



DATE OF ISSUE: 29 FEBRUARY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 09 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 filing of vacancies, to employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of training, qualifications, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should be forwarded to the Department/Provincial Administration Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the department/provincial administration / component where the vacancy exists.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the closing date referred below will not be accepted.
- 2.5 Considering the aim of this circular (see paragraph 1.1 above), advertisements contained herein are **meant for the attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case a vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising Department Provincial Administration / Component).

3. Directions to Departments/Provincial Administrations/Components

3.1 The contents of this Circular must be brought to the attention of all employees.

- 3.2 Special attempts must be made to ensure that excess employees are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4. Directions to departments provincial administrations/components in which vacancies exist

- 4.1 In respect of vacancies that have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. The advertisements of such vacancies should state that it is intended to promote representativeness through the filing of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **28 March 2008**

AMENDMENTS : **Department of Justice and Constitutional Development:** Kindly note that Post 07/122 Librarian: The correct salary is R206 335 – R123 456 p.a. Post 08/92 Senior Typist the correct salary is R48 290 – R67 668 p.a.
Department of Water Affairs and Forestry: Please note that Post 08/170: Industrial Technician: Lower Range the salary is R106 335 p.a. and Post 08/181: Auxiliary Services Officer (Water Quality) the salary is R68 955 p.a.

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ENVIRONMENTAL AFFAIRS AND TOURISM

The National Department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intentions 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.

NOTE : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and certified copies of qualifications in order to be considered. Take note that the Department will verify all qualification and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.

MANAGEMENT ECHELON

POST 09/01 : **CHIEF DIRECTOR: TRANSFRONTIER CONSERVATION AND PROTECTED AREAS (THREE YEAR CONTRACT – RENEWABLE BASED ON PERFORMANCE) (AP34/2008)**

SALARY : Remuneration package of R591 510 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
: A recognised three year qualification in natural sciences or an equivalent qualification; A relevant post graduate qualification will serve as additional advantage. Proven strategic management and leadership skills; Experience in policy development and implementation; An understanding of the Public Service policy frameworks and knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations; Interpersonal skills including problem solving, conflict resolution and negotiation skills; Human resources management skills; Ability to work under pressure and with minimal supervision; Possession of a valid drivers license. The person appointed to this POST 09/will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The successful candidate will be subjected to a competency assessment test.

DUTIES : The incumbent will be responsible for providing strategic direction and leadership to the Chief Directorate: Transfrontier Conservation and Protected Areas. Key performance areas for the post will include the following: Expanding, consolidation and strengthening of the conservation estate. Strengthening of the national system of protected areas, including participation and beneficiation of local communities; Establishment and development of Transfrontier conservation areas (TFCA's); Implementation of the 2010 TFCA strategy; Overall management of the World Heritage Convention Act and its regulations; Effective implementation of the National Environmental Management: Protected Areas Act; Strengthening the cooperation with departmental public entities responsible for protected area management.

ENQUIRIES : Mr F Mketeni Tel 012 310 3315
APPLICATIONS : To The Director-General, Department of Environmental Affairs and Tourism. Private bag X447, 0001.

FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 17 March 2008

OTHER POSTS

POST 09/02 : **PRINCIPAL ENVIRONMENTAL OFFICER: INFORMATION & DECISION SUPPORT: COASTAL PLANNING & ENVIRONMENTAL PROTECTION MCM 02 /2008**

SALARY : R157 686 per annum (Total package of R 221 566)
CENTRE : Cape Town
REQUIREMENTS : B-degree in Computer Science /Environmental Management / Natural Science / equivalent qualification and relevant experience • Extensive knowledge and practical experience of GIS and spatial data management (proof to be submitted) with knowledge of Arcview-GIS and ArcIMS software packages • Able to develop Internet web content • Knowledge and experience in Access, SQL , ASP or

		related programming languages will be a strong recommendation • Ability to independently analyze data and coastal environmental documents; be innovative and able to work independently • Possession of communication (both verbal and written), project management, conflict management, financial management and negotiation skills • The ability to interpret and apply the policy emanating from the White Paper for Sustainable Coastal Development in South Africa • Possession of a valid driver's license. Advantages: • Knowledge of Coastal management processes and principles; Integrated Environmental Management and Environmental Impact Assessment; functioning of coastal ecosystems as well as the impacts of human activity will be an added advantage
<u>DUTIES</u>	:	Develop and implement various GIS and Decision support tools for integrated coastal management (this will have to cater for the needs of the entire Directorate Integrated Coastal Management) • Work closely with the department's Communications, State of the Environment and Information Technology Sections to ensure that the South African Coastal Information Centre (SACIC) is fully integrated into the DEAT system, system upgraded and maintained and information is kept relevant • Implement recommendations in terms of the "Towards a State of the Coast (SOC) Report" and initiate new projects / programmes to address the shortcomings • Coordinate SOC reporting with the national State of the Environment reporting initiative • Devise a comprehensive strategy to deal with State Coastal Assets • Supervise the ad hoc work and Ministerial submissions related to the above fields carried out by the Sub-Directorate.
<u>ENQUIRIES</u>	:	Dr N Malan Tel: 021 402 3021
<u>APPLICATIONS</u>	:	To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.
<u>FOR ATTENTION</u>	:	6 th Floor HR Registry: Integrated Human Resources
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/03</u>	:	<u>PRINCIPAL ENVIRONMENTAL OFFICER: COASTAL PLANNER: COASTAL PLANNING & ENVIRONMENTAL PROTECTION MCM 04/2008</u>
<u>SALARY</u>	:	R157 686 per annum (Total package R 221 566)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	B-degree in Environmental Management / Natural Science / or an equivalent qualification with majors in Town and Regional Planning • Extensive knowledge and experience of national, provincial and local governance landscape • Knowledge of inter-governmental planning system • Knowledge of Institutional arrangements and the legal regime pertaining to coastal management and the White Paper for Sustainable Coastal Development in SA • Knowledge of environmental management systems • Proven experience and interest in environmental management • Possession of strong analytical, administrative, communication (both verbal and written), project management, conflict management, financial management and negotiation skills • Ability to independently analyze policies, data and coastal environmental documents • Possession of a valid driver's license.
<u>DUTIES</u>	:	Ensure that coastal management principles are integrated into national, provincial and local legislation, documents (e.g. Spatial Development Frameworks and Integrated Development Plans) and planning processes • Support Integrated Coastal Management (ICM) through comprehensive policy analysis, planning, and the development and implementation of national coastal management legislation and programme • Provide coastal planning, evaluation and regulatory advice and assistance to national, provincial and local government and the private sector • Assist in the development, collection and assessment of performance indicator information for the evaluation of the national coastal management programme • Participate in coastal environmental impact assessments and related initiatives • Deal with day-to-day <i>ad hoc</i> coastal management matters and queries.
<u>ENQUIRIES</u>	:	Dr N Malan Tel: 021 402 3021
<u>APPLICATIONS</u>	:	To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.
<u>FOR ATTENTION</u>	:	6 th Floor HR Registry: Integrated Human Resources
<u>CLOSING DATE</u>	:	17 March 2008

<u>POST 09/04</u>	:	<u>PRINCIPAL ENVIRONMENTAL OFFICER: POLICY ANALYST: COASTAL PLANNING & ENVIRONMENTAL PROTECTION MCM 06/2008</u>
<u>SALARY</u>	:	R157 686 per annum (Total package of R 221 566)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	B-degree in Environmental Management / Natural Science / equivalent qualification and relevant experience. • Knowledge of Institutional arrangements and the legal regime pertaining to international and South African coastal management, as well as the White Paper for Sustainable Coastal Development in SA • Knowledge of Coastal management processes and principles; Integrated Environmental Management and Environmental Impact Assessment; functioning of coastal ecosystems as well as the impacts of human activity • Ability to independently analyze policies, data and coastal environmental documents; be innovative and able to work independently • Possession of strong analytical, administrative, secretarial, communication (both verbal and written), project management, conflict management, financial management and negotiation skills • Possession of a valid driver's license.
<u>DUTIES</u>	:	Support Integrated Coastal Management (ICM) through comprehensive policy analysis, planning, and the development and implementation of the national coastal management programme • Provide coastal planning, evaluation and regulatory advice and assistance to national, provincial and local government and the public sector • Develop, collect and assess performance indicator information for the evaluation of the national coastal management programme • Coordinate the department's participation in coastal environmental impact assessments and related initiatives. Ensuring secretarial support for the National Coastal Committee • Dealing with day-to-day <i>ad hoc</i> coastal management matters and queries.
<u>ENQUIRIES</u>	:	Dr N Malan Tel: 021 402 3021
<u>APPLICATIONS</u>	:	To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.
<u>FOR ATTENTION</u>	:	6 th Floor HR Registry: Integrated Human Resources
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/05</u>	:	<u>OFFICE ADMINISTRATOR I: COASTAL PLANNING AND ENVIRONMENTAL PROTECTION (MCM 08/2008)</u>
<u>SALARY</u>	:	R85 362 per annum (Total package of R 133 813 per annum / conditions apply)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a Secretarial Diploma or equivalent qualification or practical experience related to the duties. Working experience in an office administration or secretarial support environment is essential. Computer literacy (MS Office packages such as Word, Excel and PowerPoint) are essential. GroupWise/MS Outlook an added advantage. The successful candidate must have good interpersonal, communication, numerical, planning and organisational and decision making skills, must have a sense of responsibility and be able to work under minimal supervision. Willingness to work after hours when needed and the ability to work under pressure will be an added advantage.
<u>DUTIES</u>	:	The successful applicant will be responsible for the following aspects: Provide administrative support to the Director which entails: Manage the office diary, manage correspondence by receiving and distributing documents, acknowledge receipt, compile letters, submissions, reports and typing documents, take minutes of meetings and filing. Follow up on outstanding documents with all stakeholders. Make logistic arrangements for meetings, seminars, workshops, traveling. Manage procurement of goods and services. Be responsible for budget administration, petty cash, processing of S&T claims, cellular phone and other claims. Assist manager with personal tasks within agreed framework between manager and officer. Receive visitors and attend to telephone calls in Director's office.
<u>ENQUIRIES</u>	:	Ms J Gora, Ph (021) 402-3108
<u>APPLICATIONS</u>	:	To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.
<u>CLOSING DATE</u>	:	10 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.
- CLOSING DATE** : 25 March 2008 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 09/06** : **PRINCIPAL MEDICINES REGULATORY OFFICER (POST-REGISTRATION) (3 POSTS)**
Cluster: Medicines Regulatory Affairs. Directorate: Medicines Evaluation and Research
- SALARY CENTRE REQUIREMENTS** : R157 686 per annum (plus competitive benefits)
: Pretoria.
: *An appropriate recognized four-year Bachelor's degree or diploma in Pharmacy or any equivalent Biomedical qualification *Knowledge and application of the Medicines and Related Substances Control Act No 101 of 1965 and the Regulations pertaining to the Act is essential *One (1) to two (2) years experience in the medicine regulatory environment *Computer literacy is essential *Knowledge and application of the computer programme for the registration of medicines (training will be provided) *Knowledge of drafting policies *A high degree of dedication, accurate work as well as good organisational skills are essential *Innovative thinking, initiative and leadership qualities are recommended *Basic project management skills and good policy development *Good interpersonal relations *Good communication skills (written and verbal) *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence will be an added advantage.
- DUTIES** : *Assessment of applications for amendment of registration dossiers *Recording and maintenance of statistics on work received and done *Participate in the organisation and co-ordination of work in the unit *Undergo training for skills development and personal advancement *Drafting of policy documents and maintenance of policy and ensuring compliance by the applicants *Development of standard operating procedures (SOP's), regulations and guidelines for the registration of medicines and their updates *Consultation with representatives from industry to explain or discuss policy and administrative issues *Prepare documentation and submissions for, and provide support to the expert committees *Participate in unit meetings for discussions and decision-making *Perform allocated computer medicines registration functions *Perform other functions as the Unit Manager or the Director may allocate from time to time.
- ENQUIRIES** : Mr F F Hlangwane at tel (012) 312-0214.

<u>POST 09/07</u>	:	<u>PRINCIPAL MEDICINES REGULATORY OFFICER (COMPLEMENTARY MEDICINES) (2 POSTS)</u> Cluster: Medicines Regulatory Affairs. Directorate: Medicines Evaluation and Research
<u>SALARY CENTRE REQUIREMENTS</u>	:	R157 686 per annum (plus competitive benefits) Pretoria. *An appropriate recognized four-year Bachelor degree in Natural Sciences or a recognized qualification in Pharmacy *Knowledge and application of the Medicines and Related Substances Control Act No 101 of 1965 and the Regulations pertaining to the Act is essential *One (1) to two (2) years experience in the medicine regulatory environment *Knowledge of alternative and traditional medicines will be an added advantage *Computer literacy is essential *A high degree of dedication, accurate work as well as good organizational skills are essential *Innovative thinking, initiative and leadership qualities are recommended *Basic project management skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Assessment and evaluation of applications for the registration of complementary and alternative medicines including call-up submissions *Capturing of data for all applications submitted for registration and amendment of complementary and alternative medicines including call-up submissions *Acknowledge receipt of applications submitted for registration of complementary and alternative medicines *Participate in the organisation and co-ordination of work in the unit *Undergo training for skills development and personal advancement *Assist in the development of standard operating procedures (SOP's), regulations and guidelines for the registration of complementary and alternative medicines *Supporting the Complementary Medicines and African Traditional Medicines Committees technically and administratively *Prepare documentation for Complementary and Alternative Medicines Committee meetings (CMC) and African Traditional Medicines Committee meetings (ATMC) *Compilation of minutes of committee proceedings *Assist in preparation of documentation for tabling at council meetings and compilation of minutes of council proceedings pertaining to Complementary Medicines and African Traditional Medicines *Assist clients with information pertaining to administrative and technical aspects of medicine regulation specifically complementary and alternative medicines *Attend unit, directorate and cluster meetings and participate in discussions and decision-making *Develop the Complementary and Alternative Medicines Unit *Perform other functions as the Director may allocate from time to time.
<u>ENQUIRIES</u>	:	Mr F F Hlangwane at tel (012) 312-0214.
<u>POST 09/08</u>	:	<u>ADMINISTRATION CLERK GRADE II</u> Cluster: Medicines Regulatory Affairs. Directorate: Operations and Administration <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 CENTRE REQUIREMENTS</u>	:	R49 665 per annum (plus competitive benefits) Pretoria. *A Senior Certificate (Grade 12) or equivalent qualification *Knowledge and experience in administrative duties *Ability to work independently *Good working knowledge of computer programmes *Good communication skills (written and verbal) *Good interpersonal relations will be an added advantage *A valid code 08 (Code B) driver's licence *A public/professional driver's permit will be an added advantage.
<u>DUTIES</u>	:	*Receive new applications *Unpack new application boxes *Process new applications *Send documents to Medicines Chief Officer to allocate it to specific evaluators for evaluation *Capture data/information on database *Dispatch documents to specific evaluators with "Fast Track" clearly indicated *Arrange with courier services for dispatching documents *Send MRF documents to Registry for filing *Send letters to industry acknowledging receipt of payment of new applications *Deliver documents *Photocopy Council and Committees' documents *Driving/transport of Council and Expert Committee members *Assist with other administrative duties as requested by supervisor.
<u>ENQUIRIES</u>	:	Ms Veronica Mbatsana at tel (012) 312-0320

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



- APPLICATIONS** : Forward applications, quoting the relevant reference number to the following address: The Director-General, Department of Home Affairs, Private Bag X114, Pretoria, 0001, Alternatively, applications may be hand delivered to the Department of Home Affairs at 270 Maggs Street, Waltloo,
- FOR ATTENTION** : Ms B Mckue, Directorate: Human Resource Management.
- CLOSING DATE** : 15 March 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Directions To Candidates: Applications must be submitted on the Application for Employment form (Z.83) obtainable from any Public Service Department and should be accompanied by a comprehensive CV and certified copies of qualifications (including at least two contactable referees, these should be people who have recently worked with the applicant). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results of the South African Qualification Authority. In cases where applications are for more than one position, separate documentation must be submitted for each position. If no contact has been made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful. No faxes or e-mail will be accepted. It would be appreciated if the contents of this Circular Minute could be brought the attention of officers under your supervision. Successful candidates will be subjected to security clearance procedures.

OTHER POSTS

- POST 09/09** : **SENIOR DATA TECHNOLOGIST (5 POSITIONS)**
- SALARY** : Basic salary of R196 815 per annum
- CENTRE** : Western Cape
- a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/1a
Kwa-Zulu Natal
- b) Refugee Reception Centre: Durban Ref No: HRMC N/08/1b
Gauteng
- c) Refugee Reception Centre: Marabastad Ref No: HRMC N/08/1c
- d) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/1d
Eastern Cape
- e) Refugee Reception Centre: Port Elizabeth Ref No: HRMC N/08/1e
- REQUIREMENTS** : An appropriate three year degree or diploma in Information Technology with extensive experience in the Information Technology environment. An A+ and MCSE certification with an appropriate Novell certification. A broad understanding and experience in Information Technology. Good communication as well as administrative skills. Experience in vendor liaison will be an advantage. A valid driver's licence.
- DUTIES** : Key Performance Areas: The successful candidates will be responsible for the following: Performing first line Information Technology assistance and support to the Centre. Performing basic maintenance for desktop environments, basic network support and perform fault determination. Interacting with Senior Management. Administering and monitoring the acquisition and execution of maintenance services for the Centre. Determining provincial Information Technology requirements for the Centre and communicate these to Head Office. Interfacing with central Information Technology regarding all Refugee Reception Centre's Information Technology matters. Representing the Refugee Reception Centre on Information Technology matters when necessary.
- ENQUIRIES** : Mr P Mahinga, Tel No (012) 810 8238
- POST 09/10** : **SENIOR STATE ACCOUNTANT (5 POSITIONS)**
- SALARY** : Basic salary of R132 054 per annum
- CENTRE** : Western Cape
- a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/2a
Kwa-Zulu Natal

		b) Refugee Reception Centre: Durban Ref No: HRMC N/08/2b Gauteng
		c) Refugee Reception Centre: Marabastad Ref No: HRMC N/08/2c
		d) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/2d Eastern Cape
		e) Refugee Reception Centre: Port Elizabeth Ref No: HRMC N/08/2e
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/Diploma in Cost Accounting or Accounting with extensive experience in a financial environment. Numerical skills. Good written and verbal communication skills. Computer literacy. Knowledge and experience of financial administration. Interpersonal relations skills. Analytical and innovative thinking. Research, presentation as well as facilitation skills. Knowledge and understanding of the Basic Accounting System (BAS) as well as relevant legislation administered by the Department. Understanding of policy development process. Broad knowledge of the Public Finance Management Act (PFMA), Treasury Regulation as well as financial manuals. Knowledge and understanding of Departmental systems and processes as well as reporting procedure and work environment will be an advantage.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Preparation of monthly reconciliation statement, taking into account the following areas: Allocated budget to Refugee Reception Centre. Alignment of budget to the Refugee Reception Centre's post establishment taking into account vacant funded and prioritised positions. Reprioritising funds / items. Cash flow projections. Providing inputs on the preparation of the Refugee Reception Centre's budget planning. Ensuring effective utilisation of Petty Cash within the Refugee Reception Centre. Ensuring effective management of Subsistence and Travel advances in the Refugee Reception Centre. Monitoring Refugee Reception Centre revenue. Ensuring the updating of the revised tariffs.
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>POST 09/11</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER (5 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R132 054 per annum Western Cape
		a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/3a Kwa-Zulu Natal
		b) Refugee Reception Centre: Durban Ref No: HRMC N/08/3b Gauteng
		c) Refugee Reception Centre: Marabastad Ref No: HRMC N/08/3c
		d) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/3d Eastern Cape
		e) Refugee Reception Centre: Port Elizabeth Ref No: HRMC N/08/3e
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/ Diploma in Supply Chain Management or related fields with extensive relevant experience in a procurement environment. Broad knowledge and understanding of Supply Chain Management Regulation, the Public Finance Management Act (PFMA), Procurement Act, Treasury Regulations as well as financial manuals. Supervisory experience. Numeracy skills. Analytical and innovative thinking skills. Good written and verbal communication skills. Good interpersonal relations. Ability to interpret and apply policies. Research, analysis and presentation skills. Computer literacy. Ability to perform effectively under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Proper administration in respect of procurement of goods. Ensuring timely ordering of goods requested by Refugee Reception Centre. Controlling and ensuring safekeeping of fixed and movable assets. Maintaining and updating Refugee Reception Centre's asset register to prevent losses of assets. Managing accommodation infrastructure of the Centre. Providing inputs and information to the Department of Public Works during the lease agreement drafting process. Ensuring administration of fleet services in the Centre. Submit inputs for the Centre's transport requirements to Head Office for consideration.
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>POST 09/12</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (4 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R132 054 per annum Western Cape
		a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/4a Kwa-Zulu Natal

		b) Refugee Reception Centre: Durban Ref No: HRMC N/08/4b Gauteng
		c) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/4c Eastern Cape
		d) Refugee Reception Centre: Port Elizabeth Ref No: HRMC N/08/4d
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/Diploma or equivalent qualification with relevant experience in the field of Human Resource Management. 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. A valid driver's licence and willingness to travel. 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, promotions, translation in rank, salary adjustments and personnel movements. Administering the staff establishment and maintaining the Refugee Reception Centre's organogram. Approving transactions on PERSAL and administering the Performance Management Development System of the Refugee Reception Centre
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>POST 09/13</u>	:	<u>SENIOR REGISTRY CLERK (5 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R68 955 per annum
	:	Western Cape
		a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/5a Kwa-Zulu Natal
		b) Refugee Reception Centre: Durban Ref No: HRMC N/08/5b Gauteng
		c) Refugee Reception Centre: Marabastad Ref No: HRMC N/08/5c
		d) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/5d Eastern Cape
<u>REQUIREMENTS</u>	:	e) Refugee Reception Centre: Port Elizabeth <u>REF NO:</u> HRMC N/08/5e A Grade 12 certificate or equivalent qualification with extensive relevant experience. Knowledge of Department's policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills. Computer literacy. Knowledge of good filing system. Planning and organising skills. Time Management and organizational skills. Service oriented and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Managing records and documents according to national archives and records of South African Archives Act. Recording and safe keeping of cheques and money according to Public Finance Management Act. Confirming postal mail of the Refugee Reception Centre. Open secret files. Handling information as integrity of the Refugee Reception Centre under guidance of promotion of Access to Information Act. Creating files according to prescribed procedures and legislative framework governing records management function. Managing registry stores. Supervising messengers. Checking of stock levels through a stock take and ordering stock from suppliers to replenish the used stock
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>POST 09/14</u>	:	<u>SENIOR ADMINISTRATION CLERK (8 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R68 955 per annum
	:	Kwa-Zulu Natal
		a) Refugee Reception Centre: Durban (2 positions) Ref No: HRMC N/08/6a Gauteng
		b) Refugee Reception Centre: Marabastad (2 positions) Ref No: HRMC N/08/6b
		c) Refugee Reception Centre: Rosentenville (2 positions) Ref No: HRMC N/08/6c Eastern Cape
		d) Refugee Reception Centre: Port Elizabeth (2 positions) Ref No: HRMC N/08/6d
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification with extensive applicable experience. Good interpersonal as well as written and verbal communication skills. Computer literacy. Knowledge of good filing systems. Planning and organising skills. Basic knowledge and understanding of Human Resources and financial administration functions. Knowledge of prescripts administered by the

<u>DUTIES</u>	:	Department. Ability to interact with clients/members of the public from different backgrounds. Knowledge of Departmental policies and procedures.
<u>ENQUIRIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Ordering and distributing stock within the office. Assisting with financial, Human Resources (recruitment, leave and work plans) as well as procurement and provisioning matters. Receiving and dispatching correspondence and mail in the office. Ensure safekeeping of office files and stock. Responsible for the log sheet, inspection pertaining to government vehicles. Check, monitor and maintain the inventory register of the office.
<u>POST 09/15</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>SALARY CENTRE</u>	:	<u>SECURITY OFFICER (5 POSITIONS)</u>
	:	Basic salary of R58 290 per annum
	:	Western Cape
	:	a) Refugee Reception Centre: Cape Town Ref No: HRMC N/08/7a
	:	Kwa-Zulu Natal
	:	b) Refugee Reception Centre: Durban Ref No: HRMC N/08/7b
	:	Gauteng
	:	c) Refugee Reception Centre: Marabastad Ref No: HRMC N/08/7c
	:	d) Refugee Reception Centre: Rosentenville Ref No: HRMC N/08/7d
	:	Eastern Cape
<u>REQUIREMENTS</u>	:	e) Refugee Reception Centre: Port Elizabeth Ref No: HRMC N/08/7E
	:	A Grade 12 certificate or equivalent qualification with applicable experience. Written and verbal communication skills. Knowledge and understanding of National Key Point Act, Risk Management, Minimum Information, Security Standards, Fire Arms Control Act, Access Control Act. Computer literacy. Registration with Private Security Industry Regulatory Authority (Grade C). Candidates must be prepared to be shift workers.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Ensuring compliance with Minimum Information Security Standards and other related security regulations and policies. Performing security operational matters. Enforcing adherence to security regulations, directives and policies. Conducting access control. Operating close circuit television equipment.
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238
<u>POST 09/16</u>	:	<u>ADMINISTRATION CLERK (8 POSITIONS)</u>
<u>SALARY CENTRE</u>	:	Basic salary of R49 665 per annum
	:	Kwa-Zulu Natal
	:	a) Refugee Reception Centre: Durban (2 positions) Ref No: HRMC N/08/8a
	:	Gauteng
	:	b) Refugee Reception Centre: Marabastad (2 positions) Ref No: HRMC N/08/8b
	:	c) Refugee Reception Centre: Rosentenville (2 positions) Ref No: HRMC N/08/8c
	:	Eastern Cape
	:	d) Refugee Reception Centre: Port Elizabeth (2 positions) Ref No: HRMC N/08/8d
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification with extensive relevant experience. Knowledge and understanding of methods and acts relevant to immigration functions of the Department. Knowledge and understanding of the Refugee law and protection including refugee legislation. Knowledge and experience of migration matters and asylum procedures will be an advantage. Written and verbal communication skills. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidates will be responsible for the following: Registration of asylum seekers. Searching for files on the archive system. Registering incoming and outgoing files. Processing refugee identity documents and UNCTD applications. Attending to general correspondence including typing letters.
<u>ENQUIRIES</u>	:	Mr P Mahinga, Tel No (012) 810 8238

DEPARTMENT OF HOUSING

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

- APPLICATIONS** : The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001, Physical: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Mr D Sekwane
- CLOSING DATE** : 14 March 2008
- NOTE** : If you apply for more than one POST 09/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 after the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications accepted. "It will be expected from the selected candidates to be available for 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 subjected to positive outcomes on these checks, which include security clearance, qualifications verification and criminal records".

