSISTANT MANAGER: NURSING (FACILITY MANAGER) (PRIMARY HEALTH CARE)**
(South Cape/Karoo Region)

SALARY : R 257 511 (PN-B4) per annum.
CENTRE : Bitou Primary Health Care Clinics, Plettenberg Bay
REQUIREMENTS : Registration with the South African Nursing Council as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council (R48). Excellent verbal and written communication skills in two of the three official languages of the Western Cape. Valid driver's licence (Code EB). Computer literacy. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 6 Years must be after obtaining the post basic qualification reflected in the requirements above. At least 3 years experience at nurse management level. The following will serve as

		recommendations: The ability to function independently as well as in a multi-disciplinary team and make decisions. Effective communication, interpersonal, leadership and conflict resolution skills. Knowledge and skills in relation to organisational planning. Knowledge and application of regulations, policies and procedures relevant to facility based services. Willingness to attend to community needs after hours. Understanding of the District Health System and Comprehensive Service Plan. Negotiation and problem solving skills. Knowledge of labour relations and disciplinary code. Strong leadership skills. Experience in the use of clinical equipment and control of budget levels.
<u>DUTIES</u>	:	Overall management of the clinics in the Bitou area. Facilitate the development of community participation programmes and facility-based services. Control and set standards for safe patient care. Responsible for the co-ordination, supervision and control of nursing services. Ensure that prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level. Ensure quality patient care, efficient financial control and the effective use of all resources. Identify nursing care needs and set standards for patient care. Liaise with the Deputy Director: Nursing and Medical Superintendents, as well as relevant departmental heads (Auxiliary and Support Services). Promote research in nursing.
<u>ENQUIRIES</u>	:	Dr AJ Venter, tel.no. (044) 302-8404
<u>APPLICATIONS</u>	:	The Director: South Cape/Karoo Region, Private Bag X6592, George, 6530..
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>CLOSING DATE</u>	:	13 March 2008
<u>POST 07/292</u>	:	<u>CLINICAL TECHNOLOGIST</u>
<u>SALARY</u>	:	R 132 054 per annum.
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as a Clinical Technologist (Critical Care or Nephrology – Independent Practice). Recommendations: Experience in Paediatric and Neonatal clinical technology. Experience in Paediatric or Neonatal ICU and dialysis will be advantageous. The ability to work independently and as part of a team. Computer literacy.
<u>DUTIES</u>	:	Perform patient monitoring, diagnostic and therapeutic procedures in the Intensive Care Unit (ICU), Renal Unit and Theatres. Perform clinical technology quality control procedures in the ICU, Renal Unit and Theatres. Perform stock control of both consumables and equipment in the ICU, Renal Unit and Theatres. Be on standby and perform after hour's duties in the ICU, Renal Unit and Theatres.
<u>ENQUIRIES</u>	:	Mr H Human, tel. no. (021) 658-5267
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	:	Mr GH van Rooyen
<u>CLOSING DATE</u>	:	7 March 2008
<u>POST 07/293</u>	:	<u>ADMINISTRATIVE OFFICER (INFORMATION MANAGEMENT) (4 POSTS)</u> (South Cape/Karoo Region)
<u>SALARY</u>	:	R 106 335 per annum.
<u>CENTRE</u>	:	Hessaqua – stationed at Riversdale Hospital Mossel Bay – stationed at Mossel Bay Hospital Knysna/Plettenberg Bay – stationed at Knysna Hospital Kannaland – stationed at Ladismith Hospital
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate with relevant experience in health information management. Working knowledge of current computer systems utilised by the Department of Health. Knowledge with regard to hospital and/or primary health care operational and management statistics. Advanced computer literacy (MS Word, Excel and PowerPoint). The ability to communicate well in two of the three official languages of the Western Cape. Valid code B/EB driver's licence. Willingness to travel. The following will serve as recommendations: Previous