OTHER POST

- POST 09/17** : **SENIOR STATE ACCOUNTANT (FINANCIAL ACCOUNTING) REFERENCE: DOH/72/2008**
Sub directorate: Financial Support
- SALARY** : R132 054 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate with at least 5 years appropriate working experience. Good interpersonal and communication skills (both written and verbal). Ability to work under pressure. Computer literacy (Microsoft Office). Code 08 drivers licence. The following will serve as a recommendation: Knowledge of Treasury Regulations, Public Finance Management Act, Delegation, Basic Accounting System (BAS), Safety Net, thorough knowledge of Financial Accounting skills and Accuracy.
- DUTIES** : As a Senior State Accountant, the successful candidate will be responsible for the following: Bank reconciliation, funds requisition, administration of petty cash and the clearing of suspense accounts; Allocate work and control workflow of section; Give training to subordinates in the section; Give training to subordinates in the section: Check and authorise payments and journals on BAS; Recover telephone debts; and Ensure proper record keeping.
- ENQUIRIES** : Ms N Vika, Tel: (012) 421-1634

INDEPENDENT COMPLAINTS DIRECTORATE

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

FOR ATTENTION : Ms Mazibuko
APPLICATIONS : Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001
CLOSING DATE : 7 March 2008, Tel No: 012 423 1400
NOTE : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. Faxed applications will not be considered. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the shortlisted candidates only.

OTHER POST

POST 09/18 : **ASSET MANAGEMENT PRACTITIONER**

SALARY : R 106 335 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) with knowledge of LOGIS and at least 2 years appropriate experience in asset management. Sound knowledge of legislation, regulating asset management and supply chain management. Knowledge of regulatory framework such as PFMA and Treasury Regulations. Excellent supervisory and communication skills. Computer literacy (MS Excel and MS Word) and sound knowledge of LOGIS are essential. Good interpersonal skills. A valid card driver's license is required. Must be able to work under pressure and be able to travel to all provincial offices. The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

DUTIES : Key competencies include: Manage and control the acquisition, allocation and physical movement of all departmental assets; Ensure the proper update of all asset registers; Controlling and conducting asset verifications in Head Office and Provincial Offices; Control monthly reconciliation of asset transactions on LOGIS and implement asset control measures; Ensure disposal of redundant, obsolete and unserviceable items; Act as secretariat for the disposal committee; Compile financial information regarding departmental assets to be included in annual financial statements; Prepare relevant reports for management and the auditors; Give guidance and support to all Provincial Offices; Compile monthly reports; and Manage resources and the development of staff.

ENQUIRIES : Ms Kganyago

POST 09/19 : **ASSET MANAGEMENT OFFICER X 2**

SALARY : R68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) with knowledge of LOGIS and appropriate experience in asset management. Knowledge of relevant government procedures. Excellent communication and interpersonal skills. Computer literacy and skills are essential. A valid card driver's license is an added advantage. Must be able to work under pressure and be able to travel to all provincial offices. The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

DUTIES : Key competencies include: Request quotations for procurement of assets; Capture requests for procurement of assets on LOGIS; Follow up on orders; Sending and receiving of e-mail and faxes; Capture receipt of assets delivered and invoices on LOGIS; Mark all assets with unique asset numbers; Update the LOGIS asset register; Maintain the physical movement of assets and update the asset register in terms of the movement, additions and disposals; Identify and prepare information on assets for disposal; Perform physical asset verification in Head Office and Provincial Offices; Compile an asset verification report; Ensure the optimal utilization of all assets; Maintaining registers and relevant rosters.

ENQUIRIES : Ms Kganyago

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 17 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. The CV to be completed by applicants is available on the DOJ website www.doj.gov.za or any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Important: Every application for a different reference number should be on a separate Z 83 form with all supporting documents attached. Applications that do not comply with the above mentioned requirements will not be considered. People with disabilities will receive preference. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

MANAGEMENT ECHELON

POST 09/20 : **SENIOR AUDIT MANAGER: GENERAL ASSURANCE REFERENCE: 08/51/IA**
Cluster (4)

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate three year Degree or Diploma with majors in Auditing/Intern Auditing and Accounting; Six years hands-on experience in Internal Auditing/Auditing of which three years should be at middle management level; Membership of the Institute of Internal Auditors or a recognized profession; Advanced knowledge of auditing and accounting. Experience in an automated auditing environment will be an advantage; Study towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification; Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation; Will be required to undergo a security clearance; A valid driver's license as the candidate will be required to travel frequently. Skills: Ability to interact on the senior level; Able to work under pressure and manage multiple tasks/projects at a time.

DUTIES : Co-ordinate and provide input in the development of Internal Audit three year and annual audit plans; Assist management with facilitation of risk assessment; Advise management on internal controls and compliance with regulatory framework; Conduct audits on complex and high level audit projects; Manage and co-ordinate audit and transfer of skills; Provide input in the continuous improvement of internal audit within the Department; Present quality reports to management and various stakeholders; Lead subordinates and manage performance and staff from Regions and offices within Internal Audit; Contribute to the co-ordination of work of internal audit with external auditors; Effectively manage finance, other resources and operations within Internal Audit; Market and promote Internal Audit.

ENQUIRIES : Ms Pretty Mathebula ☎ (012) 357 8680

APPLICATIONS : Quoting the relevant reference number, direct your applications 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.

OTHER POSTS

POST 09/21 : **DEPUTY DIRECTOR: EAP REFERENCE: 08/56/HR**

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

CENTRE : National Office, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate B. A degree in Social work or Psychology or equivalent qualification in Human Resources; 5 years relevant experience; Registration with relevant statutory councils and EAPA SA; Experience in managing external consultant. Skills: Counselling skills; Presentation and facilitation skills; Communication skills (verbal and written); Able to work under pressure and manage multiple tasks/projects at a time; Problem analysis and diagnosis; Intervention design and evaluation skills; Project management skills; Research and report writing skills; Team-building skills; Conflict Management and Resolution skills; Financial Management skills; Ms Project and other Computer Literacy skills; valid driver's license.
<u>DUTIES</u>	:	Design, implement and manage the EAP, HIV & AIDS, Wellness Services and OHS; Promote and Evaluate EAP, HIV& AIDS, and Wellness services; Provide counselling services and design the case management process; Compile and monitor the Health & Wellness budget; Manage payments - authenticate and process the payment of invoices to external providers; Conduct research to determine the Health status of the department in relation to Employee Health and Wellness; Ensure policy development of an Integrated Health and Wellness strategy; Ensure democratizing the department by advising on the development and implementation of the EE plan; Support change management initiatives; Advise on generic Occupational Health and safety; Manage staffing personnel and resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Hannelie van Niekerk ☎ (012) 315 1552
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. Or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/22</u>	:	<u>SENIOR AUDITOR: GENERAL ASSURANCE SERVICE REFERENCE: 08/52/IA</u>
<u>SALARY</u>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	East London
	:	An appropriate three year degree or diploma with majors in Auditing/Internal Auditing and Accounting; Candidates must be studying towards a relevant professional qualification; Three years experience in Internal Auditing of which at least one should be as a team leader or have potential to lead a team; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Provide input into the enhancement of audit methodologies and technologies; Conduct preliminary survey; Identify issues relevant to the specific audit plan; Formulate an audit program based on the outcome of the preliminary survey; Review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Draft reports on the internal audit work; Monitor implementation and adherence to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Review performance and provide coaching and guidance for staff; Build relationships with external auditors and other assurance providers; Promote governance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Isaac Ilesedi ☎ (012) 357 8747
	:	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>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/23</u>	:	<u>ESTATE CONTROLLER REFERENCE: 08/55/MAS</u> <i>This is a re-advertisement. The minimum Requirements have changed. Persons who applied previously and who meet the revised Requirements do not need to re-apply as those applications will still be considered.</i>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court: Mafikeng

<u>REQUIREMENTS</u>	:	A Three year legal qualification; Two year's relevant working experience; the following would serve as recommendation: A valid code EB drivers' license. Skills: Computer literacy (MS Office); Good communication (verbal and written) skills; Attention to detail; Problem solving skills; Customer focus.
<u>DUTIES</u>	:	Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES</u>	:	Mr M Modibela ☎ 018 331 2007
<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>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/24</u>	:	<u>REGISTRAR OF THE HIGH COURT (REF: 08/07/KZN)</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court, Durban
<u>REQUIREMENTS</u>	:	An appropriate four-year Legal qualification; At least three years relevant experience. Skills and Competencies: Numeracy skills; Office Management, planning and organizational; Conflict resolutions; Good communications (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Co-ordinate Case Flow Management Support Services to the judiciary and prosecution at local level; Issue all processes that initiate court proceedings; Co-ordinate Interpretation Services in conjunction with the interpreters within the court; Process judgments by default and attorneys' costs; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to Information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the Senior or Chief Registrar.
<u>ENQUIRIES</u>	:	Ms N. Nako ☎ (031) 3362 5855
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/25</u>	:	<u>IT CO-ORDINATORS (18 POSTS) REFERENCE: 08/53/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>	:	regional offices. Gauteng (2 POSTS), KwaZulu-Natal (2 POSTS), Western Cape (2 POSTS), Eastern Cape (2 POSTS), Free State (2 POSTS), Limpopo (2 POSTS), Mpumalanga (2 POSTS), North-West (2 POSTS), Northern Cape (2 POSTS)
<u>REQUIREMENTS</u>	:	Tertiary qualification or IT Diploma/other related degree, (NQF 6) with training/project management modules; 4 years experience in rendering an IT related LAN Support service; Experience in network administration, help – desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of user training manuals, guidelines and procedures and drafting of budget; Evaluation of End – User training; Knowledge of IT in Public Sector; Project Management, Change Management and LAN Support; Two years experience in End User training; Two years experience in Project Management; One year experience in systems management; A driver's

		license (Minimum Code 8). Skills: Communication (writing verbal, written and oral) skills; Excellent writing skills; Training skills; Computer literacy (Ms Word, Powerpoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management.
<u>DUTIES</u>	:	Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.
<u>ENQUIRIES</u>	:	Mr D Moody (012) 315 1057
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your 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>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/26</u>	:	<u>PRINCIPAL COURT INTERPRETER (1 POST) REF NO: 08/23/GP</u> <i>This is a re-advertisement. Applicants who previously applied should re-apply, as previous applications will not be considered.</i>
<u>SALARY</u>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Atteridgeville.
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and ten years experience in court interpreting. A Tertiary qualification will be an advantage. Valid driver's license. Applicants will be subjected to a language test. Language requirements: English, Afrikaans, Northern Sotho, Setswana, Zulu, Xhosa, Ndebele. Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Attention to detail.
<u>DUTIES</u>	:	Control and supervise Court Interpreters; Interpret in special cases when necessary; Attend to personnel administration aspects. Ensure that subordinate conclude performance agreements, review performance and provide feedback to court interpreters; ensure that subordinates perform their duties in accordance with their performance agreements;
<u>ENQUIRIES</u>	:	Mrs M Ballakistan (012) 319 4000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008
<u>POST 09/27</u>	:	<u>CHIEF ADMINISTRATION CLERK (1 POST) REF NO: 08/29/GP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate: Boksburg
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience. Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies. Sound knowledge of Human Resources, Financial, Asset and Risk Management; A driver's license will serve as a recommendation. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.
<u>DUTIES</u>	:	Render efficient and effective support to the courts; Maintain discipline and resolve complaints and grievances; Manage the Performance Management System in the office; Draft memoranda, submissions and reports; Control utilization and maintain the assets and accommodation of the office.
<u>ENQUIRIES</u>	:	Ms L Beziudenhout (011) 917 9620
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008

<u>POST 09/28</u>	:	<u>ADMINISTRATIVE OFFICER (REF: 08/08/KZN)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Richmond
<u>REQUIREMENTS</u>	:	An Bachelor's degree or equivalent qualification plus three years relevant experience or Grade 12 plus ten years experience in office and District Administration; Knowledge of the PFMA, DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; Recommendations: A valid driver's licence code EB Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
<u>DUTIES</u>	:	Exercise control over administrative duties rendered by court support staff; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Handle correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administrative sections within the establishment and branch courts; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Implement departmental policies; Compile and submit returns and collate cluster returns; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users.
<u>ENQUIRIES</u>	:	Mrs P.Z. Pienaar ☎ (031) 907 3955
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<u>POST 09/29</u>	:	<u>ADMINISTRATIVE OFFICER: (REF: 08/09/KZN)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Ixopo
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification plus three years relevant experience or Grade 12 plus ten years experience in Office and District Administration; Knowledge of the PFMA, DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; Recommendation; A valid driver's license code EB. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
<u>DUTIES</u>	:	Exercise control over administrative duties rendered by court support staff; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Handle correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administrative sections within the establishment and branch courts; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Implement departmental policies; Compile and submit returns and collate cluster returns; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users.
<u>ENQUIRIES</u>	:	Ms L.N. Tonga ☎ (039) 682 0132
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	17 March 2008

<u>POST 09/30</u>	:	<u>ADMINISTRATIVE OFFICER: TRAINING, EAP & EMPLOYMENT EQUITY (REF 09/10/KZN)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum (All inclusive).The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Regional Office Durban
	:	A Bachelor's degree or equivalent qualification and/or ten years relevant experience. Skills and Competencies: Computer literacy; Good time management; Good interpersonal relations; Excellent communication skills (verbal and written); Planning and organizing skills; Problem solving skills.
<u>DUTIES</u>	:	Co-ordinate training; Enquire and get quote from accredited training providers; Assist with skills audits and compiling of the Workplace skills Plan; Assist in establishing orientation programme at Court level; Conduct exit interviews; Assess wellness of employees through research and questionnaires and develop/facilitate interventions; Facilitate initiatives from National Office in terms of EAP (venues, quotes, external, trainers, nominations, etc.); Assist with establishing support groups within the Family Court; Assist with all Employment Equity related matters; Assist with projects regarding disability; Research and develop training courses as per request by Head of Division; Present/facilitate relevant training programmes; Prepare training reports and maintain training statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.J. Hartzer ☎ (031) 301 5330
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/31</u>	:	<u>ADMINISTRATIVE OFFICER: SPECIALISED SERVICES –LEGAL ADMINISTRATION (REF 09/11/KZN)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Regional Office Durban
	:	A Bachelor's Degree or equivalent qualification and three years experience in the justice system and/or relevant sector environment; Knowledge of relevant legislation and Project management; A valid driver's licence will be an added advantage. Fluency in the Zulu language is an added advantage. Skills and Competencies Computer literacy; Facilitation and Presentation skills; Interpersonal relations; Ability to liaise with the team members; Excellent communication (verbal and written);Accuracy and attention to detail;
<u>DUTIES</u>	:	Oversee the implementation of the Services Charter for Victim's of Crime and participate in Victim Empowerment programmes in the province; Identify training needs of officials dealing with Vulnerable Groups at the courts; Responsible for Special Programmes like Equality Courts; Small Claims courts in the province; Responsible for rendering support to Family Law services in the courts; Participate in Inter-departmental Committees on behalf of the Regional Office;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P. Moodley ☎ (031) 301 5330
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/32</u>	:	<u>MAINTENANCE OFFICER (1 POST) REF NO: 08/32/GP</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>	:	Magistrate: Mamelodi.
	:	An appropriate legal qualification (B. Iuris, B.Proc or LLB) and proficiency in at least two official languages. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Numeracy skills; Ability to work with the public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressured environment; facilitate communication between people with Maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act. Obtain financial information for the purpose of Maintenance

		enquires. Guide Maintenance investigators in the performance of their functions. Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act. Implement Bench orders.
<u>ENQUIRIES</u>	:	Ms J Ngobeni (012) 521 1004
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008
<u>POST 09/33</u>	:	<u>STATE ACCOUNTANT (BUDGET) REF 08/01/LMP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Limpopo
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Commerce or equivalent qualification; Five years in budgeting and accounting systems; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; A valid drivers' license. Skills and Competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Check and authorize sundry payments on BAS; Check and ensure banking of State monies; Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/34</u>	:	<u>CHIEF ACCOUNTING CLERK (CHECKING) REF 08/02/LMP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Limpopo
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification or Grade 12 with ten years relevant experience; Two years experience in financial environment; knowledge of DFI, PFMA and Treasury regulations will be an advantage; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Ability to work under pressure and work independently; Good interpersonal relations and problem solving skills;
<u>DUTIES</u>	:	Coordinate and monitor the submission of Justice Deposit Account System (JDAS), MMT and Bank Reconciliation statements received from sub-offices; Entertain JDAS operational problems and interpret financial prescripts; Analyse all audit enquiries received as well as inspection reports in order to identify existing problems in the execution of financial duties in the region; Facilitate training needs and arrange training; Maintain and monitor signing arrangements in sub-offices; Perform ad-hoc tasks from time to time.
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/35</u>	:	<u>CHIEF ADMIN CLERK (2 POSTS) REF 08/03/LMP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Giyani and Magistrate, Namakgale
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualifications or Grade 12 with ten years relevant experience in the Courts and the Departmental Financial Management System; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.

<u>DUTIES</u>	:	Act as a supervisor of the Clerks in the Civil and Criminal Courts; Checking of the work done in the Civil and Criminal Courts; Control appeal and review cases; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Control staff dealing with finances in the office; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/36</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</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	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 Organizing skills.
<u>DUTIES</u>	:	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:</u>	:	Mr KP Manzini ☎ (012) 315 1933
<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, 0001.
<u>POST 09/37</u>	:	<u>PERSONNEL PRACTITIONER: HR RECRUITMENT & SELECTION (2 POSTS)</u> <u>REFERENCE: 08/59/HR</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Three years relevant tertiary qualification; Minimum of one year experience in recruitment and selection. Skills and competencies: Above average organizational skills; Good analytical and decision-making skills; Good communication skills (verbal and written);Computer literacy (MS Office);Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail; A valid driver's license as the candidate will be required to travel frequently
<u>DUTIES</u>	:	Organize advertising, interviewing and selection processes for recruitment campaigns; Receive and record job vacancy information; Prepare shortlists of candidates for referral to clients; Arrange interviews with clients for applicants; Advise candidates regarding personal presentation at interviews; Advise job applicants of the success or failure of their application; Answer enquiries from clients and applicants about recruitment and selection and provide information on advertised posts; Liaise and arrange with service providers to conduct competency assessments on candidates; Conduct references checks and other verifications on applicants; Arrange and facilitate the security clearance of short listed candidates; Prepare job offer letters and present to successful candidates ;Continually review recruitment and selection policy to ensure effectiveness of selection techniques and recruitment programs.

<u>ENQUIRIES</u>	:	Ms P Mbulawa (012) 357 8812
<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>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/38</u>	:	<u>ADMINISTRATIVE OFFICER REF 08/04/LMP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Thabamoopo
<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualifications plus three years relevant experience or grade 12 certificate or equivalent qualification plus ten years experience in Office and District Administration, and the Departmental Financial Management systems; A valid code B drivers' licence. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.
<u>DUTIES</u>	:	Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking of the work done in the Civil and Criminal Courts; Checking of the work done in finance section(MMT through JDAS and Vote Account) Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/39</u>	:	<u>PARALEGAL AND OR LEGAL INTERNS (81 INTERN POSITIONS)</u> <u>REFERENCE: 08/54/INTERN/MAS</u> <i>The Department of Justice & Constitutional Development requires the services of Legal Interns for a period of 12 months within the following Masters Offices.</i>
<u>SALARY</u>	:	R3 000 per month
<u>CENTRE</u>	:	Masters Offices or Centres Pretoria (10); Johannesburg (10); Pietermaritzburg (10); Durban (10); Port Elizabeth (5); Grahamstown (5); Mthatha (2); Mmabatho (2); Polokwane (2); Thohoyandou (1); Bisho (1); Bloemfontein (5); Kimberley (5); Cape Town (8); Office of the Chief Master (5)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or equivalent legal qualification. The following would serve as recommendation; A valid code EB (previously code 8) driver's license. Competencies: Computer literacy; Attention to detail; Excellent communication skills (verbal and written); Ability to work under pressure; Think analytically.
<u>DUTIES</u>	:	Key Outputs: Administration of deceased and curatorship estate, insolvent estates, companies, Trusts and all aspects related to the administration thereof; Conduct interviews with clients reporting estates; Assist the clients with the completion of forms in order to obtain an appointment; Advise clients on processes and procedures to be followed; Attend to clients queries; Conduct legal research and draft submissions; Keep abreast of developments in Legislation; Assist with any administrative tasks as allocated by the Master; Assisting at Service Points and visit Service Points; Keep statistics of work performed; Act as Relief Staff.
<u>ENQUIRES</u>	:	Mr G Masingi (012) 315 1893
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your applications to: Applicants are encouraged to apply for posts in the Province of domicile only. Pretoria: 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,

<u>POST 09/40</u>	:	<u>COURT INTERPRETER (2 POSTS) REF 08/05/LMP</u>
<u>SALARY</u>	:	R68 995 - 80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Dzanani and Magistrate, Nylstroom
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers licence will be an added advantage: Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage: Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/41</u>	:	<u>COURT INTERPRETER (7 POSTS)</u>
<u>SALARY</u>	:	R68 954 – R80 057 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate: Springs: Ref No 08/20/GP (1 posts); Boksburg: Ref No 08/21/GP (1 post); Pretoria: 08/22/GP (2 posts). Alberton: Ref No: 08/26/GP (3 post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Tertiary qualification will be an advantage. A valid driver's license will be an advantage. Applicants will be subjected to a language test. Language requirements: Springs: English, Afrikaans, South Sotho, Northern Sotho, Venda, Zulu, Tsonga, Xhosa. Boksburg: Shangaan, Venda, Afrikaans, English, Sotho, Xhosa. Pretoria: English, Afrikaans, Northern Sotho, Tsonga, Ndebele, Setswana, Swazi, Venda, Xhosa. Alberton: English, Afrikaans, Northern Sotho, Venda, Tswana, Zulu, Shangaan, Xhosa. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings. Interpret during consultation. Translate legal documents and exhibits. Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors. Make arrangements for foreign language interpreters in consultation with prosecution.
<u>ENQUIRIES</u>	:	Springs: Mrs Ramcharitar (011) 811 2180, Boksburg: L Bezuidenhout (011) 917 9620, Pretoria: Mrs M Ballakistan (012) 319 4000. Alberton: Mr L Tshibalo (011) 907 8919
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008.
<u>POST 09/42</u>	:	<u>SENIOR ADMINISTRATION CLERK (11 POSTS)</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate: Johannesburg (3 posts); Kliptown (1 post); Lenasia (1 post); Soweto (2 posts); Family Court: JHB (2 posts) Ref No: 08/30/GP. Alberton: (2 posts) Ref No: 08/31/GP
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and two years administration experience. Skills and Competencies: Computer literacy (MS Office); Good communication

		skills (verbal and written), problem solving; Good interpersonal relations, Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office. Deal with correspondence. Maintain records. Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.
<u>ENQUIRIES</u>	:	Johannesburg: Mr PVH Maoka (011) 491 5033. Alberton: Mr L Tshibalo (011) 917 3613.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008
<u>POST 09/43</u>	:	<u>SENIOR TELECOM OPERATOR (1 POST) 08/27/GP</u> <i>This is a re-advertisement. Applicants who previously applied should re-apply, as previous applications will not be considered.</i>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and two years relevant experience as telecom operator. Skills and Competencies: Computer literacy. Able to work under pressure; Good communication skills (written and verbal); Interpersonal relations.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay; attend to all other duties that you may be required to do from time to time.
<u>ENQUIRIES</u>	:	Mr B Povey (012) 314 7443
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008
<u>POST 09/44</u>	:	<u>POST: SENIOR ACCOUNTING CLERK: FINANCE AND SUPPLY CHAIN MANAGEMENT (1 POST): REF NO: 08/33/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office Johannesburg.
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good interpersonal relations; Ability to work under pressure and be self motivated; Organizational skills. Attention to detail. Self motivated.
<u>DUTIES</u>	:	Checking all subsistence and traveling claims to ensure compliance with policy and prescripts. Capture subsistence and traveling claims on PERSAL. Capture sundry payments on BAS. Recording all claims paid and ensuring acknowledge of receipts. Respond to telephone and written inquiries. Provide monthly statistic of work done. Perform ad hoc tasks from time to time.
<u>ENQUIRIES</u>	:	Ms L Pretorius (011) 223 7600
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008
<u>POST 09/45</u>	:	<u>PROVISIONING ADMINISTRATIVE CLERK (3 POSTS) REF 08/06/LMP</u>
<u>SALARY</u>	:	R49 665 - 57 663 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two year's relevant experience. A valid drivers' license. Skills and Competencies: Good communication skills (written and verbal); Interpersonal relations; Computer Literacy (MS Office)
<u>DUTIES</u>	:	Perform a variety of administrative duties related to the core functions of the unit, including departmental motor fleet, JYP, accommodation and transport services, maintenance services, requesting of stationary and others; Provide administrative support related to Asset management and Client Services; Render support functions to the supervisory personnel of the unit through: taking minutes, filing, data capturing; processing contractor's and consultants payments and S&T claims.
<u>ENQUIRIES</u>	:	Kotze E (015 287 2025)

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane, 0700. or Physical address: Reception Area, Limpopo Regional Office; 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/46</u>	:	<u>MESSENGER REFERENCE: 08/57/LAS</u>
<u>SALARY</u>	:	R49 665 – R57 663 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>	:	Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience in messenger services; The ability to read and write clearly; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.
<u>DUTIES</u>	:	Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Collect and deliver mail to and from Parliament; Photocopying & maintenance of copy machines.
<u>ENQUIRIES</u>	:	Ms C Booyse / A Johaar ☎ (021) 441 4905
<u>POST 09/47</u>	:	<u>MESSENGER (1POST) REF NO: 08/28/GP</u>
<u>SALARY</u>	:	R43 245 – R 48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Valid driver's license,
<u>DUTIES</u>	:	Collect and deliver post/parcels at the post office; Collect and deliver stationary/documents; Photocopy official documents; Drive and keep vehicle in clean and good condition; Assist with general office duties; Send and receive faxes.
<u>ENQUIRIES</u>	:	Mr B Povey (012) 314 7443
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	10 March 2008.

DEPARTMENT OF LAND AFFAIRS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 09 March 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Former employees who have taken voluntary severance packages are not allowed to apply for this position. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POST

- POST 09/48** : **SENIOR ADMINISTRATION CLERK (REFERENCE S8/3/2008/166)**
- SALARY** : R58 290 per annum
- CENTRE** : Shared Service Centre: Kwazulu-Natal: Pietermaritzburg
- REQUIREMENTS** : * Applicants must be in possession of a Grade 12 Certificate plus at least one year's experience. * Proven interpersonal skills, good written and verbal communication skills, ability to work under pressure in Auxiliary Services, willingness to work irregular hours, good organisational and planning skills, computer literacy (MS Word, MS Excel, Power Point) and a valid drivers license.
- DUTIES** : * The successful candidate will provide administrative support to the Shared Service Centre, arrange for day-to-day maintenance of buildings for the Shared Service Centre and Client Offices, supervise the cleaning staff, inspect offices and issue cleaning material, manage the office's telephone accounts, order and issue stationery to Shared Service Centre officials, provide relief on switchboard, arrange for teas/refreshments for meetings and arrange for purchase of stock, receive and deposit telephone monies for personal calls, and assist in Registry.
- NOTE** : African males/females are welcome to apply.

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 : 14 March 2008

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

POST 09/49 : **REGIONAL ENERGISATION OFFICER**

SALARY : R157 686 per annum,

CENTRE : Mpumalanga Region

REQUIREMENTS : An appropriate Qualification in Electrical Engineering or equivalent qualification (National Diploma or National Certificate coupled with relevant experience) PLUS the following key competencies: ☐ Knowledge of: • INEP Objectives • Technical designs and customer services • GIS Basic knowledge ☐ Skills: • Technical skills • Interpersonal skills • Ability to work under pressure ☐ Communication: • Verbal and written communication

DUTIES : KRA's: • Identify and compile regional backlog of electrification • Make inputs to prioritise identified needs (cost benefit analysis) • Monitor and evaluate the execution of projects • Represent the department on Regional forums

ENQUIRIES : Mr K Bongwe, ☎ 012 317 8660

POST 09/50 : **ADMINISTRATION OFFICER: DEMAND MANAGEMENT**

SALARY : R132 054 per annum

CENTRE : Head Office

REQUIREMENTS : A / An Degree/ National Diploma with Cost Accounting or relevant field of Clerical/Administrative experience PLUS the following key competencies: ☐ Knowledge of: • Public Finance and Management Act • Supply Chain Management • Preferential Procurement Policy Framework Act ☐ Skills: • Computer Literacy • Numeracy • Communication • Planning and Organisational Skills ☐ Communication: • Good Verbal and written communication ☐ Creativity: • Innovative and Self confident • Ability to work under pressure • Analytical thinking • Creativity

DUTIES : KRA's: • Assist in with Demand Planning end user specifications • Liaise with Logistics and Finance for expenditure trends and budgets • Compile and consolidate list of all departmental requirements • Perform cost analysis with BID management constant monitoring of requirements vs. consolidated needs.

ENQUIRIES : Mr T Khoza ☎ 012 371 8466

POST 09/51 : **ADMINISTRATION CLERK, EXAMINATIONS (ONE YEAR CONTRACT)**

SALARY : R 68 955 per annum,

CENTRE : North West Region

REQUIREMENTS : A Senior Certificate coupled with experience in Administration PLUS the following key competencies: ☐ Knowledge of: • Knowledge of Mine Health and Safety Act, examination requirements • Knowledge of DME directives and policies on examinations • Knowledge of filing systems • Knowledge of Public Service Staff Code • Knowledge of office procedure ☐ Skills: • Ability to evaluate information on examination Application for completeness and correctness • Computer skills • Interpersonal skills • numeric ☐ Communication: • Good communication skills, both verbal and written ☐ Creativity: • Creative and innovative thinking abilities

<u>DUTIES</u>	:	KRA's: • Receive, verify and record applications for blasting, on setter, lamps men and mine overseers examinations and co-ordinate the examination process • Handle claims from examiners and answer enquiries in this regard • Record examination results and administer the issuing of certificates • Handle enquiries concerning the validity of blasting, on setters and lamps men certificates
<u>ENQUIRIES</u>	:	Mr X Mbonambi, ☎ (018) 464 1631
<u>POST 09/52</u>	:	<u>ADMINISTRATION CLERK, SAMRASS (ONE YEAR CONTRACT)</u>
<u>SALARY</u>	:	R 68 955 per annum,
<u>CENTRE</u>	:	North West Region
<u>REQUIREMENTS</u>	:	A Senior Certificate coupled with experience in Administration PLUS the following key competencies: ☑ Knowledge of : • Knowledge of accident database • Knowledge of machinery database • Knowledge of filing systems • Knowledge of Public Service Staff Code • Knowledge of office procedure ☑ Skills: • Ability to evaluate information on examination Application for completeness and correctness • Computer skills • Interpersonal skills • Numeric ☑ Communication: • Good communication skills, both verbal and written ☑ Creativity: • Creative and innovative thinking abilities
<u>DUTIES</u>	:	KRA's: • Receive, verify, and allocate accident number and capture accident reports forms (SAMRASS1-9) on the SAMRASS database • Provide accident statistics for monthly, quarterly and annual basis • Open file for fatalities, injuries and serious accidents and appropriate documentation • Capture records of mine equipment and statutory test on the equipment record database
<u>ENQUIRIES</u>	:	Mr X Mbonambi, ☎ (018) 464 1631
<u>POST 09/53</u>	:	<u>SECRETARY (1 YEAR CONTRACT)</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: Provide secretarial/ receptionist support to the manager • rendering administrative support services to the manager/ unit • Keep up to date with regard to the applicable prescripts, policies and procedures to ensure effective support to the managers.
<u>ENQUIRIES</u>	:	Mr T Chokoe, ☎ 012 317 8160

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

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

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

CLOSING DATE : 14 March 2008

MANAGEMENT ECHELON

POST 09/54 : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT**
Office Of The Chief Financial Officer

SALARY : An all-inclusive remuneration package of R540 429 per annum. The package includes a basic salary (60% of package), State's contribution to Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : An appropriate three-year degree or equivalent qualification in Public Administration, Financial Management or related field. Successful attendance of courses in tender and contract administration, financial management and/or supply chain management practices such as logistical support, asset management and procurement. Extensive knowledge of the Public Finance Management Act, the Treasury Regulations and the Framework for Supply Chain Management (SCM). A good understanding of the various elements of SCM, including demand, acquisition, logistics asset and disposal management. Sound knowledge of the Preferential Procurement Policy Framework Act and its associated Regulations as well as the Broad-Based Black Economic Empowerment Act and the BBBEE Codes of Good Practice. Working knowledge of the relevant transversal systems (LOGIS and BAS) and extensive experience in the field of logistical support, asset management, preferential procurement and the management of human resources and finances. Computer skills: MS Word, Excel and PowerPoint.

DUTIES : Manage the implementation of an effective and efficient SCM system in the dplg in accordance with the Framework for SCM, the relevant Treasury Regulations as well as SCM Practice Notes issued by National Treasury. Provide logistical support in accordance with the LOGIS requirements as well as asset management support in accordance with the requirements of the Asset Management Framework. Oversee the establishment and maintenance of a dplg Supplier Register in accordance with the requirements and criteria as contained in the Preferential Procurement Regulations and the BBBEE Codes of Good Practice. Assume responsibility for all reporting on matters relating to procurement, logistics, asset management and SCM performance. Attend to all audit queries on SCM functions within the timeframes of the Office of the Auditor-General. Serve as a member of the dplg Bid Specification Committee, and Bid Evaluation Committees. Provide secretariat services to the Bid Adjudication Committee. Undertake the annual review of SCM policies and procedures and implement an intensive awareness and training programme for all dplg programme, sub-programme and responsibility managers. Manage the financial and human resources of the SCM unit and ensure that performance agreements, quarterly reports and performance assessments are submitted within the relevant timeframes.

ENQUIRES : Mr M Sigaba (012) 334 0683

OTHER POST

<u>POST 09/55</u>	:	<u>MANAGER (DEPUTY DIRECTOR LEVEL): OUTREACH AND STAKEHOLDER RELATIONS</u> Branch: Corporate Services
<u>SALARY</u>	:	An all-inclusive remuneration package of R311 358 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor's degree or equivalent qualification with specialisation in Communication, Public Relations or Marketing and managerial experience. Project management and evaluation skills; Strong conceptual, visionary and leadership skills; Demonstrable knowledge and understanding of the provincial and local government sector; In depth knowledge of the South African Government; Strong negotiation and innovation skills; Knowledge and experience of research, stakeholder and community relations; Ability to use audio-visual equipment; Strong verbal and communication skills; Advanced computer skills; A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and implement the dplg's communication strategies and action plans, with specific reference to external stakeholder and community relations; Promote and coordinate joint activities with external stakeholders and partners. Promote regular interaction and integrated governance through communication across the three spheres of government. Provide managerial, administrative and logistical support to key the dplg branches and programmes, which include Systems & Capacity, Governance, Policy & Research, National Disaster Management, etc. Provide managerial, administrative and logistical support to the Ministerial and Presidential izimbizo programmes; Management of external events, major exhibitions, audio-visuals and publications, community outreach programmes; Regular and value adding liaison with branches and other stakeholders within and outside the department with the purpose of providing support for external communications direction. Coach and develop personnel within the Directorate
<u>ENQUIRES</u>	:	Mr RS Motsepe (012) 334 0741

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](mailto:Response@humancommunications.co.za), alternatively applications may be faxed to 086 510 4804. To verify that your application has been received, please contact Shu'Aib at (011) 807-3260. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 17 March 2008
- 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

- POST 09/56** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: OFFICE OF GOVERNMENT CHIEF INFORMATION OFFICER**
- SALARY** : R106 335 per annum. Annual progression up to a maximum salary of R123 456 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a Diploma in Office Management or related field of study or equivalent qualification (NQF level 5). Experience in Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of office tools (fax, photocopier and automated office equipment).
- DUTIES** : Manage the DDG's diary and prioritise the DDG's meetings. Prepare briefing notes for the DDG, remind and advise the DDG regarding commitments and schedule appointments for and with the DDG. Manage the Office, manage correspondence, screen and record incoming mail and documents, route to line managers and follow up, gather information and prepare briefing notes for the DDG. Establish and maintain a filing and document management system in the Office of the DDG. Undertake follow-ups on issues raised by the DDG to stakeholders (internal and external). Draft summaries for the DDG in relation to documents submitted for the DDG's attention. Co-ordinate travel and accommodation arrangements for the DDG. Liaise with travel agencies, draft itinerary and make bookings for accommodation arrangements and shuttle services. Ensure that the DDG's role is clarified and prepare her ahead of her commitments, compile itineraries and administer S&T claims.
- ENQUIRIES** : Mr NW Mudau tel: (012) 336-1075

DEPARTMENT OF SCIENCE AND TECHNOLOGY

APPLICATIONS
CLOSING DATE
NOTE

- : The General Manager: Human Resource, Private Bag x 894, Pretoria 0001.
- : 14 March 2008
- : Applications must be accompanied by a signed Z83 form and recent updated comprehensive CV as well as original certified copies of all qualification and ID document as well as reference reports. Applications are invited from all race groups. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA.

OTHER POST**POST 09/57**

- : **ASSISTANT MANAGER: DEMAND AND ACQUISITION MANAGEMENT**
Unit: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

- : R157 686 per annum
- : Pretoria (Scientia Campus)
- : National Diploma or equivalent qualification preferably in Logistics, Supply Chain Management or Business Management. Three years Supply Chain Management experience. Knowledge and experience of the following: Treasury Regulations, BAS, LOGIS, Supply Chain objectives and technical proficiency in strategic sourcing (total cost of good ownership procurement value chain and supply value chain). Understanding of integrated Supply Chain processes, understanding of BEE legislation and environment. High integrity and ethics, persuasive communication and leadership skills. Ability to lead and supervise a diverse team of people. Change management skills, proactive, target driven and delivery focus. Strategic and analytical skills. Relationship management, networking and performance evaluation skill. Good communication (verbal and written) & negotiation skills.

DUTIES

- : Render effective and efficient Supply Chain functions and services to DST. Promote and maintain sound Supply Chain corporate governance. Direct and oversee DST BEE and SMME development. Ensure value for money when acquiring assets, goods and services. Strategic demand and acquisition planning. Develop and maintain a list of accredited prospective service providers. Evaluate service agreement contracts. Direct and control purchase administration. Implement and maintain inventory levels. Participate on Disposal Committee; serve as a Secretary to the Bid Committee (BAC).

ENQUIRIES

- : Ms Emmarentia Makgwale (012) 843 6507

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

CLOSING DATE : 14 March 2008
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the POST 09/you are applying for in your application.

OTHER POSTS

POST 09/58 : **DISTRICT SURVEY OFFICER (REF. NO. FEB/08/06GP)**
 (One permanent POST 09/in Gauteng Provincial Office)

SALARY : R157 686 p.a.
CENTRE : Krugersdorp District Office
REQUIREMENTS : Key performance areas: • Run the regional office on a daily basis • Manage fieldwork and data collection in accordance with national standards • manage fieldwork operations within the budget allocated • Manage Stats SA activities in the Regional Office which include fieldwork and data collection with regard to Social and Economic surveys • Organize and manage Publicity campaigns for the Surveys • Liaise with respondents, stakeholders and other organs of state • Advise provincial clients on field organization of the province for specific and local surveys when required. • Disseminate statistics and information products generated by Stats SA • Manage training of field staff • Ensure strict adherence to internationally acclaimed sampling methodologies and data collection standards. Prerequisites: • An appropriate three year tertiary qualification in the Statistics, Demography, Economics or related fields • Good knowledge of computer software i.e. MS Excel and Word • A valid and un-endorsed driver's license • Extensive experience in fieldwork operations management • Knowledge of survey methodologies, project management and financial planning. Person profile: • This POST 09/will suit a person who • has good interpersonal skills and is able to work under pressure to meet deadlines • is innovative, assertive, teamwork orientated, adaptable to change and improvement and pays attention to detail and quality • is willing to travel extensively, and to work long hours.

ENQUIRIES : Clementia Nkomo on (011) 833 0100
APPLICATIONS : Applications can be forwarded by •Posting to the HR Officer, Stats SA, P O Box 7798, Johannesburg, 2000 • Hand delivery at 17 Diagonal Street, Old JSE Building, 2nd Floor, Johannesburg
FOR ATTENTION : Ms Clementia Nkomo

POST 09/59 : **RECEPTIONIST (REF. NO. 222/02/08 RECEPT)**
 (One permanent POST 09/in Pretoria)

SALARY : R85 362 p.a.
CENTRE : Pretoria
REQUIREMENTS : Prerequisites: Diploma in Office Administration • Suitable and relevant experience • Computer Literacy
DUTIES : Key Performance Areas: • Keep daily records of visitors entering the building • Receive visitors • Manage all calls with due regard to correct telephone etiquette • Communicate effectively with both clients and Stats SA employees • Maintain the reception area in a clean and hygienic state • Perform any other office duties as required. Person Profile: • Mature and hardworking individual • Ability to work independently • Ability to work under pressure.

<u>ENQUIRIES</u>	:	Ms P Dlamini 012- 3102058
<u>APPLICATIONS</u>	:	Applications can be forwarded by •Posting to the HR Officer, Stats SA, P/ Bag X 44, Stats SA, Pretoria, 0001 • Hand delivery at Stats SA, Cnr Andries and Vermeulen Str, Pretoria.
<u>FOR ATTENTION</u>	:	Ms P Dlamini
<u>POST 09/60</u>	:	<u>GENERAL ASSISTANT (REF. NO. FEB/08/05GP)</u> (One permanent POST 09/in Gauteng Provincial Office)
<u>SALARY</u>	:	R58 290 p.a.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Prerequisites: Matric • Suitable and relevant experience. Key Performance Areas: • Ensure that Offices, Kitchens, Boardrooms, etc are kept clean at all times• Receive visitors •Prepare venues for meetings • Serve refreshments as required •Handling of Incoming and Outgoing mails • Assist in Switchboard Operation • Perform any other duties as required. Person Profile: • Mature and hardworking individual •Ability to work independently •Ability to work under pressure.
<u>ENQUIRIES</u>	:	Clementia Nkomo on (011) 833 0100
<u>APPLICATIONS</u>	:	Applications can be forwarded by •Posting to the HR Officer, Stats SA, P O Box 7798, Johannesburg, 2000 • Hand delivery at 17 Diagonal Street, Old JSE Building, 2nd Floor, Johannesburg
<u>FOR ATTENTION</u>	:	Ms Clementia Nkomo

DEPARTMENT OF TRADE AND INDUSTRY

CLOSING DATE : 14 March 2008

OTHER POSTS

POST 09/61 : **SENIOR STATE ACCOUNTANT (REF: 012)**

Division: GSSSD

Directorate: Financial Accounting

SALARY : Commencing salary: R 132 054 per annum All inclusive remuneration package: R 190 465 per annum

REQUIREMENTS : Grade 12 plus relevant financial qualification and /or relevant experience in Public service financial administration. Knowledge of computer literacy. Knowledge of PFMA, National Treasury Regulations and relevant financial prescripts in Public sector. Knowledge of BAS and Vulindlela. Good Communication skills verbal and written. Good interpersonal skills. Able to work under pressure and independent. Drivers Licence an added advantage.

DUTIES : Administration of Petty Cash. Authorizing journals and payments. Clearing of suspense accounts. Revenue reconciliation and monthly reporting on revenue accounts to National Treasury. Prepare inputs for financial statements. Manage and staff development. Will sign performance agreement and be subjected to security clearance.