<u>DUTIES</u>	:	clinical experience. Knowledge of the Ditcom process. Good interpersonal skills. Training skills. The ability to work under pressure and independently.
	:	Co-ordinate all health data in sub-districts (Hospitals and clinics). Data verification and submission to regional information office in prescribed format and within set time frames and according to the Information Management Policy. Responsible for identification of health information management training needs of hospitals and sub-district staff and co-ordination of relevant training. Monitoring of data trends in sub-district. Participation in sub-district health information co-ordinating activities. Provide regular reports to hospital and district management. Maintain information systems i.e. hardware/software. Responsible for Ditcom procedure. Optimal support to supervisor.
<u>ENQUIRIES</u>	:	Ms A Julies, tel.no. (044) 803-2731
<u>APPLICATIONS</u>	:	The Director: South Cape/Karoo Region, Private Bag X6592, George, 6530
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>CLOSING DATE</u>	:	7 March 2008
<u>POST 07/294</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I (FINANCE) (2 POSTS)</u>
<u>SALARY</u>	:	R58 290 per annum.
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate plus appropriate experience in an Accounting/Finance environment. Computer literacy (Windows/Word/ Excel). The following will serve as recommendations: Sound knowledge of Basic Accounting System (BAS) and PERSAL. Knowledge of Finance and Treasury Regulations and Instructions. Accuracy. Ability to work under pressure. Mathematics or Accountancy as a passed subject.
<u>DUTIES</u>	:	Handling of monthly recoverable expenditure (debt) in respect of other Hospitals and Organisations. Effective and efficient handling of personnel in service debts. Processing/capturing of journals. Clearing of Asset and Liability accounts. Requesting of Expenditure and Asset and Liability reports.
<u>ENQUIRIES</u>	:	Mr RH Layman, tel. No (021) 938-5961.
<u>APPLICATIONS</u>	:	The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>CLOSING DATE</u>	:	7 March 2008

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.

<u>APPLICATIONS</u>	:	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, 2 nd Floor, Room 2-11.
<u>FOR ATTENTION</u>	:	Mr B Damons
<u>CLOSING DATE</u>	:	29 February 2008
<u>NOTE</u>	:	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 POST

<u>POST 07/295</u>	:	<u>EXPENDITURE ANALYST (3 posts) REF NO: WCPT 03/01/08</u> Chief Directorate Public Finance Directorate Local Government Finance
<u>SALARY</u>	:	R157 686 per annum (Level 9). 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 REQUIREMENTS</u>	:	Cape Town Minimum qualification requirements and experience: • Tertiary qualification with majors in either Economics/Public Finance/Public Administration/Accounting • Appropriate experience in financial, revenue and expenditure and budget management • Valid EB Driver's License. Required skills and competencies: • Good communication skills at various levels in an organisation • Presentation • Interpretation and application of policies/directives/legislation • Organising and planning skills • Demonstrate the aptitude for figure work and able to assess financial data • Analytical skills. Personal attributes: • Motivated • Reliable • Ability to work under pressure and occasionally overtime.
<u>DUTIES</u>	:	To secure sound and sustainable revenue and expenditure budgets and timely financial reporting of government by: • Assessing and advising on application for police services on sub-national level • Developing frameworks for the transfer of functions between the sub-national spheres of government • Assessing and advising on the transfer of functions between sub-national spheres of government • Gazetting of transfers between sub-national spheres of government and managing adjustments of gazetted transfers between sub-national spheres of government Monitoring government adjustment budget preparation processes • Assisting, assessing and advising on government expenditure budgets • Monitoring and reporting on the state of government expenditure budgets (IYM) • Assisting government in resolving financial problems through intervention mechanisms • Assisting and preparing the Provincial Treasury for the implementation of new legislation and legislative reforms in government e.g.: The Municipal Finance Management Act • Ensuring the Provincial Treasury fulfill its role and responsibilities in respect of government expenditure budgets and timely reporting • Providing technical assistance and training on government financial matters.
<u>ENQUIRIES</u>	:	Mr G Paulse ☎ (021) 483-6126