ENQUIRIES : Ms S Mathebula, Tel no: 012 394 1734

POST 09/62 : **SENIOR STATE ACCOUNTANT (REF 004)**

Division: GSSSD

Directorate: Financial Accounting

SALARY : Commencing salary: R132 054 per annum All inclusive remuneration package: R 190 465 per annum

REQUIREMENTS : Grade 12 plus relevant financial qualification and /or relevant experience in Public service financial administration. Knowledge of computer literacy. Knowledge of PFMA, National Treasury Regulations and relevant financial prescripts in Public sector. Knowledge of BAS, Vulindlela and Safetynet. Good Communication skills verbal and written. Good interpersonal skills. Able to work under pressure and independent. Drivers Licence an added advantage

DUTIES : Administration of PMG account. Administration, Processing and reconciling the interdepartmental claims. Processing of Foreign payments through safetynet. Bank reconciliation, closure of books monthly basis on BAS, clearing of suspense accounts, monthly reporting on suspense accounts, prepare monthly compliance certificate to national treasury. Prepare inputs for financial statements. Manage and staff development. Will sign performance agreement and be subjected to security clearance

ENQUIRIES : Ms S Mathebula, Tel no. : 012 394 1734

POST 09/63 : **SENIOR ACCOUNTING CLERK (REF: 025)**

Division: GSSSD

Directorate: Financial Accounting

SALARY : Commencing salary: R64 143 per annum All inclusive remuneration package: R97 710 per annum

REQUIREMENTS : Grade 12 plus relevant financial qualification and /or relevant experience in Public service financial administration. Knowledge of computer literacy. Knowledge of PFMA, National Treasury Regulations and relevant financial prescripts in Public sector. Knowledge of BAS and Vulindlela. Good Communication skills verbal and written. Good interpersonal skills. Able to work under pressure and independent. Drivers Licence an added advantage.

DUTIES : Issuing of petty cash to individuals and divisional petty cash administrators. Receipts for payments. Recovering the outstanding amount from the dti officials. Allocating of expenditure according to the budget allocations. Capturing of journals and payments.

ENQUIRIES : Mr E Skosana, Tel no. : 012 394 1914

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

CLOSING DATE : 14 March 2008
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

OTHER POSTS

POST 09/64 : **DEPUTY CHIEF ENGINEER (MECHANICAL AND ELECTRICAL ENGINEERING)**
 Sub-directorate: Pumping Projects

SALARY : R311 358 per annum (all-inclusive salary package)
CENTRE : Pretoria(JE 1885)
REQUIREMENTS : A recognised four year Bachelors degree in Mechanical Engineering or equivalent as prescribed by the engineering Council of South Africa. Registered as a professional engineer plus extensive appropriate experience. In depth knowledge of mechanical design, pump station layout, pump selection, making engineering cost estimates, electric motors and variable speed drivers, engineering materials, pumping systems valves, pipe work, EOT cranes, ventilation systems, instrumentation and control, corrosion protection systems and of quality assurance is essential. Previous managerial experience, valid driver's licence and willingness to travel are required. The ability to work independently under the supervision of the Sub-Directorate head. Strong problem solving ability, good leadership abilities and excellent communication skills are essential. Knowledge of and experience with low and medium voltage electrics, environmental matters, OHS Act requirements and FIDIC Conditions of Contract will be an advantage.

DUTIES : Key Performance Areas: Design and layout of small to large (20 kW to 25 MW) pumping systems. Selection of pumps, electrical motors, valves, cranes, ventilation systems, instrumentation and pipe work. Project budgeting. Drafting and compilation of tender specifications and tender documentation for acquisition of pumping and related equipment. Witnessing of workshop performance test of pumps, pipe works and pipe specials, valves, cranes, etc. quality assurance. Commissioning and site testing of complete pumping systems, calibration of instrumentation etc. Communicate and negotiate with contractor, consultants and clients. Provide advice to DWAF regions, colleagues and contract management. Assist supervisors with management tasks relating to budgeting, employment equity management, skills transfer management, as may be required. Transfer of skills to junior staff members. Render mechanical services to other engineering disciples.

ENQUIRIES : Ms C Fourie, Tel (012) 336 8621
APPLICATIONS : Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, Room 610 ZwaMadaka Building

POST 09/65 : **DEPUTY CHIEF ENGINEER (MECHANICAL AND ELECTRICAL ENGINEERING)**
 Sub-directorate: Dam outlets

SALARY : R311 358 per annum (all-inclusive salary package)
CENTRE : Pretoria(JE 1885)
REQUIREMENTS : A recognised four year Bachelors degree in Mechanical Engineering or equivalent as prescribed by the engineering Council of South Africa. Registered

as a professional engineer plus extensive appropriate experience. Analytical and innovative thinking as well as a strong problem solving ability will be a recommendation. Valid driver's licence and preparedness to travel. Computer literate. The ideal candidate will be fully conversant in the latest design techniques, maintenance techniques, flow dynamics, estimating procedures, quality control techniques, and the preparation of tender specifications, design and operation of water hydraulics structures, water control equipment (pipe work, large bore valves, various types of gates, lifting equipment, and screening devices), corrosion principles, and Occupational Health and Safety Act requirements. Knowledge of hydraulics control systems will be an added advantage.

DUTIES : Key Performance Areas: The candidate will be involved with the design and drawing up of specifications for mechanical equipment required in dam outlet structures, canal systems, etc. Communicate and negotiate with contractors, consultants and clients. Provide advice to DWAF regions, colleagues and contract management. Assist supervisors with management tasks relating to budgeting, employment equity management, skills transfer management, as may be required. transfer of skills to junior staff members. Render mechanical services to other engineering disciplines.

ENQUIRIES : Ms C Fourie Tel (012) 336 8621

APPLICATIONS : Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, Room 610 ZwaMadaka Building

POST 09/66 : **CONTROL INDUSTRIAL TECHNICIAN (MECHANICAL & ELECTRICAL ENGINEERING)**

SALARY : R196 815 per annum

CENTRE : Pretoria(JE 1879)

REQUIREMENTS : A recognised three year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience in design and draughting of Mechanical Structures. Registered with ECSA as Professional Technician. Previous managerial experience is essential of this position. A valid driver's licence and willingness to travel. Strong problem solving ability. Computer literate. Familiar with Inventor 3D and AutoCAD drawing package. Good leadership and communication skills. In depth knowledge of the operation and refurbishment of dam outlet works pump stations and pipe lines compromising pipes, isolating and control valves, pumping equipment, cranes and hoist and associated equipment. Knowledge of and experience in corrosion protection systems, low and medium voltage electrics, environmental matters, OHS Act requirements and FIDIC Conditions of Contract will be an added advantage.

DUTIES : Key Performance Areas: Design and draughting (by using AutoCAD 3D Software and Inventor) of mechanical hydraulic equipment for pump stations, water supply plants and dams. He/she will also have to do inspections on hydro mechanical installations at contractor's works and/ or departmental sites. Train young engineers and technicians in the sub-directorate.

ENQUIRIES : Ms C Fourie, Tel (012) 336 8010

APPLICATIONS : Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, Room 610 ZwaMadaka Building

POST 09/67 : **ASSISTANT DIRECTOR: TRANSACTIONS AND INFORMATION MANAGEMENT (CONDITIONS OF SERVICE): VARIOUS POSTS**

SALARY : R196 815 per annum

REQUIREMENTS : An appropriate Bachelors degree or equivalent qualification or Grade 12 with extensive experience in Conditions of Service with specific reference to pension administration, Public Service Leave Dispensation, Policy on Incapacity Leave and Ill Health Retirement (PILIR), Human Resources Data and Information Management, Internal and external staff transfers and secondments. Ability to think innovatively, vision and strong leadership qualities, Working knowledge of relevant Public Service prescripts and other related legislative framework and collective agreements. Strong Project Management and Strategic Planning skills. Thorough knowledge of Pension Act and Regulations. Thorough Knowledge of COIDA Act and Health and Occupational Act. Strong background on policy development and implementation. Extensive Knowledge of PERSAL System and

<u>DUTIES</u>	:	other Information Management Systems. Excellent verbal and written communication skills, and a valid code 08 drivers license.
	:	Key Performance Areas: Strategic Support to Director: HR Transactions and Information Management in respect of general conditions of service, with specific reference to amongst others, Government Employees Pension Fund, general leave administration, PILIR, injury on duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Render Assistance with the development, updating and evaluation of Information Management Systems. Render HR data related administrative and support services to the Department. Monitoring and Evaluation of all activities. Provide specialist advise to Senior and Line Managers. Support the transfer of employees other institutions and provide Restructuring Support to regional offices. Deal with oversight reports in terms of termination of services, appointments and transfer of staff, Strengthen the Directorate; HR Transactions and Information Management's capacity in terms of best practices with regard to pension administration, general conditions of service, appointments, people management and training and development of staff. Liaison with National Treasury on pension matters. Implementation of GEPP regulation and processes. Liaison with Compensation Commissioner. Liaison with Health Risk Manager and implementation of the Compensation for Occupational Injuries and Diseases Act (COIDA) requirements.
<u>ENQUIRIES</u>	:	Mr. A.M. Mafanele, Tel (012) 336 7681
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag x313, Pretoria, 0001 for attention: Ms. C Mazibuko, Room 610, Zwamadaka Building.
<u>POST 09/68</u>	:	<u>PRINCIPAL HYDROLOGIST: GROUNDWATER RESERVE REQUIREMENTS (RESOURCE DIRECTED MEASURES)</u>
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria (216200/80137/1)(JE 1972)
<u>REQUIREMENTS</u>	:	A four year degree in Earth/Natural Science or equivalent qualification, plus appropriate experience in groundwater resource management field. The candidate must have a good knowledge of the water related and relevant environmental management legislation and policies and also sound knowledge of all the aspects and processes related to Resource Directed Measures. Candidates with hydrology, geology, and related geoscience qualifications and experience will have an advantage. The candidate must be able to interpret technical and scientific documents and have the ability to assist with the management of smaller projects. The Candidate must have the ability to work productively in an environment consisting of multi disciplinary internal and external DWAF staff and stakeholders. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but however not a prerequisite and also have good practical experience in software packages such as Microsoft Office. Good communication and writing skills is also a requirement. The candidate must be technical and scientifically supportive to its management and must have the ability to capacitate and act as mentor to junior staff. The candidate must have a code 08 driver's licence. The successful candidate must further demonstrate to be innovative, enthusiastic and creative and have the ability to manage stress and large work loads.
<u>DUTIES</u>	:	Key Performance Areas: Assisting management on matters that deals with development of Reserve methodologies, conducting low confident Reserves, integrate Reserve determinations with other DWAF line functions, organising field trips and assist with the preparation of the required supportive technical information. Assist as study manager with the higher confident Reserves and liaise with the regional offices in terms of capacity building requirements, licence application and provide general technical and scientific support. The successful candidate will be expected to liaise closely and provide technical support to other RDM staff and management on the day to day operations within RDM. This post requires substantial travelling that could result in being out of the office for sometimes a week at a time. The candidate will participate in mentor programs for interns.
<u>ENQUIRIES</u>	:	Ms N Mvimbi, tel. (012) 336-6664
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building

<u>POST 09/69</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR TRANSACTIONS AND INFORMATION MANAGEMENT (CONDITIONS OF SERVICE): VARIOUS POSTS</u>
<u>SALARY REQUIREMENTS</u>	:	R132 054 per annum
	:	An appropriate bachelors degree or national diploma with relevant experience in the field of Human Resource Management, excellent knowledge of Public Service Human Resources processes and systems, extensive knowledge of Public Service and other related legislation and collective agreements, strong background on policy development and implementation, excellent verbal and written communications skills, experience in the field of pension administration, leave, PILIR, housing allowances, appointments and other related conditions of services, computer literacy and a valid code 08 drivers license.
<u>DUTIES</u>	:	Key Performance Areas: Drafting of ministerial and other high level submissions. Policy development and implementation. Provide specialist advice to Senior and Line Managers. Assist with the conditions of service functions such as appointments, PILIR, leave, housing allowances, overtime and other allowances. Monitoring and Evaluation of all activities. Training and motivation of staff, Supervising subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A.K. Hattingh, Tel (012) 336 7682
	:	The Director-General: Department of Water Affairs and Forestry, Private Bag x313, Pretoria,0001
<u>FOR ATTENTION</u>	:	Ms. C. Mazibuko, Room 610, Zwamadaka Building
<u>POST 09/70</u>	:	<u>CHIEF PERSONNEL OFFICER: HR TRANSACTIONS AND INFORMATION MANAGEMENT (CONDITIONS OF SERVICE)</u>
<u>SALARY REQUIREMENTS</u>	:	R132 054 per annum
	:	A Grade 12 or equivalent qualification, with relevant experience in the field of Human Resources Management. Good knowledge of Public Service Human Resources processes and systems. Extensive knowledge of Public Service and other related legislation and collective agreements. Extensive knowledge of the PERSAL system. Excellent verbal and communication skills. Thorough knowledge of conditions of service matters, i.e. leave , overtime, housing allowances,policy on Incapacity Leave and Ill-Health Retirement (PILIR), appointments and other allowances. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: The supervision over functions such as leave, overtime, housing allowance, PILIR, appointments and other allowances. Provide special advice to Senior and Line Managers. Monitoring and Evaluation of all activities. Maintenance of database regarding conditions of service related matters. Liaison with Health Risk Manager. Liaison with Compensation Commissioner. Liaison with regional offices. Training and motivation of staff, supervising subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Le Roux, Tel (012) 336 7624
	:	The Director-General: Department: Water Affairs and Forestry, Private Bag x 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms. C. Mazibuko, Room 610, Zwamadaka Building.
<u>POST 09/71</u>	:	<u>CHIEF PERSONNEL OFFICER: HR TRANSACTIONS AND INFORMATION MANAGEMENT (PENSION ADMINISTRATION)</u>
<u>SALARY REQUIREMENTS</u>	:	R132 054 per annum
	:	A Grade 12 or equivalent qualification, with relevant experience in the field of Human Resources Management. Good knowledge of Public Service Human Resources processes and systems. Extensive knowledge of Public Service and other related legislation, collective agreements, extensive knowledge of the PERSAL system. Excellent verbal and communication skills. Extensive knowledge and experience in pension administration. Thorough knowledge of Pension Act and Regulations. Computer literacy. A valid drivers license.
<u>DUTIES</u>	:	Key Performance Areas: The supervision of pension administration unit. Maintenance of database regarding terminations of services. Implementation of Government Employees Pension Fund regulations and processes. Liaison with National Treasury. Provide special advice to Senior and Line Management. Liaison with regional offices. Monitoring and evaluation of all pension processes, training and motivation of staff, supervising subordinates.
<u>ENQUIRIES</u>	:	Mr. A.K. Hattingh, Tel (012) 336 7682

APPLICATIONS : The Director-General: Department: Water Affairs and Forestry, Private Bag x 313, Pretoria, 0001

FOR ATTENTION : Ms. C. Mazibuko, Room 610, Zwamadaka Building.

POST 09/72 : **CHIEF FORESTER**

SALARY : R132 054 per annum

CENTRE : Kwa Gubeshe Plantation

REQUIREMENTS : An appropriate recognized National Diploma in Forestry coupled with appropriate experience in Commercial Forestry. A valid Code 08 Drivers licence. Computer literacy. Understanding of Public Service Transformation. knowledge of the NFA and NVFFA. Management and leadership abilities. Negotiation skills and good human relations will count in an applicant's favour.

DUTIES : Key Performance Areas: Management of all technical activities at Kwa Gubeshe plantation Co-ordinate the performance of silvicultural operations in line with APO. Co-ordinate the performance of harvesting operations as per working plan. Ensure that records of all timber and revenue collected are controlled according to the PFMA. Manage and control of contract agreements. Ensure fire protection operations including tools and equipment care and maintenance. Loss control management. Financial management. Environmental management. Human resource management and development. Safety management. Participatory forest management. Protection management. Commercial forestry transfer and restructuring management. Regulations in line with the NFA and NVFFA

ENQUIRIES : Mr S.S. Masuku tel (033) 3412600

APPLICATIONS : Regional Director, KZN Forestry, Department of Water Affairs & Forestry, Private Bag X9029, Pietermaritzburg, 3200.

FOR ATTENTION : Ms N Lesaoana

POST 09/73 : **SENIOR WATER POLLUTION CONTROL OFFICER (WATER RESOURCE PLANNING SYSTEMS)**

SALARY : R132 054 per annum

CENTRE : Pretoria

REQUIREMENTS : A relevant four year B degree or equivalent qualification in Natural Sciences. Relevant experience in Water Quality Management (WQM) or Water Resource Management or Environmental Management. A sound knowledge of water related, and other relevant environmental management legislation. The ability to integrate water quality issues into the holistic management of water resources. Computer literacy. A valid code 08 driver's licence. The ability to interact with, and relate to associated professional fields and multidisciplinary teams. Good comprehension skills. The ability to interact with a wide range of stakeholders. Preference will be given to candidates who are innovative; have strategic; integrating and creative thinking skills; possess good interpersonal skills; have confidence; are creative and diligent; are team players; and have experience with regards to the management, development (analysis, testing etc), deployment and maintenance (support and training) in computer databases or management information systems.

DUTIES : Key Performance Areas: The POST 09/offers the opportunity to work in a challenging and stimulating environment and make a significant contribution to the planning and management of the water quality of South Africa's water resources. The successful incumbent will work as part of a dedicated team of professionals involved in water quality planning (WQP) processes. The duties will include the following: use of spatial and non-spatial information systems; provide assistance and support for IS users in the sub-directorate as well as external; supporting development and implementation of planning decision support tools; generating short term, medium term, and long term WQP solutions and assisting with administrative and management duties. The activities will also relate to the development, implementation and refinement of policies, strategies, guidelines and methodologies relating to WQP processes. The successful candidate will have to analyse data, produce maps and graphs and write and compile technical reports and documents

ENQUIRIES : Mr G Grobler, Tel (012) 336-8691

APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001

FOR ATTENTION : Ms C Mazibuko, Room 610 ZwaMadaka Building

<u>POST 09/74</u>	:	<u>CHIEF FORESTER</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pietermaritzburg Regional Office
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma in Forestry plus appropriate experience in Forest Management. A valid Code 08 Drivers Licence. Computer literacy. Understanding of Public Service Transformation. Knowledge of the NFA and NVFFA. Management and leadership abilities. Knowledge of disciplinary procedures. Understanding of Public Service Transformation policies. Negotiation skills and good human relations will count in an applicant's favour.
<u>DUTIES</u>	:	Key Performance Areas: Weekly and monthly planning silviculture and harvesting duties. Addressing problems and devising alternative methods of work to ensure efficiency. Co-ordinate the performance of silvicultural operations in line with APO. Co-ordinate the performance of harvesting operations as per working plan. Ensure that records of all timber and revenue collected are controlled according to the PFMA. Manage and control of contract agreements. Loss control management. Financial management. Environmental management. Human resource management and development. Safety management Participatory forest management. Protection management. Commercial forestry transfer and restructuring management. Regulations in line with the NFA and NVFFA
<u>ENQUIRIES</u>	:	Mr S.S. Masuku tel (033) 341 2600
<u>APPLICATIONS</u>	:	Regional Director, KZN Forestry, Department of Water Affairs & Forestry, Private Bag X9029, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Ms N Lesaoana
<u>POST 09/75</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma or appropriate experience in SCM, Acquisition Management. General knowledge of Financial Management and systems. Knowledge of SCM, PFMA, Treasury Regulations, PPPFA and NT practice notes. Supervisor and managerial skills. Computer literacy. Good writing and verbal communication and interpersonal skills. Outstanding planning and organising skills. Ability to work effectively under pressure and as a team member.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for managing and supervising the workflow in PSP Administration section. Offer strategic support to DWAF end users in evaluation committee. Implementation of NT practice notes and circulars. Supervise sub-ordinates on an operational level. Assist with audit queries. Manage register and database relevant to environment. Assist with the checking of request to appoint PSP in DWAF with compliance to relevant policies, regulations and delegations. He/She will have to ensure that end users are equipped to compile submissions in terms of the requirements of SCM policies. Render advice and guidelines of both internal and external clients. Handling internal and external client's complaints.
<u>ENQUIRIES</u>	:	Mrs R Stander, Tel (012) 336 7595
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building
<u>POST 09/76</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma or appropriate experience in SCM, Acquisition Management. General knowledge of Financial Management and systems. Knowledge of SCM, PFMA, Treasury Regulations, PPPFA and NT practice notes. Supervisor and managerial skills. Computer literacy. Good writing and verbal communication and interpersonal skills. Outstanding planning and organising skills. Ability to work effectively under pressure and as a team member.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the administration and supervision of the workflow in PSP Administration section. Offer strategic support to DWAF end users in evaluation committee. Implementation of NT practice notes and circulars. Monitor and assist with the opening of DWAF bids. Supervise sub-ordinates on an operational level. Monitor

		the functionality of the register and database relevant to environment. Assist with the checking of request to appoint PSP in DWAF with compliance to relevant policies, regulations and delegations. He/She will have to ensure that end users are equipped to compile submissions in terms of the requirements of SCM policies. Render advice and guidelines of both internal and external clients. Handling internal and external client's complaints.
<u>ENQUIRIES</u>	:	Mrs R Stander, Tel (012) 336 7595
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building
<u>POST 09/77</u>	:	<u>HYDROLOGIST: SURFACE WATER RESERVE REQUIREMENTS (RESOURCE DIRECTED MEASURES)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria (216300/80135/1)
<u>REQUIREMENTS</u>	:	A minimum of a four year degree or equivalent in environmental management, aquatic Sciences, Geomorphology, Hydrology or Environmental Engineering. The candidate must have some background knowledge on the water act and related environmental legislation. Applicants who have hydrological and hydraulic qualifications will have an advantage. The candidate must familiarise itself with principles of water resource protection and thus Resource Directed Measures in the DWAF. Further to this the applicant must show that he/she has the potential, willingness and enthusiasm to be capacitated in the technical aspects of the Reserve and related functions and to gain these skills in a short period of time. Proven ability to practically apply knowledge of water and environmental legislation and policies will be an added advantage for the applicant. Good interpersonal skills and the ability to liaise with other technical staff, directorates and departments is essential. Applicant must be computer literate and it will be to the applicant's advantage to have a code 8 drivers license. This post requires substantial travelling that could result in being out of the office for sometimes a week at a time.
<u>DUTIES</u>	:	Key Performance Areas: Determination of the Reserves at a desktop level. Assist with the preparation of the technical templates. Assist with the update of the RDM data base, preparation of maps, obtaining specialist documents; download required technical information from the intra and internet and general assistance to senior staff and management. This POST 09/will require the participation in an active skills development program to enable the fast tracking of the candidates skills and knowledge.
<u>ENQUIRIES</u>	:	Mr D Masemola, tel. (012) 336-7866
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building
<u>POST 09/78</u>	:	<u>CHIEF PROVISIONING ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus extensive in Supply Chain Management. Good verbal and verbal and written communication skills are essential. Computer literacy. Knowledge of SCM Practice notes and circulars, PFMA, Treasury Regulations and PPPFA. Problem solving skills and ability to prioritize work and work under pressure are essential. Experience in minute taking for high profile meetings. Self motivated individual.
<u>DUTIES</u>	:	Key Performance Areas: Support to the secretarial of the DBAC. Advise end users on applying the relevant Policies and delegations in procurement processes. Take ownership of Contractor Register/Supplier Database. Provide statistics to Management regarding contractor appointments in DWAF. Offer strategic support to DWAF end users in evaluation committee. Assist with the opening of Bids. Attend meetings at NT relating to RT contracts relevant to the Department.
<u>ENQUIRIES</u>	:	Ms H Van der Merwe, Tel (012) 336 7725
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building

<u>POST 09/79</u>	:	<u>FORESTER</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	KZN Forestry (Umzimkhulu Forest Estate)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma in Forestry /Forestry Ecology/ Environmental Management or equivalent qualification. Relevant experience in conversation and/ or management of indigenous forest woodlands A valid code 08 drivers licence. Basic computer literacy. The following will serve as recommendations: Knowledge of forestry or Environmental Legislation. Understanding of Public Service Transformation policies. Appropriate interest in forestry environment, rural development, community development, institution building and other related interest. Good communication, negotiating and team leadership skills. Ability to use own initiative. Ability to work independently without supervision.
<u>DUTIES</u>	:	Key Performance Areas: The duties are as follows: Manage all aspect of Conversation Forestry and will alia: Be required to familiarize him/ herself with all aspects of the National Forest Act of 1998 and National Veld and Forest Fire Act of 1998 and other Environmental Laws. Develop a Management plan for Estates. Compile and control the budget for the Estate. Compile and submit monthly and quarterly reports to management. Supervise and identify staff training needs. Manage all activities involved in Conversation through Participatory Forest Management approach. Implement Principles Criteria Indicators and standards as required by National Forest act of 1998. Be involved in the daily administration of the forest estate. Address queries from the community and from external steak holders. Assist in developing the future roles, responsibilities and structure of Indigenous Forestry based on latest international national and departmental policy.
<u>ENQUIRIES</u>	:	Ms O Mashele, Tel (033) 342 8101
<u>APPLICATIONS</u>	:	Regional Director, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms G. N. Lesaoana
<u>POST 09/80</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Good verbal and written communication skills are essential. Computer literacy. Knowledge of SCM Practice notes.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for data capturing. General Procurement matters. Interaction with internal and external clients on a daily basis. Adherence to the Department Procurement Delegations and Policies based on SCM regulations. Maintaining of registers. Opening of advertised bids and price quotation in the capacity of a SCM Practitioner. Publication of bid results in the tender bulletin.
<u>ENQUIRIES</u>	:	Ms H Van der Merwe, Tel (012) 336 7725
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Room 610 ZwaMadaka Building

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TOURISM ENVIRONMENTAL AND ECONOMIC AFFAIRS
Department of Tourism Environmental and Economic Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Direct your application, clearly quoting the appropriate reference number to: C. Machaea, DTEEA, Room 103, 1ST Floor Agriculture Building, 98 Zastron Street, Bloemfontein, or mail to Private Bag X 20801, Bloemfontein, 9300.
- CLOSING DATE** : 20 March 2008
- NOTE** : All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as ID, driver's license. Faxed and e-mailed applications will not be considered as well as applications handed – in after the closing date. Please note: Correspondence will be limited to shortlisted candidates only. Candidates, who are not contacted within 1 month for an interview, should consider their application as unsuccessful. Failure to comply with the abovementioned instructions will result in the application not being considered and automatically disqualified.

MANAGEMENT ECHELON

- POST 09/81** : **CHIEF EXECUTIVE OFFICER (CEO) (REF NO.: 08/02/15)**
Free State Liquor Authority
- SALARY** : A competitive and market related salary package is negotiable
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Appropriate qualification. A post-graduate Legal or Management degree will be an added advantage. Proven ability to coordinate and manage teams. Sound knowledge of Liquor regulatory environment. Excellent written and verbal communication. For all the above 4 posts, incumbents will be expected to enter into annual performance
- DUTIES** : Effective and efficient management and administration of the Authority. Planning, controlling and monitoring of the Authority's programmes. Development and maintenance of sound relationship with all stakeholders relevant to the Authority's programmes. Development of annual budget, strategic and performance plans in consultation with the Board. Provision of secretariat and administrative support to the Board. Contribution to the implementation of the Programme of Action of the Economic, Employment and Investment (EEI) Cluster. Co-ordination and management of relevant studies. Development of relevant economic and investment database. Ensure compliance with all applicable legislation(s). Such other responsibilities as may be directed
- ENQUIRIES** : Ben Sediane, Tel: (051) 400 - 4904
- POST 09/82** : **CHIEF FINANCIAL OFFICER: (CFO) (REF NO: 08/02/16)**
Free State Liquor Authority
- SALARY** : A competitive and market related salary package is negotiable
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate B. Com Degree with Accounting or B. Compt, At least 5 years managerial experience in a financial management position. An appropriate post-graduate qualification or registration as a CA(SA) would be an added advantage. A valid code 08 drivers license. Knowledge: Sound technical knowledge of Generally Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Practices (GAAP), which will encompass the transition to the accrual basis of accounting and performance budgeting; Ability to provide sound technical advice on the performance of the Free State Liquor Authority financial system to the CEO and Line Managers; Ensuring compliance with the provisions of the Public Finance Management Act; Strong leadership ability in securing financial resources for the Free State Liquor Authority to adequately fund the mandate of the Free State Liquor Authority; Sound knowledge of strategic planning processes and associated budgetary processes; Excellent verbal communication and report writing skills
- DUTIES** : Develop, implement and maintain appropriate strategies to respond financial needs and challenges of the Free State Liquor Authority, and rendering of technical advice to the CEO. Ensuring that the financial resources and assets of the Free State Liquor Authority are utilized effectively and economically to realize

the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Free State Liquor Authority, legislative imperatives and good governance requirements. Ensure compliance with the reporting requirements of the PFMA, Division of Revenue Act and financial policies. Ensure adequate international financial control arrangements and systems for the accountable delegation of financial powers and assets security

ENQUIRIES : Ben Sediane, Tel: (051) 400 - 4904

POST 09/83 : **GENERAL MANAGER: CORPORATE SERVICES (REF NO.: 08/02/17)**
Free State Investment Promotion Agency (Fipa)

SALARY : R635 874 per annum (Cost to Company)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate B. degree or equivalent qualification. Extensive experience in senior management in an organization of similar size and complexity. Transformation experience in any organization. Strategic planning, problem solving, and analytical skills; Institutional policy formulation and strong managerial and leadership skills. Familiarity with government legislation e.g. Public Finance Management Act, Labour Relations Act and the Skills Development Act. Fully computer literate. Driver's license. For all the above 4 posts, incumbents will be expected to enter into annual performance

DUTIES : Oversee and manage the rendering of efficient and effective corporate service in relation to Strategic Plan Manage and oversee the general administrative support services to the Agency. Developing and directing the implementation of strategies and policies to ensure the most effective utilization of the Agency's resources to support Free State Provincial Growth and Development Strategy. Ensuring that the Board is kept informed about relevant corporate services issues and able to make appropriate best practice decisions. Ensuring compliance with all other existing legislations and regulations. Manage all matters related to legal services and labour relations in the Department. Manage the employee health and wellness programme

ENQUIRIES : Ben Sediane, Tel: (051) 400 - 4904

POST 09/84 : **GENERAL MANAGER: INVESTMENT, TRADE AND EXPORT PROMOTION (REF NO.: 08/02/18)**
Free State Investment Promotion Agency (Fipa)

SALARY : R635 874 p.a. (Cost to Company)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Postgraduate or equivalent qualification in, International Economics or Business Administration. Experience in economic sector development, Investment and trade facilitation. Understanding and knowledge of cross – cutting interventions including resources based sectors value chain and integration. Excellent sector analytical skills – quantitative and qualitative methodologies. Excellent presentation, facilitation skills, project management experience, computer literacy and experience in the use of software and databases. Ability to work under tight deadlines and pressure. Excellent interpersonal and management of research teams. Proven ability to co-ordinate various stakeholders in collaborative research project, previous interaction or working relationship with various research institutions would be an added advantage. Research experience in an economic policy environment and knowledge of Free State Provincial Growth and Development Strategy, South African Economy and how to fit into the global economy. For all the above 4 posts, incumbents will be expected to enter into annual performance

DUTIES : Growing exports of Free State products and services through development of export capability, demand and market access: Analyze determinants and trends in global trade and investment flows to identify potential export markets and investment source; Analyze South Africa's trade policy imperatives to POST 09/Free State exports favorably in the global market; POST 09/the Free State as an ideal location for investment in South Africa: Analyze determinants and trends in global investment flows to identify potential investor countries; Develop a provincial Export investment strategy in line with provincial priorities; Facilitate strategic partnerships between FIPA and other national, provincial and international IPAs; Establish and maintain a database of investment inflows into the province; Package provincial investment opportunities for promotion to

investors; Facilitate access to national incentives to attract potential investors into the province; Organize provincial Trade and investment promotion events, host inward investment missions, and plan and coordinate outward Trade and investment missions to strategic countries; Establish strategic relations with local municipalities, business organizations, industry associations & other SOE; Contribute towards the development of provincial sector strategies for attracting FDI & building productive capacities and international competitiveness; Develop and maintain an aftercare and business retention to support investors and encourage business expansion. Facilitate access to the Export Marketing and Investment Assistance Scheme (EMIA) for exporting SMMEs and previously disadvantaged businesses to trade in the global market; Prepare country briefs and trade reports to provide market intelligence to assist exporters to enter new markets or to expand their presence in markets where they already operate. Establish and maintain a database of exporters and collate statistics of trade exchanges in the province.

ENQUIRIES

: Ben Sediane, Tel: (051) 400 - 4904

POST 09/85

: **CHIEF DIRECTOR: CORPORATE SERVICE (REF. NO: 08/01/02)**

SALARY

: An all inclusive salary package of R635 874 p.a. The total package includes 60% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of security clearance, annual performance agreement, SMS Contract, Financial Disclosure and vetting.

**CENTRE
REQUIREMENTS**

: Bloemfontein
: The candidate must have an appropriate degree or equivalent qualification coupled with extensive management experience at a senior management level. The candidate must further possess special knowledge and competencies in the following areas: Relevant legislation governing the Public Service, including the Public Service Act, Public Finance Management Act, Labour Relations Act, the Skills Development Act, etc. Basic legal administration skills. Good verbal and written communication skills. Budgeting and Financial Management skills. Strategic Planning and good interpersonal skills.

DUTIES

: Develop an overall strategic plan for the Chief Directorate. Manage human resource, the budget and equipment of the Chief Directorate in a cost –effective manner. Manage all matters related to legal services and labour relations in the Department. Ensure effective implementation of the National Skills Development Strategy. Develop and implement the departmental human resources strategy and advice on Human Resources Delegations. Advise the HOD and the MEC on structural design and post establishment and ensure the correct grading of posts as espoused in the Public Service Regulations. Manage the employee health and wellness programme.

ENQUIRIES

: Ms. L Van Rensburg: Tel No: 051 4004912

POST 09/86

: **DIRECTOR: FINANCIAL ACCOUNTING (REF NO.: 08/02/08)**

SALARY

: An all inclusive package of R540 429 per annum structured according to the individuals personal needs. This appointment is subject to the signing of a Security Clearance, Annual Performance Agreement, Financial disclosure and vetting

**CENTRE
REQUIREMENTS**

: Bloemfontein
: A relevant B Degree in Accounting plus appropriate experience. Good management, communication experience and interpersonal skills. Excellent financial, administration, project management and accounting skills. Knowledge of the following: GAAP system, accrual accounting and of financial management in relation to the new regulatory framework for the Public Service, e.g. The Public Finance Management Act, Treasury Regulations, The Public Service Regulations
: Managing the salary functions of the department. Management of payment through BAS to adhere to Treasury Regulations. Management of collection of Revenue according Treasury Regulations. Implement proper accounting controls to ensure compliance to Treasury Regulations and PFMA. Compilation of Financial statements

ENQUIRIES

: Mr K.J. Khotle: Tel No: 051 4004915

OTHER POSTS

<u>POST 09/87</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS (REF NO. 08/02/04)</u>
<u>SALARY</u>	:	An all inclusive package of R311 358 p.a structured according to the individual's personal needs.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Degree in Law which includes Labour Law or National Diploma in Labour Relations coupled with extensive middle management experience, Higher Diploma in Labour Relations is highly recommended. Thorough knowledge of legislation governing the Public Service with emphasis on the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act etc. Computer literacy. Good verbal and written communication skills. Good interpersonal skills. Drivers license
<u>DUTIES</u>	:	Manage human and other material resources in the sub-directorate. Develop and ensure effective implementation of the Labour Relations Policy in the Department. Promote sound labour relations within the Department. Preside over cases of misconduct. Ensure that training on labour relations is conducted for management. Handle all grievances and misconduct cases in the Department. The incumbent will travel extensively
<u>ENQUIRIES</u>	:	Mr K. Khoza Tel No. 0514009564
<u>POST 09/88</u>	:	<u>RISK MANAGER (REF NO: 08/02/09)</u>
<u>SALARY</u>	:	R311 358 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree (or equivalent qualification) preferable in Auditing. Valid drivers license: Code EB. Experience in the development and implementation of Risk Management System/Strategies
<u>DUTIES</u>	:	Develop, maintain and implement the following on departmental risk management, namely: Risk management strategy, Risk management framework, Risk management policy statements, Risk plan, Facilitate risk identification and assessments; and ensure the implementation of risk management processes Promote a risk management culture and capacity on risk management in the department Monitor and review the implementation of risk management processes to ensure the proactive assessment of the current state of controls. Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management in the department. Manage resources to render an effective and efficient risk management service
<u>ENQUIRIES</u>	:	Mr K.J. Khotle Tel No: 051 4004915
<u>POST 09/89</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL MONITORING AND EVALUATION (REF NO. 08/02/05)</u>
<u>SALARY</u>	:	An all inclusive salary package of R311 358 p.a. Salary must be structured according to the individual's needs.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate 3 years Bachelors degree/diploma in Business Management, Entrepreneurship on Economic. Minimum of 3 years experience in SMME development and Relevant knowledge of SMME related matters
<u>DUTIES</u>	:	Foster the establishment of new SMME Support Institutions. Organize the Sub directorate's resources to ensure the smooth implementation of operational plans.(Budgeting) and ensure optimal usage of resources. Ensure human resource development in the Sub directorate. Provide policy inputs to the Director: SMME Policy Development. Develop suitable and practical business plans. Develop and maintain a data base of existing SMMEs. Establish the spatial spread and need for SMME Service Provision. Develop a programme for capacity building of service providers. Develop a plan for a province wide roll out of the Institutional Support Network. Facilitate and coordinate provincial strategies toward realizing an integrated approach to SMME Support. Convene and develop a programme of action for the Provincial SMME Support Coordination Forum. Develop and Maintain a provincial Monitoring and Evaluation System for SMME development. Development and implement a provincial out reach programmes. Develop and coordinate a database of DFI's funding requirements for SMME's
<u>ENQUIRIES</u>	:	Mr C Chauke Tel no: 0514004924

<u>POST 09/90</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AUDITING (REF NO.: 08/02/13)</u>
<u>SALARY</u>	:	R196 815 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate three years recognized Bachelor's degree or equivalent qualifications in auditing. An appropriate experience in auditing field, risk management as well as two years at supervisory level is needed. Excellent written and verbal communication coupled with good interpersonal as well as analytical skills. Valid driver's license. Be computer literate. Recommendations: Membership of IIA or IPFA. Preference will be given to the applicants with performance audit experience. Must be prepared to travel extensively
<u>DUTIES</u>	:	Monitor compliance with regard to all regulations as set out by the Public Finance Management Act of 1999 and according to the Standard for the Professional Practice of Internal Auditor (SPPIA). Assist the manager with the development and implementation of a three year Audit strategic plan. Perform risk analysis, planning and execution of audits in accordance with acceptable standards. Collect, analyze, interpret and document information to support audit results. Prepares a draft report and make formal and informal presentations to management. Assist with the facilitation of the risk assessment of the department
<u>ENQUIRIES</u>	:	Me MC Mpanyane – Mahlaba Tel No. 051 – 400 4908
<u>POST 09/91</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT (REF NO.: 08/02/01)</u>
<u>SALARY</u>	:	R157 686 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma or equivalent qualifications Experience in managerial support functions Computer literacy and good communication skills Working knowledge on the settings up and maintenance of a record system.
<u>DUTIES</u>	:	Provide support to the Head of Department regarding management of diary and appointments. Preparation of documents for meetings and presentations. Coordinate travel and accommodation arrangements. Provide secretarial service for meetings.
<u>ENQUIRIES</u>	:	Ms L. Van Rensburg: Tel No: 051 4004912
<u>POTS 09/92</u>	:	<u>ASSISTANT DIRECTOR: TOURISM AWARENESS DIVISION (REF NO.: 08/02/06)</u>
<u>SALARY</u>	:	R157 686 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	At least a 3 year relevant tertiary qualification and/or extensive experience in tourism. Good knowledge of tourism legislation and policies. Good written and verbal communication skills. Good interpersonal skills. Computer literacy
<u>DUTIES</u>	:	Facilitation and implementation of the Tourism Awareness Programmes and Projects in the Province. Liaise with all stakeholders on matters pertaining to Tourism Awareness. Development and implement tourism awareness projects for schools, communities, and help other stakeholders across the Province. Lead the provincial Responsible Tourism Campaign. Drive partnership processes with all stakeholders. Report and be accountable to the Deputy Director: Safety and Awareness.
<u>ENQUIRIES</u>	:	Mr T Motsosi Tel no: 0514009407
<u>POST 09/93</u>	:	<u>ASSISTANT DIRECTOR TOURISM SAFETY DIVISION (REF NO.: 08/02/07)</u>
<u>SALARY</u>	:	R157 686 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	At least a relevant 3 year tertiary qualification and/ experience in tourism. Good knowledge of tourism legislation and policies. Good written and verbal communication skills. Demonstrate innovativeness, enthusiasm and creative skills. Good interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Implement strategies to reduce crime and violence on tourists in collaboration with relevant organizations such as the South African Police Service. Provide adequate information to visitors that will help to improve their safety and security. Institute appropriate legal procedures that would facilitate speedy and effective prosecution for cases where tourists are involved. Co-ordinate co-operation among appropriate stakeholders to work together to ensure the safety and

		security of all tourists in the Province. Carry out appropriate research concerning tourism security trends and monitor the effectiveness of safety and security measures. Report and be accountable to the Deputy Director: Tourism Safety and Awareness.
<u>ENQUIRIES</u>	:	Mr T Motsosi Tel No.: 051 4009407
<u>POST 09/94</u>	:	<u>RISK MANAGEMENT PRACTITIONER (REF NO.: 08/02/10)</u>
<u>SALARY</u>	:	R157 686 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate recognized 3 years Bachelor's degree (or equivalent qualification) preferable in Auditing. Drivers license: Code EB. Experience in the development and implementation of Risk Management Systems/Strategies
<u>DUTIES</u>	:	Assist with the development, maintenance and implementation of the following on departmental risk management, namely: Risk management strategy, Risk management framework, Risk management policy statements, Risk plan. Assist with the development of risk management processes to ensure compliance to the risk management plan. Implement risk management processes, to ensure compliance to the risk management plan. Maintain and update risk registers to determine the effectiveness of progress concerning risk management in the department. Assist with the promotion of a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department
<u>ENQUIRIES</u>	:	Mr K.J. Khotle Tel No: 051 4004915
<u>POST 09/95</u>	:	<u>ASSISTANT DIRECTOR: AIR QUALITY MANAGEMENT (REF NO: 08/02/14)</u>
<u>SALARY</u>	:	R157 686 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelors degree in Environmental Sciences with Chemistry and or Biochemistry as major or equivalent qualification and knowledge, experience in all media pollution related activities. A good knowledge of appropriate legislation governing air pollution activities at national, provincial and local level. Knowledge of atmospheric pollutants, policies and related national and international programmes related the protection of the atmosphere and provision of clean air will add as an advantage. Computer literacy and a valid driver's license is a must.
<u>DUTIES</u>	:	Implement the legislative framework related to air quality management in the Province. Co-ordinate Air Quality programme in the Province. Participate in the development of National Air quality standards. Represent the Department in the Provincial Disaster Management Committee. Raise awareness on air quality issues in the Province. Supervise the personnel within the sub-directorate. Interact with municipalities, industries, mining, agriculture, health and other sectors. Implement air quality management strategies. Promote clean air production through waste minimisation and material substitution.
<u>ENQUIRIES</u>	:	Mr. E. Mathebula Tel No.:051 4004918
<u>POST 09/96</u>	:	<u>PROCUREMENT NORMS AND STANDARD SPECIALIST (REF NO: 08/02/11)</u>
<u>SALARY</u>	:	R132 054 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant 3 years Bachelors degree or diploma. At least 2 years applicable experience. Knowledge of legislation applicable to supply chain management. Skills: Good inter-personal relations. Computer literate. Good verbal and written communication skills
<u>DUTIES</u>	:	Collect inputs on the demand plan of the different directorates and consolidate such inputs into a demand plan for the department. Conduct market and industry analysis for the identification of suppliers, including commodity analysis. Assist the manager with the development of the sourcing strategy for the department. Assist the manager to ensure that goods and services required by end-users are delivered on time, at the right price, and that the quantity and quality is satisfactory. Update the supplier data-base.
<u>ENQUIRIES</u>	:	Mr. O.H. Choche Tel No: 051-400 4744

POST 09/97 : **PROCUREMENT CONTRACT AND TENDER MANAGEMENT SPECIALIST (4 POSTS) (REF NO: 08/02/12)**

SALARY : R132 054 p.a.
CENTRE : Bloemfontein

REQUIREMENTS : A relevant 3 years Bachelors degree or diploma. At least 2 years applicable experience. Knowledge of legislation applicable to supply chain management. Skills: Good inter-personal relations. Computer literate. Good verbal and written communication skills

DUTIES : Maintain a supplier data-base. Ensure the application of the Preferential Procurement Regulations and other relevant prescripts in the procurement process. Invite price quotations for goods and services in line with departmental policies and procedures. Perform bid administration functions, including advertising of bids, compile bid documents and assist with the evaluation of bids. Render secretarial duties to the bid adjudication committee. Handle complaints and queries. Perform contract management functions, and the management of supplier performance

ENQUIRIES : Mr. O.H. Choche Tel: 051-400 4744

POST 09/98 : **SECRETARY: CORPORATE SERVICES CHIEF DIRECTORATE (REF. NO.: 08/02/03)**

SALARY : R68 955 p.a.
CENTRE : Bloemfontein

REQUIREMENTS : A Senior Certificate and a secretarial certificate with typing as a fully passes subject. Extensive experience in secretarial services. Professional office etiquette. Good writing and verbal Communication skills. Computer literacy (Excel, MS Word). Good interpersonal skills

DUTIES : Serves as an entry point for all internal and external stakeholders who visit the Office of the Chief Director and ensure that appointments are properly arranged. Renders secretarial services to the Chief Director including typing documents, sending faxes and making photocopies. Ensures that all documents in the Chief Director's office are filed and kept safely. Ensures that guests to the office of the Chief Director are received in such a manner that the professional image of the office is enhanced

ENQUIRIES : Mr MS Sani Tel No.: 051 4004931

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

This department is an equal opportunity affirmative action employer. The department intends to promote representivity through the filling of vacancies. Preference will be given to suitable persons who's appointment/promotion/transfer will promote representivity

APPLICATIONS : Applications should be submitted on a Z83 form, accompanied by certified copies of qualification certificates, CV and ID to: The Head: Public Works, Roads and Transport, Human Resources Management, P.O. Box 7551, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of the Medfontein Building, where they must be placed in the appropriately marked and sealed container at: Security Entrance, Ground Floor, Medfontein Building, St Andrews Street, Bloemfontein.

CLOSING DATE : 15 March 2008
NOTE : These posts are based in Bloemfontein except otherwise stated. General requirements: Verification on qualifications and South African citizenship will be conducted and no e-mails or faxed applications will be considered. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 09/99 : **DEPUTY DIRECTOR: LAND ACQUISITION AND PLANNING ADMINISTRATION: REF NO. PWRT 2008/12**
Directorate: Land Transport Planning

SALARY : An all inclusive remuneration package of R311 358 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.

REQUIREMENTS : The formal qualification required for the post is an appropriate recognised Bachelors degree or equivalent qualification; At least 3-5 years administrative

	experience, coupled by management skills, A valid driver's license. Recommendations: Well developed and proven supervisory and management skills; Good interpersonal skills coupled with excellent verbal and written communication skills and a moderate degree of computer literacy; Ability to control and ensure the adherence to budgetary objectives with respect to financial matters; Proven ability to co-ordinate, comply and enforce the policies of the government; Knowledge of performance management and conflict management skills will be an added advantage.
<u>DUTIES</u>	: Overall administration of the land acquisition and compensation matters. Administration of the proclamation processes in the directorate. Managing all administration matters regarding the appointment, training and facilitating of Road Boards. Ensure the formulation and execution of operational plans in with regard to implementation of the Departmental Business Plan. Co-ordinate and evaluate policies, proposals and legislation arising from policy decisions whilst ensuring consistent application and compliance of all policies. Responsible for optimal utilization of human as well as material and equipment resources.
<u>ENQUIRIES</u>	: Ms G M Mentz, (051) 409 8574
<u>POST 09/100</u>	: <u>DEPUTY DIRECTOR: REGULATORY AUDITING: PWRT 2008/13</u> Directorate: Internal Audit
<u>SALARY</u>	: An all inclusive remuneration package of R311 358 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
<u>REQUIREMENTS</u>	: A three-year Bachelor's degree or equivalent NQF level 6 qualification augmented by exposure to internal auditing background; A valid driver's license. Recommendations: Report writing and communication skills; Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations; Knowledge of internal audit standards; Supervisory experience; Registration with SA Institute of Internal Auditors will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc).
<u>DUTIES</u>	: Executing planned adequacy, effective audit assignments and prepare audit assignments in line with the annual audit plans. Development of the audit framework and reviewing the policies and procedures for promoting fraud prevention and sound financial controls. Assist in the developing a rolling 3-year strategic internal audit plan based on its assessment of key areas of risk for the department, with due regard to its current operations, those proposed in its strategic plan and its risk management strategy. Submitting continuous reports to the Audit Committee and Management on the efficient delivery of programmes and achievement of objectives. Follow-up on issues raised in the previous reports of the Auditor General and Internal Auditors. Effective and efficient management of human, financial and logistical resources of the Sub directorate.
<u>POST 09/101</u>	: <u>DEPUTY DIRECTOR: FORENSIC AUDITING: PWRT 2008/14</u>
<u>SALARY</u>	: An all inclusive remuneration package of R311 358 per annum. The package includes a basic salary, a state contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable guidelines.
<u>REQUIREMENTS</u>	: A three-year Bachelor's degree or equivalent NQF level 6 qualification augmented by exposure to internal auditing background; A valid driver's license. Recommendations: Report writing and communication skills; Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations; Knowledge of internal audit standards; Supervisory experience; Registration with SA Institute of Internal Auditors will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc)
<u>DUTIES</u>	: Development of the audit framework and reviewing the policies and procedures for preventing fraud and ensuring internal control measures; Executing planned adequacy, effective audit assignments in line with annual audit plans; Monitor fraud related and other special investigations and assignments at the request of management and audit committee; Assist in the development of a 3-year rolling annual internal audit operational plan and also monitor the implementation of the Integrity Promotion Strategy incorporating anti-fraud prevention strategy; Co-ordination and overall control of the processes relating to forensic audits, performance audits, compliance audits and information systems and operations; Evaluate the extent to which management has identified their inherent risks, as

well as the adequacy and cost effectiveness of internal control measures; Submitting continuous reports to the audit committee and Management on the efficient delivery of programmes and achievement of objectives; Follow up on issues raised in the previous audit reports of the Auditor General and Internal Auditors; Effective and efficient management of human, financial and logistical resources of the Sub directorate.

ENQUIRIES : Ms M Solafa, Tel (051) 403-3022

POST 09/102 : **ASSISTANT DIRECTOR: HR ADMIN, SERVICE CONDITIONS: PWRT 2008/15**
Directorate Human Resources Management

SALARY : R157 686 per annum
REQUIREMENTS : An appropriate recognized Bachelor's Degree or equivalent qualification in Human Resources Management plus intermediate experience in the similar environment. Thorough knowledge of human resources management policies and practices relating to employment. Valid driver's license. Recommendations: Knowledge of Public Service Regulatory Framework. Good written and written communication skills, Sound interpersonal and liaison skills, Computer skills (MS Word, Excel, PowerPoint, etc)

DUTIES : To handle the efficient administration of service conditions inclusive Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, Allowances etc.) in order to ensure alignment with the public service prescripts. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Management Policies/ practises. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Management of human resources which include, inter alia training and development of officials, performance management, and work allocation. Authorise transactions on PERSAL according to delegations.

ENQUIRIES : Mr SW Diakos, Tel no: (051) 405 4340

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

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

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

OTHER POST

POST 09/103 : **HUMAN RESOURCE: ACCOUNT MANAGER: 70049224**
Directorate: Human Resource and Logistical Support

SALARY : R311 358 per annum (all inclusive packages)
CENTRE : Johannesburg
REQUIREMENTS : Degree/ National Diploma Social / Human Sciences or HR Management. Relevant experience: 3- 5 years HR generalist experience, Exposure in the Public Service will be an added advantage. Knowledge and application of all the workplace laws including knowledge of the principles of EAP's.

DUTIES : Manage audit queries and be the point of entry for auditors. Manage the relationship between Human resources and all the business units, by playing a liaison role. Advise on all work place laws and their applications. Oversee recruitment processes, monitor vacancy rate and continuously devise strategies to narrow them down to the agreed upon targets. Manage exit interviews and develop impression reports in order to allow for exit trends analysis and the development of relevant interventions to address same. Compile and merge an almanac of events between the departmental units and HR, and assist in communicating HR events to all the Business units. Keeping records of all units matters that have an HR bearing. Contribute in the compilation of annual, monthly and Quarterly reports. Manage leave trends, and spearhead intervention strategies to rectify same. Continuously communicate issues of significance to the HR Director, team leaders and other relevant stakeholders in the HR & Logistical Support unit. Manage and oversee the implementation of the job evaluation as well as performance development and management system's results. Manage the co-ordination & implementations of the Human Resource administration function by GSSC. Continuously gauge the overall performance of HRM & Logistical support against its set targets. Manage & service the HR/ Departmental SLA

ENQUIRIES : Mr. Sphiwe Nhlapho, Tel No: (011) 355 -5057
CLOSING DATE : 14 March 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 09/104 : **DIRECTOR-CLINICAL MEDICO LEGAL SERVICES REF NO: 70048616**
Directorate: Forensic Pathology Service and Medico Legal Services

SALARY : R540 429 (All inclusive package)
CENTRE : Central Office

<u>REQUIREMENTS</u>	:	An appropriate three year Degree / Diploma or equivalent qualification coupled with appropriate experience in Clinical Medico Legal Services. Good working knowledge in Clinical Medico Legal Services Legislation, Regulations and Policies governing the Services. Valid code 08 driver's licence. Other Skills: Good planning, Organizing and Leadership skills. Good interpersonal relationships, Strategic thinking, Analytical and problem solving skills.
<u>DUTIES</u>	:	Developing Clinical Medico-Legal Services to related Sexual Offences. Child abuse, Common Assault, Driving under the influence of Substance and or Alcohol. Medico-Legal Services to perpetrators. Developing Ex Officio Medico-Legal Services related to Age determinations, Mental Health Certifications, Death Certifications. Disability grant application amongst others. Developing and ensuring delivery of Prison Medical Services / Personnel Health in prisons / Administration of Human Tissue Act which include Permits-Import, export and exhumations. Allocation of unclaimed deceased for research. Administration of legislation of Human Tissue Act and Chapter 8 of the National Health Act
<u>ENQUIRIES</u>	:	Prof. E. Holland, Tel (011) 689 - 5547
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/105</u>	:	<u>PRINCIPAL SPECIALIST (EMERGENCY MEDICINE) (3 POSTS)</u> Emergency Medical Services
<u>SALARY</u>	:	R540 429 – 581 880 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Johannesburg Hospital – 70049231/1 Helen Joseph Hospital – 70049231/2 Leratong Hospital– 70049231/3
<u>REQUIREMENTS</u>	:	MMED Emergency Medicine or Family Medicine or equivalent qualification. Registration with HPCSA as a Specialist in Emergency Medicine or Family Medicine. Management experience and extensive clinical experience in an Emergency Department is essential.
<u>DUTIES</u>	:	Co-ordinate, render and manage all activities of Emergency Care within the institution. Comply and implement guidelines in managing acute medical and surgical emergencies. To provide teaching, monitoring and evaluation of all levels of clinical students. The incumbent will be an integral member of the Emergency Medical Teaching Programme at Wits University and therefore will be expected to make inputs.
<u>ENQUIRIES</u>	:	Dr. G.M.O. Mazizi, Tel No: (011) 564 - 2202
<u>CLOSING DATE</u>	:	14 March 2008
<u>POST 09/106</u>	:	<u>PRINCIPAL SPECIALIST (SURGERY) REF NO: 70049164</u> Directorate: Medical <i>This post is a re-advertisement, previous applicants may still apply.</i>
<u>SALARY</u>	:	R540 429 per annum (all inclusive packages)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Registration with Health Professional of South Africa (HPCSA) Council as a Specialist.
<u>DUTIES</u>	:	Clinical Supervision: Control clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervise and advises junior doctors in patients Care. Participates in patients care according to the read and duty list. Academic Teaching: To undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist Level. To contribute to and participate in training of other Health workers where requested to do so. Participate in Public education programmes concerning health. Direct Patients Care: To provide cost effective Specialist medical inpatients and outpatients care to patients within the referral area. To supervise junior medical staff in the appropriate treatment of patients. To co-operate with nursing and other professional in the optimal care of Hospitalized patients. To refer patients samples to relevant units and department for diagnostic, intervention. To advise and counsel patients and families on their health problems. To consult and advise Health professionals including Primary Care Workers and medical practitioner on diagnosis, investigation and management of referred patients. Research: To contribute to the development of knowledge and Policy by appropriate research. To do appropriate clinical research that will improve patients care. Liaison with senior and provincial management. Management: Reports to HOD. Communicates with Medical Superintendent and Nursing Service Manager. Communicates with Registrars,

Medical Officers, interns, nursing. Communicates with patient's families and care givers. Communicates with referring doctors and Health Professions. Play an active role in day-to-day managing of the Department of Surgery in Kalafong Hospital. Play an active role in supporting management of academic department of Surgery at the University of Pretoria.

ENQUIRIES : Prof T.R Mokoena/ Dr N Soma, Tel No: (012) 373-1004-5/ 318-6503
CLOSING DATE : 19 March 2008

OTHER POSTS

POST 09/107 : **MIDDLE MANAGER: MARKETING REF NO: 70049232**
 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 : Grade 12 or equivalent or National Diploma or CCA and registered with HPCSA, 5 years experience as a paramedic and 3 years of those as manager. Knowledge of PFMA, BBBEE, PPP and PPPFMA. In-dept knowledge of and experience in working with stakeholders. Excellent communication skills, verbal and written. Knowledge of Provincial Government systems, procedures and protocol will be an added advantage. Project management skills. Computer literacy, MS Office. Driver's licence (code 8).

DUTIES : Oversee all marketing and communication functions. Develop and implement marketing strategies. Ensure effective liaison and communication initiatives. Promoting the corporate image of Emergency Medical Services. Plan public campaigns and develop community education programmes. Plan and facilitate all EMS related media activities and promotions.

ENQUIRIES : Dr. M.G.O. Mazizi, Tel No: (011) 564 - 2202
CLOSING DATE : 14 March 2008

POST 09/108 : **CHIEF MEDICAL OFFICER / SENIOR SPECIALIST (ORTHOPAEDICS) REF NO: 70049239**
 Directorate: Medical

SALARY : R369 000 – R427 836 (All inclusive package)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Registration with HPCSA and appropriate experience and managerial skills

DUTIES : Be responsible for the Orthopaedic department. Co-ordinate, render and manage all activities in the department. Perform clinical and administrative duties. Supervise and teach junior staff. Participate as a team member in managing quality clinical care in the department and in the hospital in general

ENQUIRIES : Dr. A. Christoforou, Tel No: (011) 898 8320
CLOSING DATE : 17 March 2008

POST 09/109 : **PRINCIPAL MEDICAL OFFICER (3 POSTS) REF NO: 70049263**
 Directorate: P.H.C

SALARY : R311 358 – 360 909 per annum (plus benefits)

CENTRE : Masakhane Centre, Thuthuzela Centre, and FERH Centre

REQUIREMENTS : Registration with the Health Professions Council of South Africa as a medical practitioner. A medical degree (MBCHB) coupled with extensive knowledge in Ante Retroviral Therapy and Comprehensive Care Treatment and Management of the HIV/AIDS programme management at facility level. Recommendations: Training and computer literacy skill are a must. Should have at least 3 years experience as medical doctor and should have worked at either hospital or Community Health Care Centers post qualification. Knowledge of TB/HIV Collaboration PMTCT/VCT/ART/STI protocols is strongly recommended.

DUTIES : Provide comprehensive clinical service to medical and HIV infected patients including chronic care. Provide clinical care and support to PMTC/VCT/STI/TB programmes through consultation with the district HAST managers and application of HAST Guidelines. Initiate support and manage HIV clinic and patients on HAART. Assist with the development and implementation of a comprehensive treatment plan for all HIV positive patients within the referral area. Management of patients with chronic conditions e.g. hypertension, diabetes, asthma, epilepsy etc. Attend drugs and therapeutic meetings (quarterly) to promote quality of care in ARV and PHC service delivery. Attend to

		victims of sexual assault (rape) including physical examination and evidence collection. Attend to other medico-legal cases i.e. domestic violence, drunken driving, common assaults, examination of suspects etc. Appearing in court as an expert witness (for patients that were seen whenever required to do so)
<u>ENQUIRIES</u>	:	Dr M.M. Malaka Tel No: (011) 876 1700/1793
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/110</u>	:	<u>ASSISTANT MANAGER NURSING (AREA MANAGER) PNA 7 REF NO: 70049161</u> Directorate: Clinical Nursing
<u>SALARY</u>	:	R235 659 per annum (Plus Benefits)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice R425 (Diploma or Degree in Nursing Management). Current registration with the SANC as a Professional Nurse. Minimum of 6 to 8 years appropriate/ recognize experience in Management level. Demonstrate in-depth understanding of Nursing Legislation and related Legal and Ethical Nursing practices and how this impact on service delivery. Ensure that Clinical Nursing Practice by the nursing team is rendered in accordance with the scope of practice and nursing standard as determined by the institution. Promote quality of nursing care, as directed by professional scope of practice and demonstrate in-depth basic understanding of HR and Financial policies. Demonstrate in-depth understanding of the Legislative framework governing the Public Service. Demonstrate effective communication with the Multidisciplinary Team to ensure quality care. Work effectively, efficiently and amicably at management level with persons of diverse amicable at management level with persons of diverse intellectual, cultural, racial and religious differences. Ability to promote rights of patients, advocating and facilitating accurate and treatment and ensure that principles of appropriate customer care and adhered to. Demonstrate required computer literacy. Able to plan, organize, maintain and control the nursing services budget for the facility. Display good problem solving skills, information management skills and be proactive, initiative and be a team player.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care. Analyze data and audit clinical records and identify risk factors, co-ordinate and conduct client satisfaction surveys. Collaborate with other member of the health care teams and form constructive relationships with other opportunities for professional developments. Participate in the analysis, formulation and implementation of nursing guidelines, practices policies, standards and procedures. Implement nursing care management activities according to the standards of practice and scope of practice and act upon the professional code of conduct. Implement and maintain effective and efficient infection control, standard, OH and safety standards and Employee wellness standards. Deal with written grievances and Labour related issues. Monitor practice and licensing of all nurses. Allocate and monitor personnel and implement PMDS for all nurses. Monitor and ensure proper utilization of financial and physical resources. Participate in the development of business plans, motivate for relevant material resources, control assets and ensure proper implementation of budget by monitoring, projecting and reporting expenditure.
<u>ENQUIRIES</u>	:	Ms. E.K. Kgomongwe Tel No: (011) 681 2016
<u>CLOSING DATE</u>	:	20 March 2008
<u>POST 09/111</u>	:	<u>SENIOR MEDICAL OFFICER (PAEDIATRIC AND EMERGENCY MEDICINE) REF NO: 70049240</u> Directorate: Medical
<u>SALARY</u>	:	R196 815 – R228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as medical practitioner, Appropriate clinical experience.
<u>DUTIES</u>	:	Perform clinical duties in department. Supervise and teach junior staff. Perform overtime duties. Assist with administrative duties and participate as a team member in managing quality clinical care. Active participation in the academic activities of the department.
<u>ENQUIRIES</u>	:	Dr. A. Christoferou, Tel No: (011) 898 8320
<u>CLOSING DATE</u>	:	17 March 2008

<u>POST 09/112</u>	:	<u>MIDDLE MANAGER ADMINISTRATION (GENERAL) REF NO: 70049160</u> Directorate: HR, Finance, Logi, Proc, Patient Aff & Facility
<u>SALARY</u>	:	R196 815 per annum (Plus Benefits)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate Degree or diploma 5 years experience as a Manager. Computer literacy, good communication and good interpersonal skills. Cope with pressure and high volume of work. Knowledge of all Departmental Delegations, Policy, Regulations and Acts.
<u>DUTIES</u>	:	HR: Ensure that relevant staff is appointed and properly remunerated according to regulations and procedures. Co-ordinate personnel administration. Promote sound Labour Relations. Co-ordinate Employee-Wellness Programme. Oversee staff Performance Evaluations. Interpretation of regulations and control of personnel budget. Manage and control overtime in the institution. Finance: Control of expenditures of the departments, administration of budget authorization of expenditure. Liaise with regional and central office on financial issues. Supervise staff members. Logistics: Security management, transport control and general hospital environment management. Procurement: Ensure that stock taking is done on quarterly bases. Manage Procurement of goods and service and control of stock levels. Asset management and also supervision of procurement staff members. Patient's Affairs: Manage patient admission, ensure that patients are properly billed, accounts are followed up and revenue is properly paid into the bank account. Interpretation of procedure- manual and circulars. Manage admission's staff performance. Proper control of the mortuary. Facility Management: Ensure that facility is kept in a proper condition. Liaise with works department, co-ordinate facility management meetings, control and monitor facility budget.
<u>ENQUIRIES</u>	:	Dr. M.R. Tshabalala Tel No: (011) 681 2002
<u>CLOSING DATE</u>	:	20 March 2008
<u>POST 09/113</u>	:	<u>SENIOR MEDICAL OFFICER (3 POSTS) REF NO: 70049262</u> Directorate: P.H.C
<u>SALARY</u>	:	R196 815 – 228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Main, Tembisa Health Centre and Esangweni Clinic
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as a medical practitioner. A medical degree (MBCHB) coupled with extensive knowledge in Ante Retroviral Therapy and Comprehensive Care Treatment and Management of the HIV/AIDS programme management at facility level. Recommendations: Training and computer literacy skills are a must. Should have at least 3 years experience as medical doctor, and should have worked at either hospital or Community Health Care Centre post qualification. Knowledge of the TB/HIV Collaboration PMTC/VCT/ART/STI protocols is strongly recommended.
<u>DUTIES</u>	:	Provide comprehensive clinical service to medical and HIV infected patients including chronic care. Provide clinical care and support to PMTC/VCT/STI/TB programmes through consultation with the district HAST managers and application of HAST Guidelines. Initiate support and manage HIV clinic and patients on HAART. Assist with the development and implementation of a comprehensive treatment plan for all HIV positive patients within the referral area. Management of patients with chronic conditions e.g. hypertension, diabetes, asthma, epilepsy etc. Attend drugs and therapeutic meetings (quarterly) to promote quality of care in ARV and PHC service delivery.
<u>ENQUIRIES</u>	:	Dr M.M. Malaka Tel No: (011) 876 1700/1793
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/114</u>	:	<u>MORTUARY MANAGER REF NO: 70049254</u> Directorate: Forensic Pathology Service (FPS)
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Germiston
<u>REQUIREMENTS</u>	:	An appropriate three year Degree / Diploma with appropriate managerial experience or Grade 12 with extensive forensic laboratory experience. Valid code 08 driver's licence. Above average computer and software literacy. Financial and asset management skills. Experience in general personnel management. Planning and organizing skills. Willingness to work after hours.
<u>DUTIES</u>	:	Ensure the rendering of an effective, efficient and caring service within the forensic pathology laboratory. Effective management and control of all human

resources, buildings and physical assets. Manage financial resources. Perform leadership functions in respect of providing guidance and advice. Compile monthly, quarterly, annual reports. Develop and implement procedure guidelines. Liaise and coordinate with government, non-governmental institutions and other structures and organizations. Represent the Department in various Forum meetings (Nationally and Provincially). Attend meetings with various structures. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivations and cultivate a culture of performance management. Reporting to the Cluster Manager. Manage the entity effectively and efficient. Ensure that the rendering of services is in accordance with the Batho Pele Principles.

ENQUIRIES
CLOSING DATE

: Mr M Ramatsa, Tel No: (011) 255 - 4910
: 17 March 2008

POST 09/115

: **ASSISTANT DIRECTOR: FINANCE REF NO: 70049256**
Directorate: Forensic Pathology Service

SALARY
CENTRE
REQUIREMENTS

: R196 815 per annum (plus benefits)
: Central Office
: An appropriate three year tertiary qualification in Finance. 4 to 6 years experience of budget and Financial management. Computer literacy in Excel, PowerPoint and MS Word, Valid driver's licence. Extensive knowledge of BAS, SAP and PERSAL.

DUTIES

: To develop, implement and maintain effective and efficient budgeting. Facilitate the planning, development and coordination of multi year budgeting for the Forensic Pathology Services (FPS). Manage the processing and recording of day to amounts spent by FPS. Give advice on a range of financial aspects such as petty cash, cash flow etc. Ensure compliance with PFMA, DORA and legislative Acts regarding budgetary issues. Develop and distribute templates for budget submissions by FPS cost centres. Ensure that PERSAL, SAP and BAS are reconciled on monthly basis. Compile in Year monitoring, quarterly and annually performance report. Prepare monthly and ad-hoc budget report for senior management. Evaluate performance of subordinate and supervise staff. Monitor and manage supplier's payment.

ENQUIRIES
CLOSING DATE

: Mr M Sethuga, Tel No, (011) 689 – 5544
: 17 March 2008

POST 09/116

: **ASSISTANT DIRECTOR: HRM REF NO: 70049257**
Directorate: Forensic Pathology Service

SALARY
CENTRE
REQUIREMENTS

: R196 815 per annum (plus benefits)
: Central Office
: An appropriate recognized three year B-degree / Diploma plus 3 -5 years experience or Grade 12 with extensive experience in Human Resource Management and extensive managerial experience. Knowledge of strategic management. Knowledge and understanding of PERSAL, HR prescripts, legislative frameworks and procedures. Skills: Good management skills, good written and verbal communication skills, Good organizing, planning and problem solving skills. Good computer skills (MS Word, Excel, PowerPoint, etc). Valid code 08 driver's licence. Ability to work under pressure.

DUTIES

: Implement and maintain sound quality management systems, including applicable legislation, policies, best practices and standards. Effective and efficient management of HR administrative aspects (appointments, transfers, terminations, salary administration and management of conditions of service) etc. Ensuring that PERSAL transactions and related mandates forwarded to GSSC are captured correctly. Manage audit queries, manage staff Establishment. Manage recruitment and selection of Forensic Pathology Services (FPS). Render HR advisory service to all FPS staff and management. Assist with the implementation of Performance Management and Development Systems. Ensure that proper job descriptions are in place. Assist with Labour Relations matters. Draft memorandums, reports, submissions and circulars on HR related matters. Ensure that HR legislation and policies are complied with. Supervise staff and manage their work performance according to PMDS policy.

ENQUIRIES
CLOSING DATE

: Ms T Nkonyane, Tel No: (011) 689 – 5594
: 17 March 2008

<u>POST 09/117</u>	:	<u>MIDDLE MANAGER: BUSINESS ANALYST/PROJECT MANAGER (2 POSTS)</u> <u>REF NO: 70049233</u> Directorate: Information Communication and Technology: ICT Systems
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Information and Technology Operations Centre (GITOC)
<u>REQUIREMENTS</u>	:	A relevant Degree / National Diploma in Business Analysis and at least 3 years working experience in an information technology environment. Knowledge of Health Systems and an understanding of IT Project Management environment would be an added advantage. The candidate must be proficient in Microsoft Projects, Visio, Excel and Word.
<u>DUTIES</u>	:	Review and edit specifications and business processes and recommendations related to proposed and current solutions. Develops functional specifications and systems design specifications for client engagement. Identify client organization's strengths and weaknesses and recommend areas of improvement. Conduct client satisfaction surveys. Enforce deadlines and schedules for project plans and communicate and apply project standards. Lead multi tasking project teams to achieve organizational strategic goals. Write / compile and present operational and high level management reports.
<u>ENQUIRIES</u>	:	Mr. C. Costner, Tel No: (011) 457 2797
<u>CLOSING DATE</u>	:	14 March 2008
<u>POST 09/118</u>	:	<u>REGISTRAR (EMERGENCY MEDICINE) REF NO: 70049167</u> Directorate: Medical
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Full registration with HPCSA as general practitioner with MBChB Degree. Completion of internship as well as Community Service. Three (3) ALS certificate. (ALCS, PALS, AMLS: ATLS). Recommendations: Successful completion of primary subjects for MMed (Emergency Medicine), Dip PEC or DA of the CMSA.
<u>DUTIES</u>	:	Service delivery in the Emergency Units of Kalafong and Pretoria Academic Hospitals. Rotation through relevant clinical Departments such as Critical Care and Anaesthesiology. Administrative functions and teaching related to Management of the Emergency Unit. Research as part of MMed.
<u>ENQUIRIES</u>	:	Dr M.M Geyser/ Dr L.M Phalatsi, Tel No: (012) 318-6700/ 318-6502
<u>CLOSING DATE</u>	:	19 March 2008
<u>POST 09/119</u>	:	<u>SENIOR PHARMACIST REF NO: 70049165</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	B. Pharm/ Dip Pharm or equivalent qualifications. Registration with SAPC.
<u>DUTIES</u>	:	Dispensing and patients advice. Ordering, control and Provision of stock. Staff supervision and evaluation. Statistics and administration of work done. Facility management. Repacking and manufacturing.
<u>ENQUIRIES</u>	:	Mr S.J Ferreira, Tel No: (012) 318-6695
<u>CLOSING DATE</u>	:	19 March 2008
<u>NOTE</u>	:	Person interested in a 5/8 POST 09/also welcome to apply
<u>POST 09/120</u>	:	<u>CHIEF RADIOGRAPHER REF NO: 70049050</u> Directorate: Region C
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Medunsa Oral Health Care Centre
<u>REQUIREMENTS</u>	:	National diploma in radiography (N Dip Rad) higher diploma in tertiary education. Lecturing experience. Computer literacy. Good communication skills. 3 years experience
<u>DUTIES</u>	:	Practical radiography training for students. Supervision of clinical sessions for students. Quality control of radiographic service. Classroom teaching. Administration of radiology service e.g. stocktaking, ordering of consumables, etc.Realible, punctual and flexible.
<u>ENQUIRIES</u>	:	Dr. CEE Nofike, Tel No: (012) 521-4902
<u>CLOSING DATE</u>	:	19 March 2008

POST 09/121 : **ADMINISTRATIVE OFFICER REF NO: 70049234**
Directorate: Public Private Partnership

SALARY : R132 054 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : National Diploma or Grade 12 with three years experience in office administration work. Knowledge of project management, computer literacy, good interpersonal, planning, organization & problem solving skills. Good verbal & written communication skills and good interpersonal skills. Knowledge of BAS and SAP.

DUTIES : Total administrative management of the directorate. Keeping of statistics, dealing with payments and ensure payments are made timeously within given timeframes. Write submissions and prepare presentations. Schedule appointments, workshops and meetings and ensure that they are thoroughly organized i.e. catering, equipment etc. Organize workshops and follow-up on important meetings. Manage deadlines and progress. Manage and maintain confidential documentation. Maintain various databases and produce relevant reports as requested. Typing and photocopying etc.

ENQUIRIES : Mr. L. Baba, Tel No: (011) 355 - 3153
CLOSING DATE : 14 March 2008

POST 09/122 : **CHIEF TRAINING OFFICER REF NO: 70049260**
Directorate: Forensic Pathology Service

SALARY : R132 054 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate recognized three year B-degree / diploma with appropriate experience in Human Resource Development. Extensive knowledge and insight regarding HRD legislation, policies and application thereof. Good communication skills both verbal and written. Good organizational, planning and coordination skills. Good computer skills (MS Word, Excel and PowerPoint). Good presentation skills. Ability to work under pressure. A valid code 08 driver's licence.

DUTIES : Conduct skills audit / need analysis within Forensic Pathology Service Institutions. Liaise with service providers regarding training programmes / interventions to be offered. Co-ordinate trainings to be conducted within Forensic Pathology Service. Organize and manage applicable staff training programmes. Develop and maintain database for all the training programmes undertaken. Ensure that Performance Management and Development System is effectively implemented. Assist with the administration of departmental bursaries. Participate in transversal Human Resource interventions. Assist with organization of HRD workshops / seminars / conferences ect. Assist with the development of HRD policies and strategy. Assist with skills developmental plan.

ENQUIRIES : Mr T. Mokolobate, Tel No, (011) 686 5569
CLOSING DATE : 17 March 2008

POST 09/123 : **CHIEF RADIOGRAPHER: ULTRASOUND REF NO: 70049300**
Directorate: Radiology

SALARY : R132 054 – R153 312 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Degree/ Diploma in Radiography and B Tech-Ultrasound. Registration with the HPCSA. 4 years experience as a Ultrasonographer.

DUTIES : Managing the Ultrasonography Department and oversee the day to day running thereof. Perform ultrasound examinations. Ordering of equipment and consumables. Training of trainee ultrasonographers and Radiology registrars. Manage total quality assurance in the ultrasonography department. Compile monthly statistics and analysis thereof towards identifying needs and improving service delivery. Liaise with the suppliers and technicians for optimum performance of the ultrasound units. Promote good interpersonal relations with other clinical departments in the hospital. Perform delegations from the Assistant Director Radiography and Head of Radiology.

ENQUIRIES : Dr. Modi, Tel No: (011) 933 8411
CLOSING DATE : 18 March 2008

<u>POST 09/124</u>	:	<u>CHIEF RADIOGRAPHER: ULTRASOUND REF NO: 70049300</u> Directorate: Radiology
<u>SALARY</u>	:	R 132 054 – 153 312 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Radiography and B Tech-Ultrasound. Registration with the HPCSA. 4 years experience as a Ultrasonographer.
<u>DUTIES</u>	:	Managing the Ultrasonography Department and oversee the day to day running thereof. Perform ultrasound examinations. Ordering of equipment and consumables. Training of trainee ultrasonographers and Radiology registrars. Manage total quality assurance in the ultrasonography department. Compile monthly statistics and analysis thereof towards identifying needs and improving service delivery. Liaise with the suppliers and technicians for optimum performance of the ultrasound units. Promote good interpersonal relations with other clinical departments in the hospital. Perform delegations from the Assistant Director Radiography and Head of Radiology.
<u>ENQUIRIES</u>	:	Dr. Modi, Tel No: (011) 933 8411
<u>CLOSING DATE</u>	:	18 March 2008
<u>POST 09/125</u>	:	<u>SENIOR FOOD SERVICE MANAGER REF NO: 70049326</u> Directorate: Human Nutrition
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Food Service Management (HET level) or National Diploma in Food and Beverage Management (HET level) or B Tech Degree in Food Service Management/ Food and Beverage Management will be an advantage. Good communication, interpersonal and organizational skills. Computer literate (Ms Word and Ms Excel). Experience in a Hospital Food Service Unit will be an advantage.
<u>DUTIES</u>	:	Direct control of the Food Service Unit and Food Service staff. Planning of menus and recipes for normal diets. Control of food expenditure. Perform administrative and human resource tasks. Ensure that health safe systems of work are implemented and maintained. Apply total quality control standards. Implement prescribed guidelines and procedures. Plan and implement training programmes.
<u>ENQUIRIES</u>	:	Ms. W.O. Pretorius, Tel No: (011) 933 9423
<u>CLOSING DATE</u>	:	18 March 2007
<u>POST 09/126</u>	:	<u>ADMINISTRATIVE OFFICER</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding – 70049235/1 Johannesburg – 70049235/2 Tshwane – 70049235/3 Midrand – 70049235/4 Sedibeng – 70049235/5 West Rand – 70049235/6 Ekurhuleni – 70049235/7
<u>REQUIREMENTS</u>	:	National Diploma/Degree or equivalent or Grade 12. Good computer, office organizational, work organizational and prioritization skills. Good interpersonal relations. Knowledge of BAS & SAP & 2 years experience in office administration in the public sector is recommended.
<u>DUTIES</u>	:	The incumbent will be responsible for keeping statistics & dealing with payments and queries. Ensure payments are made timeously and within given timeframes. Write submissions, vehicle registration & licence renewals. Follow-up on outstanding matters, supervise subordinates, does stationery control and attend to queries related to EMS. Organize meetings and workshops and follow up on important meetings. Manage deadlines and progress. Make travel and accommodation arrangements.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2011
<u>CLOSING DATE</u>	:	14 March 2008

<u>POST 09/127</u>	:	<u>SENIOR FOOD SERVICE MANAGER REF NO: 70049326</u> Directorate: Human Nutrition
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Food Service Management (HET level) or National Diploma in Food and Beverage Management (HET level) or B Tech Degree in Food Service Management/ Food and Beverage Management will be an advantage. Good communication, interpersonal and organizational skills. Computer literate (Ms Word and Ms Excel). Experience in a Hospital Food Service Unit will be an advantage.
<u>DUTIES</u>	:	Direct control of the Food Service Unit and Food Service staff. Planning of menus and recipes for normal diets. Control of food expenditure. Perform administrative and human resource tasks. Ensure that health safe systems of work are implemented and maintained. Apply total quality control standards. Implement prescribed guidelines and procedures. Plan and implement training programmes.
<u>ENQUIRIES</u>	:	Ms. W.O. Pretorius, Tel No: (011) 933 9423
<u>CLOSING DATE</u>	:	18 March 2007
<u>POST 09/128</u>	:	<u>OCCUPATIONAL THERAPIST REF NO : 70049129</u> Directorate: Allied
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council as Occupational Therapist. Knowledge of appropriate legislation.
<u>DUTIES</u>	:	Render and manage quality occupational therapy services. To execute occupational therapy procedures correctly and according to standard protocol. To record patient progress and treatment in accordance with the policy of the occupational therapy department. To participate and facilitate in CEU as required by the HPCSA. To Implement QA measures in area of work. To supervise subordinates and other personnel within the component according to the departmental guidelines. To provide optimal occupational therapy treatment according to prescribed protocols and medico –legal requirements.
<u>ENQUIRIES</u>	:	Dr Z. Ngcwabe, Tel (011) 812 8308
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/129</u>	:	<u>ADMINISTRATIVE OFFICER (DEMAND AND ACQUISITION MANAGEMENT) REF NO: 70049258</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	An appropriate three year qualification and 2 years relevant experience. Computer literacy e.g. MS Office Suite. Working knowledge of BAS and SAP. Valid code 08 driver's licence. Understanding to treasury regulations, Public Finance Management Act, Preferential Procurement Policy Framework Act, Supply Chain Management and Broad Based Black Economic Empowerment Act. Good written and verbal communications skills.
<u>DUTIES</u>	:	Rendering of Secretarial duties for the Departmental Supply Chain Management Committee. Compilation of RLSO1s for Head Office Procurement needs. Ensure that the procurement of Goods / Services is in line with Procurement procedures and policies. Facilitate the procurement of Goods / Services as per Procurement Plan. Management of Contracts. Follow-up outstanding Purchase Orders with GSSC. Compilation of monthly procurement reports and statistics. Facilitate the payment of Service Providers for delivered good and services. Management of staff.
<u>ENQUIRIES</u>	:	Mr MC Hadebe, Tel No (011) 689 5562
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/130</u>	:	<u>ADMINISTRATIVE OFFICER (ASSET AND FLEET MANAGEMENT) REF NO: 70049259</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office

<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification and 2 years relevant experience. Computer literacy e.g. MS Office Suite. Working Knowledge of BAS and SAP. Knowledge of BAUD will be an added advantage. Code 08 driver's licence. Understanding of Circular No 4 of 2000, Public Finance Management Act. Good written and verbal communication skills.
<u>DUTIES</u>	:	Management of movements and allocation of Assets. Update the Assets Register at all times, when acquiring, moving and disposing movable assets. Perform monthly Asset Reconciliation. Perform Asset verification. Rendering of Fleet Management duties as a Departmental Transport Officer. Safe custodian of keys and logbooks for all Head Office pool vehicles. Arrangements of services and repairs of pool vehicles. Process accident report for state owned vehicles. Consolidation of reports from various departmental Facilities (Mortuaries). Management of departmental stores. Compilation of monthly reports. Management staff.
<u>ENQUIRIES</u>	:	Mr M Nkosi: Tel No: 011) 689 5546
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/131</u>	:	<u>SENIOR FORENSIC OFFICER REF NO: 70048615</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Ga-Rankuwa
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with appropriate forensic (medico-legal) laboratory experience. Above average computer and software literacy. Willingness to work with corpses (mutilated, decomposed, infectious viruses). Willingness to work shift duties. Supervision and planning skills. Valid code 08 driver's licence. Commitment to the Principles of Batho Pele.
<u>DUTIES</u>	:	Rendering an efficient support services to the laboratory manager with regard to the management of the Forensic Pathology Laboratory. Shift leader and supervision of subordinates. Effective and efficient recovery, storage and processing of bodies, including the physical collection and process of bodies and safe keeping of corpses documents evidence, information, exhibits and property from the scenes. Ensure effective utilization of personnel. Performance management of personnel in the shift. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Control reports and specimens during and after the forensic mortuary process, including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Assist with management of mortuary. Provision of evidence in court. Caring and kind interaction with bereaved families. Please Note that applicants invited for interviews will be tested in terms of computer and software literacy (MS- Word, and Excel) as well as vehicle driving.
<u>ENQUIRIES</u>	:	Mr LM Mahlangu, Tel No (012) 700 - 9265
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/132</u>	:	<u>FOOD SERVICE MANAGER REF NO: 70049241</u> Directorate: General & Support
<u>SALARY</u>	:	R106 335 - R123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Food Service. Management / Food & Beverage or Degree in Food Service Management / Food & Beverages. Minimum of 3 years working experience. Batho Pele Principles, National Patient's rights charter, PFMA, OHS, HACCP and Management & leadership skills an advantage.
<u>DUTIES</u>	:	Relating to the delivery of Food Service Management. Policies and procedures implementation. Food provisioning, monitoring the production, ordering, costing and adapt menus accordingly. Budget control, ensure that correct equipments are available and used accordingly. Health, hygiene and safety measures adherence. Human Resource Management and administration. Professional development and special function management.
<u>ENQUIRIES</u>	:	Dr. A. Christoforou, Tel No: (011) 898 - 8320
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/133</u>	:	<u>SENIOR OCCUPATIONAL THERAPIST REF NO: 70049162</u> Directorate: Occupational Therapy Department
<u>SALARY</u>	:	R106 335 per annum (plus benefits)

<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Degree in Occupational Therapy. Registered with the HPCSA as an Occupational Therapist. Recommendations: Minimum of 2 ½ years of experience in Occupational Therapy in the Health Sector is recommended. Understanding of current PMDS used in Gauteng Health. Experience in setting up treatment programmes and developing protocols. Managerial experience including supervision of personnel and students will be an advantage.
<u>DUTIES</u>	:	Assessment and treatment of in and out patients in all fields of Occupational therapy. Development and implementation of programmes, protocols and workshops in this section. Coordination of services in the sections. Responsible for the student training. Administrative duties and record keeping, including financial management of budget in the subsection. Attendance and feedback of allocated meetings. Supervision of Junior Therapist, support staff and students.
<u>ENQUIRIES</u>	:	Ms R. Louw, Tel No: (012) 318-6702
<u>CLOSING DATE</u>	:	19 March 2008
<u>POST 09/134</u>	:	<u>JUNIOR OCCUPATIONAL THERAPIST REF NO: 70049163</u> Directorate: Occupational Therapy Department
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualifications in Occupational Therapy. Registered with HPCSA.
<u>DUTIES</u>	:	Assessment and treatment of patients in the designated sub-section. Work with all different diagnosis of patients. Contribute to the development and implementation of programs in the sub-section and follow the policy in the sub-section. Student training and supervision. Follow administrative duties and costing systems. Share skills and knowledge with colleges as required. Give input into the financial management of the Sub-section.
<u>ENQUIRIES</u>	:	Ms R. Louw, Tel No: (012) 318 6702
<u>CLOSING DATE</u>	:	19 March 2008
<u>POST 09/135</u>	:	<u>FORENSIC OFFICER GRADE II (3 POSTS)</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Ref No: 70049255 Diepkloof Ref No: 70049391
<u>REQUIREMENTS</u>	:	Senior Certificate / or equivalent qualification with appropriate Forensic (Medico-Legal) Laboratory experience. Valid code 08 driver's licence. Above average computer and software literacy. Willingness to work with corpses (mutilated, decomposed, infectious viruses). Willingness to work shift duties. Supervision and planning skills. Commitment to the Principles of Batho Pele.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of bodies, including the physical collection, processing of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Caring and kind interaction with bereaved families. Please Note that applicants invited for interview will be tested in terms of computer and software literacy (MS-Word, and MS-Excel) as well as vehicle driving skills.
<u>ENQUIRIES</u>	:	Mr PA Dreyer, Tel No, (012) 301 -1700 (Pretoria) Mrs L Malatse, Tel No, (011) 983-1900 (Diepkloof)
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/136</u>	:	<u>SENIOR ADMINISTRATION CLERK (PROCUREMENT AND ASSET MANAGEMENT) REF NO: 70049261</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 supported by relevant experience. Extensive experience in Procurement and Assets Management. Above average computer software literacy in Windows and MS Office. Valid code 08 drivers' licence. Excellent administration and planning skills. Ability to pay close attention to detail

		in work / report preparation. Ability to work in a team and have sound communication skills. Commitment to the Principles of Batho Pele. Recommendations: Experience in BAS / BAUD / SAP.
<u>DUTIES</u>	:	Render effective support to the facility manager with regard to procurement, asset management and vehicle fleet management. Effective management of procurement at facility level. Management of all assets at facility level. Assisting with the management of the vehicle fleet at facility level. Perform inspections to verify assets. Perform administrative tasks. Please Note that applicants invited for interview will be tested in terms of computer and software literacy (MS-Word and MS Excel) as well as vehicle driving skills.
<u>ENQUIRIES</u>	:	Mr PA Dreyer, Tel No: (012) 301 -1700
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/137</u>	:	<u>SECRETARY REF NO: 70049236</u> Directorate: Communications
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12. Computer literacy. Administrative skills. Good verbal and written communication and sound interpersonal skills.
<u>DUTIES</u>	:	General office management: Diary management, receiving clients, managing correspondence, taking minutes, filing and making traveling arrangements. Organizing meetings and workshops and performing other office administration tasks as required by the head of the unit.
<u>ENQUIRIES</u>	:	Gugulethu Gumede, Tel No: (011) 355 - 3503
<u>CLOSING DATE</u>	:	14 March 2008
<u>POST 09/138</u>	:	<u>ADMINISTRATION CLERK REF NO: 70049152</u>
<u>SALARY</u>	:	R 85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding District
<u>REQUIREMENTS</u>	:	Matric-grade 12 certificate, computer skills and office organization. Volunteering experience in the clinic will be of benefit. At least 2-3 years experience in administrative duties, ability to work in a team and have sound communication skills.
<u>DUTIES</u>	:	Responsible for patient administration according to needs. Assist in administrative functions in the clinic, patient and client satisfaction. Record movement I accordance with guidelines and instruction. Attend to general enquiries when necessary, file documents in a way that is orderly and will enable easy access. Be able to write submissions, interpersonal, diplomacy, and general administration and organization skills. Any other adhoc tasks that the manager may from time to time assign to carry out.
<u>ENQUIRIES</u>	:	Sr.N.J.Nconco, Tel. No: (013) 935-7025
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/139</u>	:	<u>FORENSIC OFFICER GRADE I (2 POSTS)</u> Directorate: Forensic Pathology Services
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng: 70048617 Pretoria: 70049253
<u>REQUIREMENTS</u>	:	Senior Certificate with appropriate Forensic (Medico-Legal) Laboratory experience. Valid code 08 driver's licence. Above average computer and software literacy. Ability to work under pressure and Independently, maintain confidentiality. Willing to work with corpses (mutilated, decomposed, Infectious viruses). Willingness to work shift. Organising and planning skills. Commitment to the Principles of Batho Pele.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of bodies, including the physically collection, processing of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Caring and kind interaction with bereaved families. Please Note that applicants invited for interviews will be tested in terms

of computer and software literacy (MS-Word and MS-Excel) as well as vehicle driving skills.

ENQUIRIES : Mr AM Mashota, Tel No (016) 988 - 9720 (Sebokeng) Mr PA Dreyer, (012) 301 - 1700 (Pretoria)

CLOSING DATE : 17 March 2008

POST 09/140 : **ADMINISTRATIVE CLERK REF NO: 70048947**
Directorate: Finance

SALARY : R68 955 – R80 058 per annum (Plus Benefits)

CENTRE : Masakhane Provincial Laundry

REQUIREMENTS : Grade 10/12 qualification. Plus 1 year experience. Good communication skills. Computer literacy. Knowledge of BAS system and SAP is essential, Public Service Regulations, PFMA and Treasury Regulations.

DUTIES : Ensure that goods are captured on SAP. Compile sundry payments. Daily follow up of BAS payments. All accounts must be reconcile every month. Managed petty cash float as per PFMA required. Compile monthly expenditure and income reports to Management. Draw reports from BAS/SAP. Reconciliations of Persal/BAS (monthly).

ENQUIRIES : Ms. S.A. Brits Tel No: (012) 564 6300

CLOSING DATE : 13 March 2008

POST 09/141 : **HUMAN RESOURCE CLERK REF NO: 70049242**
Directorate: Human Resource

SALARY : R68 955 – R80 058 per annum (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Grade 10 / Grad 12 or equivalent. Relevant experience according to CORE. Knowledge of PERSAL, HR Procedures and Training & Development. Good communications skills and computer literacy. Be able to work under pressure.

DUTIES : Perform various duties related to Human Resource Administration. Attend to Human Resource related enquiries. Filing of relevant documents. Serve as a personnel practitioner during short listing and interviews and compiling submissions and minutes. Compiling documents to be sent to GSSC. Ensure proper record keeping of leave, appointment, terminations, housing and overtime. Record keeping of short listing and interviews also essential. Assist with Training and Development, nominations to attend courses and record keeping.

ENQUIRIES : Ms. R Havenga, Tel No: (011) 898 – 8198

CLOSING DATE : 17 March 2008

POST 09/142 : **FOOD SERVICE SUPERVISORS (SENIOR) REF NO: 70048945**
Directorate: Food Service

SALARY : R58 290 – R67 668 per annum (Plus Benefits)

CENTRE : Masakhane Provincial Cookfreeze Factory

REQUIREMENTS : Grade 10/12 (ABET) or equivalent or qualification in food and beverages, certificate in catering supervision. 2 to 3 years working experience in cooking and catering service. Must have a good interpersonal, good communication and organizing skills. Must be able to read and write. Ability to work under pressure. Must be computer literate.

DUTIES : Supervision of food preparation, servicing and cleaning of kitchen and equipment. Responsible for ordering of stock, safe storage of food supplies and general administration of Personnel and evaluation of staff.

ENQUIRIES : Ms. S.A. Brits Tel No: (012) 564 6300

CLOSING DATE : 13 March 2008

POST 09/143 : **SENIOR LINEN SUPERVISORS (2 POSTS) REF NO: 70048946**
Directorate: Laundry

SALARY : R58 290 – R67 668 per annum (Plus Benefits)

CENTRE : Masakhane Provincial Laundry

REQUIREMENTS : Grade 10 or equivalent (ABET Qualification), ability to read and write. Good communication skills. Plus 4 – 5 years laundry experience and as a supervisor.

DUTIES : To maintain high standards in rendering effective and efficient Laundry Service as required by institution. To maintain good standards in prevention of Cross Infection. Supervise and control subordinates. Control stock, leave, record

keeping and Performance Management. Attend monthly meeting. Labour background will be an advantage. Monthly reports to management. Liaise with client Hospital/Clinics and control of TPH 65.

ENQUIRIES : Ms. S.A. Brits Tel No: (012) 564 6300
CLOSING DATE : 13 March 2008

POST 09/144 : **HEAVY DUTY DRIVER (2 POSTS) REF NO: 70048943**
 Directorate: Laundry Service

SALARY : R58 290 – R67 668 per annum (Plus Benefits)
CENTRE : Masakhane Provincial Laundry
REQUIREMENTS : Grade 10 (ABET Basic Literacy) or equivalent qualification. Experience in traveling to various venues within Gauteng. Must be in possession of valid code 10 (C1) drivers' license plus Public license (PDP). Good communication skills. Team player with a good planning ability, problem solving.

DUTIES : Supervision of general staff. Collect and deliver linen and food to the Gauteng Hospitals and Clinics. Report any mechanical problems to your direct supervisor. Take and collect all vehicles for or from repairs.

ENQUIRIES : Ms. S.A. Brits Tel No: (012) 564 6300
CLOSING DATE : 13 March 2008

POST 09/145 : **ADMINISTRATION CLERK REF NO: 70049158**
 Directorate: Admin

SALARY : R58 290 per annum (Plus Benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 12 certificate/ equivalent qualification with experience. Computer literacy, especially in Ms Word and Excel. Knowledge of SAP and BAS is highly recommended.

DUTIES : Speedy and accurate capturing of RLS01's on SAP system, maintain suppliers database doing regular follow-ups with GSSc regarding orders. Allocating PO numbers on orders timely liaising with end users regarding the status of their orders. Drafting of specification, managing contact document. Obtain quotations, proper filing of checked budget level before ordering and managing petty cash.

ENQUIRIES : Ms. Sphiwe Lebeko Tel No: (011) 681 2010
CLOSING DATE : 20 March 2008

POST 09/146 : **ADMINISTRATION CLERK REF NO: 70049151**

SALARY : R 58 290 per annum (plus benefits)
CENTRE : Metsweding District
REQUIREMENTS : Matric-grade 12 certificate, computer skills and office organization. Volunteering experience in the clinic will be of benefit. At least 1 year experience in administrative duties, ability to work in a team and have sound communication skills.

DUTIES : Responsible for patient administration according to needs. Assist in administrative functions in the clinic, patient and client satisfaction. Record movement in accordance with guidelines and instruction. Attend to general enquiries when necessary, file documents in a way that is orderly and will enable easy access. Be able to write submissions, interpersonal, diplomacy, and general administration and organization skills. Any other adhoc tasks that the manager may from time to time assign to carry out.

ENQUIRIES : Sr.N.J.Nconco, Tel. No: (013) 935 -7025
FOR ATTENTION : Ms. Patricia Mabote
CLOSING DATE : 17 March 2008

POST 09/147 : **CLIENT INFORMATION CLERK (SECRETARY) REF NO: 70048944**
 Directorate: Laundry

SALARY : R49 665 – R57 663 per annum (Plus Benefits)
CENTRE : Masakhane Provincial Laundry
REQUIREMENTS : Grade 10/12 or equivalent. Ability to work under pressure. Good telephone etiquette. Good communication in English. Typing at least 30 w.p.m (ABET Qualification), ability to read and write. Good communication skills. A typing test will be conducted before the interview.

<u>DUTIES</u>	:	The candidate will be attending all meetings and secretarial duties. (i.e. personal assistant to managers of Institution). Take minutes during meetings. Typing of official documents. Record keeping of all circulars, minutes and internal memos. Manage and control all incoming Head Office and other incoming post. Keep of register, registration of document circulars and cores. Compile official quarter and monthly reports. Assist with sky-net (receiving and dispatching of documents).
<u>ENQUIRIES</u>	:	Ms. S.A. Brits Tel No: (012) 564 6300
<u>CLOSING DATE</u>	:	13 March 2008
<u>POST 09/148</u>	:	<u>SENIOR TUNEL OPERATOR (2 POSTS) REF NO: 70048948</u> Directorate: Laundry
<u>SALARY</u>	:	R49 665 – R57 663 per annum (Plus Benefits)
<u>CENTRE</u>	:	Masakhane Provincial Laundry
<u>REQUIREMENTS</u>	:	ABET-Basic literacy. Candidates must be able to read and write. 2 to 3 years experience as a Tunnel Operator an advance.
<u>DUTIES</u>	:	Operating the Tunnel machines. Program the Tunnel machine computer. Washing of linen. Loading of Scales and unblocking of tunnels.
<u>ENQUIRIES</u>	:	Ms. S.A. Brits Tel No: (012) 564 6300
<u>CLOSING DATE</u>	:	13 March 2008
<u>POST 09/149</u>	:	<u>DENTAL ASSISTANT REF NO: 70049049</u> Directorate: Region C
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Medunsa Oral Health Care
<u>REQUIREMENTS</u>	:	Std 10/ grade 12. Dental Assistant Certificate. Registration with HPCSA. 2 years experience.
<u>DUTIES</u>	:	Knowledge of dental material, Knowledge of dental sterilization functions. Knowledge of dental procedures and the ability to assist doctors in; Diagnostic; Operative; Periondotology; Endodontic; Prosthodontic; Paendodontic; orthodontic; maxillofacial and oral surgery. Adhere to infection control measures. Case and control measures. Case and control of dental instruments, materials and hand pieces. Perform overtime services as required. Ability to work under pressure. Ability to communicate. Reliable, punctual and flexible.
<u>ENQUIRIES</u>	:	Sr. M. Moswane, Tel No: (012) 521-5631
<u>CLOSING DATE</u>	:	19 March 2008
<u>POST 09/150</u>	:	<u>SPECIALISED AUXILIARY WORKER (SOCIAL) REF NO: 70049130</u> Directorate: Pharmacy
<u>SALARY</u>	:	R 49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Registration with SASC as a Social Auxiliary Worker. Good communication skills. Multilingual, ability to work under pressure. High code of confidentiality.
<u>DUTIES</u>	:	Initial assessment of patient's socio – economic circumstances and nature of their problems and referral to appropriate Social Worker. Discharge planning with patients and families and referral for placement in the community. Discharge planning with patients and families referral for placement in the community. Provision of support with basic emotional assistance to patients. Informed interpretation to black patients who do not speak English and Afrikaans. Handling enquiries to the department regarding services. Run activity support groups with chronic adult and paediatric patients. Maintain statistics and patient records. Attend supervision with a social worker and staff development educational meetings.
<u>ENQUIRIES</u>	:	Dr Z. Ngcwabe (011) 812 8311
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/151</u>	:	<u>ADMINISTRATION CLERK</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand (2 posts) – 70049237/1 Sedibeng (2 posts) – 70049237/2 Metsweding (2 posts) – 70049237/3

		CoJ (2 posts) – 70049237/4
		West Rand (2 posts) – 70049237/5
		Ekurhuleni (2 posts) – 70049237/6
		Tshwane (2 posts) – 70049237/7
<u>REQUIREMENTS</u>	:	Grade 10/12, experience in office administration. Good computer, office organizational, work organizational and prioritization skills. Good interpersonal relations. Ability to compile reports and adhere to deadlines.
<u>DUTIES</u>	:	The incumbents will be responsible for filing of documents, record keeping, arrange meetings, distribution of documents, general office duties and other related office duties as instructed by the supervisor.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2011
<u>CLOSING DATE</u>	:	14 March 2008
<u>POST 09/152</u>	:	<u>ADMINISTRATION CLERK REF NO: 70049159</u> Directorate: Admin
<u>SALARY</u>	:	R43 345 per annum (Plus Benefits)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 10/ 12 certificate. Appropriate administration experience. Good communication skills (verbal and written) and computer literate skills.
<u>DUTIES</u>	:	Registrations of patients and directing them to relevant departments. Filling of records and safe keeping of records of records. Record data and compilation of statistics. Performance of any other delegated duties, the candidate must be prepared to work shift and extra hours when there is a need.
<u>ENQUIRIES</u>	:	Ms. Sphiwe Lebeko Tel No: (011) 681 2000
<u>CLOSING DATE</u>	:	20 March 2008
<u>POST 09/153</u>	:	<u>PROPERTY CARE TAKER (3POSTS) REF NO: 70049155</u>
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding District
<u>REQUIREMENTS</u>	:	Grade 10 certificate and good communication skills.
<u>DUTIES</u>	:	Cleaning of all areas around the clinic. Mowing lawns, trimming edges, planting flowers and watering. Removing weeds, handling of equipment properly and attend clinic meetings and perform any other duties requested by the clinical manager.
<u>ENQUIRIES</u>	:	Ms.Kgobe, Tel. No: (012) 303-9013
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/154</u>	:	<u>CLEANER (2POSTS) REF NO: 70049154</u>
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding –Local Authority
<u>REQUIREMENTS</u>	:	ABET, communication skills and interpersonal relationship.
<u>DUTIES</u>	:	Cleaning of all around the clinic, floor scrubbing and stripping. Floor polish using polish machine, mopping of blood and other stains in the clinic. Handling of cleaning equipments and materials properly. Attend monthly clinic meetings.
<u>ENQUIRIES</u>	:	Ms.M. Dikoebe, Tel. No: (013) 935-7046
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	17 March 2008
<u>POST 09/155</u>	:	<u>CLEANER (3POSTS) REF NO: 70049153</u>
<u>SALARY</u>	:	R 43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Metsweding District (Dark City CHC)
<u>REQUIREMENTS</u>	:	ABET, communication skills and interpersonal relationship.
<u>DUTIES</u>	:	Cleaning of all around the clinic, floor scrubbing and stripping. Floor polish using polish machine, mopping of blood and other stains in the clinic. Handling of cleaning equipments and materials properly. Attend monthly clinic meetings.
<u>ENQUIRIES</u>	:	Ms.J.Nconco, Tel. No: (013) 935-70251
<u>FOR ATTENTION</u>	:	Ms. Patricia Mabote
<u>CLOSING DATE</u>	:	17 March2008

POST 09/156 : **STORES ASSISTANT REF NO: 70049243**
 Directorate: General & Support

SALARY : R38 610 – R43 062 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Good communication skills, good interpersonal relation and the ability to work under pressure and in a team.
DUTIES : Issue wards stock according to standard operating procedures. Distribute ordered stock to various departments. Keep shelves clean and packed with stock. Delivery of assets to various departments.
ENQUIRIES : Mr. M. Moepi, Tel No: (011) 898 8206
CLOSING DATE : 17 March 2008

POST 09/157 : **GENERAL STORE ASSISTANT REF NO: 70049166**
 Directorate: Procurement Department

SALARY : R38 610 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Standard 8 or Grade 10. ABET where application information training. Basic Numeracy. Basic organizing. Basic Inter Personnel Relationship. Recommendations: Communications. Helpfulness. Politeness. Physical ability.
DUTIES : To provide receiving and delivering of stock, cleaning services and assistance to supervisor and personnel of hospital. To provide assistance to warehousemen in relation to receiving and issuing of stock. To clean floors and shelves in the warehouse as well as the tractors. Routine tasks required by supervisors.
ENQUIRIES : Mr M.P Thubakgale, Tel No: (012) 318-6774
CLOSING DATE : 19 March 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 Arty Singh
CLOSING DATE : 14 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.

MANAGEMENT ECHELON

POST 09/158 : **CHIEF OPERATIONS OFFICER REF NO: 70049114**
 Directorate: Office of the Chief Operations Officer

SALARY : R770 823 per annum (all-inclusive remuneration package, the package can, with applicable rules, be structured according to the individual's needs.)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : Appropriate tertiary qualification and extensive proven managerial experience. Knowledge of the Public Management Framework; Public policy development, implementation, monitoring, evaluation and improvement practices and Public Financial Management. Proven strategic leadership and business partnering, general management, problem solving and decision-making; communication; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate; and its relationship with National and other stakeholders. Proven track record of leading change management initiatives and applying innovative thinking. Sound interpersonal relations. Code B driver's license. Computer literacy.
DUTIES : Overall management of Development Social Service. Provide Developmental Social Services. Manage statutory social services for the department and sectors. Manage sustainable development and research programmes for the department as well as management of regional offices and institutions. Overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan, and service delivery needs.

		Manage the performance and performance agreements of managers in immediate span of control. Provide support to the Head of Department in the execution of his functions. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social development programs; and oversee the funding of such programs in accordance with all relevant legislation. Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and service delivery decisions taken by the Department. Building of sound and sustainable relationships / partnerships with all business sectors towards the upliftment of communities, especially those marginalized in the past. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.
<u>ENQUIRIES</u>	:	Mr. A. Soorju, Tel No: (011) 355 -7670
<u>POST 09/159</u>	:	<u>DEPUTY DIRECTOR GENERAL: SUPPORT SERVICES REF NO: 70049115</u> Directorate: Office of the Deputy Director General
<u>SALARY</u>	:	R770 823 per annum (All-inclusive remuneration package. The package can, with applicable rules, be structured according to the individual's needs)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification and extensive proven managerial experience in the sphere of Corporate Management and Governance, as well as Human Resource Management. Excellent knowledge of the Public Management Framework; Public policy development, implementation, monitoring, evaluation; and Service Delivery Improvement practices. Proven strategic leadership and business partnering; general management; problem solving and decision-making; communication; analytical and advanced program / project / resource management skills. Advanced negotiation and conflict management / resolution skills. Knowledge of the Department's constitutional mandate; Service delivery focus areas, Clients and client needs; and the Department's relationship with National and other stakeholders. Proven track record of leading change management initiatives and applying innovative thinking. Sound interpersonal relations. Code B driver's license. Computer literacy.
<u>DUTIES</u>	:	Overall management of Corporate Services (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan, and service delivery needs, for Management Services and Corporate Governance; acquiring funding for such in accordance with the Public Finance Management requirements. Render an integrated Corporate Services to the department. Render resource management services, strategic, monitoring and evaluation for the department. Render financial functions for the HOD and department; and, management of resources towards the achievement of strategic objectives), as well as manage the performance / performance agreements of managers in immediate span of control. To plan, co-ordinate, monitor, evaluate, improve, control and market Human Resource Management, Corporate Management (Secretariats, Office, and Management Information), and Corporate Governance (Legal, Risk assessment / fraud prevention, internal control) policies / strategies / programs / services within the Department. In accordance with legislative determinations and service delivery priorities. Building of sound and sustainable relationships / partnerships with all role-players / stake-holders towards achievement of Departmental objectives. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.
<u>ENQUIRIES</u>	:	Mr. A. Soorju, Tel No: (011) 355-7670
<u>POST 09/160</u>	:	<u>DIRECTOR REF NO:70049116</u> Directorate: Special needs and Services to Families
<u>SALARY</u>	:	R540 429 per annum. (all-inclusive remuneration package. The package can, with applicable rules, be structured according to the individual's needs)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification and registration as a Social Worker with the council for SACSSP. Extensive proven managerial experience, proven strategic leadership and business partnering; research, policy management; problem solving and decision-making; communication; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Sound knowledge of services rendered to

		Persons with Disabilities and Older Persons. Proven track record of leading National and other stakeholders. Change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy and written skills.
<u>DUTIES</u>	:	Develop policies for people with special needs. Facilitate capacity building at the regions and institutions. Render Services to families with special needs. Policy Development and design. Policy evaluation and Monitoring. Monitoring and evaluation of policy implementation. Overall management of the Directorate: Special Needs and Services to Families (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs, for Units in span of control; acquiring funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), as well as management of performance and performance agreements of managers in immediate span of control. Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and funding decisions taken by the Department. Building of sound and sustainable relationships / partnerships with all business sectors towards the upliftment of communities, especially those marginalized in the past. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.
<u>ENQUIRIES</u>	:	Ms. M Davids, Tel No: (011) 355-7850
<u>POST 09/161</u>	:	<u>DIRECTOR REF NO: 70049117</u> Directorate: Legal Services
<u>SALARY</u>	:	R540 429 per annum (all-inclusive remuneration package. The package can, with applicable rules, be structured according to the individual's needs)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management; problem solving and decision-making; communication; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of social development, poverty management and alleviation matters. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy and writing skills.
<u>DUTIES</u>	:	Provide Legal advice and opinions. Facilitate Legal dispute resolution in the Department. Conduct and co-ordinate general litigation. Conduct legal services investigations. Draft contracts and other legal documents. Manage Service Level Agreements compliance. Overall management of the Directorate: Legal Services (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs, acquiring funding for such in accordance with Public Finance Management requirements; and management of resources towards the achievement of strategic objectives), as well as management of performance and performance agreements of managers in immediate span of control. Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and funding decisions taken by the Department. Building of sound and sustainable relationships / partnerships with all business sectors towards the upliftment of communities, especially those marginalized in the past. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.
<u>ENQUIRIES</u>	:	Mr. A Soorju, Tel No:(011) 355-7670
<u>POST 09/162</u>	:	<u>DIRECTOR REF NO: 70049118</u> Directorate: HIV/Aids and Empowerment Capacity
<u>SALARY</u>	:	R540 429 per annum. (all-inclusive remuneration package. The package can, with applicable rules, be structured according to the individual's needs.)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management; problem solving and decision-making; communication; analytical

		and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Sound knowledge of HIV/AIDS programme and the Expanded Public Works Programme. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.
<u>DUTIES</u>	:	To manage HIV/AIDS programmes. To Manage Expanded Public Works Programme. Policy Development and design. Policy evaluation and Monitoring. Monitoring and evaluation of policy implementation. Overall management of the Directorate: HIV/AIDS and Empowerment Capacity Building (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs, for Units in span of control; acquiring funding for such in accordance with Public Finance Management requirements; and management of resources towards the achievement of strategic objectives), as well as management of performance and performance agreements of managers in immediate span of control. Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and funding decisions taken by the Department. Building of sound and sustainable relationships / partnerships with all business sectors towards the upliftment of communities, especially those marginalized in the past. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.
<u>ENQUIRIES</u>	:	Ms. M Davids, Tel No: (011) 355-7850
OTHER POSTS		
<u>POST 09/163</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 70049121</u> Directorate: Finance and Procurement
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand Region
<u>REQUIREMENTS</u>	:	Bachelors Degree or National Diploma in Financial Management or equivalent Qualification OR relevant suitable experience. Valid Code 08 Driver's License. Skills Needed: Basic skills in the following are required: Intermediate Financial Management. Project management. General Management. Business Insight. Interpersonal skills. Sound verbal and written communication skills. Assertiveness and Decisiveness. Basic Labour Relations and policy application. Computer literacy in Excel, Word, Power point and Access. Ability to manage a diverse team. Knowledge of Government Financial Management Systems. Relevant experience in Human Resource management and Government Financial Management.
<u>DUTIES</u>	:	Assist Deputy Director Administration in respect of Financial Management and budget control in line with the Public Finance Management Act Requirements. Manage the functions of Provisioning, asset management and Transport and Finance Sections. Operationalize the Department's Fraud Prevention Strategy and Regional Risk management plans. Ensure adherence to policies and procedures. Ensure implementation of operational plan. Co - ordinate programmes and projects related to Administration functions. Ensure Administrative integration in Service Delivery Improvement.
<u>ENQUIRIES</u>	:	Ms. L Brand, Tel No: (011) 950-7715
<u>POST 09/164</u>	:	<u>SECRETARY: PA TO THE DEPUTY DIRECTOR GENERAL (SUPPORT SERVICES) REF NO: 70049119</u> Directorate: Office of the Deputy Director General
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate and appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter - personal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organise and prioritize work. Computer literacy, extensive knowledge and experience of MS Office (including Word, Excel and PowerPoint). Filing skills and ability to keep record of flow of documents.
<u>DUTIES</u>	:	Administer the document management system in the Office of the Deputy Director General: Support Services. Maintain a filing system to file and retrieve

documentation. Handling confidential documents. Operate standard office equipment (Fax, photocopying machine and telephone). Type correspondence such as reports, submissions and letters. Receiving the Manager's visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of the Deputy Director General: Support Services with departmental officials, other government departments, stakeholders and the public. Manage the diary of the Deputy Director General: Support Services. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging/serving refreshments. Make official travel arrangements and the processing of subsistence and travel claims and reconciliation timeously. Co-ordinate special project/activities for/ on behalf of the Deputy Director General: Support Services.

ENQUIRIES

: Mr. A Daya, Tel No: (011) 355 - 7701

POST 09/165

: **SECRETARY: PA TO THE CHIEF OPERATIONS OFFICER REF NO: 70049120**

Directorate: Office of the Chief Operations Officer

SALARY

: R106 335 per annum (plus benefits)

CENTRE

: Johannesburg, Head Office

REQUIREMENTS

: Senior Certificate and appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter - personal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organise and prioritize work. Computer literacy, extensive knowledge and experience of MS Office (including Word, Excel and PowerPoint). Filing skills and ability to keep record of flow of documents.

DUTIES

: Administer the document management system in the Office of the Chief Operations Officer. Maintain a filing system to file and retrieve documentation. Handling confidential documents. Operate standard office equipment (Fax, photocopying machine and telephone). Type correspondence such as reports, submissions and letters. Receiving the Manager's visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of the Chief Operations Officer with departmental officials, other government departments, stakeholders and the public. Manage the diary of the Chief Operations Officer. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging/serving refreshments. Make official travel arrangements and the processing of subsistence and travel claims and reconciliation timeously. Co-ordinate special project/activities for/ on behalf of the Chief Operations Officer.

ENQUIRIES

: Mr. A Daya, Tel No: (011) 355 - 7701

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

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

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

MANAGEMENT ECHELON

- POST 09/166** : **MANAGER: EXPANDED PUBLIC WORKS PROGRAMME (REF. NO. P 74/2008)**
- SALARY** : R540 429 per annum (Inclusive flexible remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : A Degree / National Diploma or equivalent qualification, plus *A minimum of 3 years managerial experience. Knowledge, Skills, Training and Competencies Required: *Knowledge of various administrative policies and procedures. *Knowledge of functioning of National, Provincial and Local Government. *Understanding Expanded Public Works Programme (EPWP) policies and the various programmes that are currently implemented by the Department in relation to the EPWP, e.g. Vukuzakhe, Zibambele, ARRUP, etc. *Knowledge of labour intensive technologies and skills development strategies. *Knowledge of computer based information systems e.g. (Software packages MS Excel, MS Word, PowerPoint, MS Access, etc.). *Interpretation and compilation of management reports. *Knowledge of Project Management. *Knowledge of Public Service reporting procedures and work environment. *Ability to interpret and apply policy. *Analytical and innovative thinking skills. *Financial Management skills. *Motivational and negotiation skills. *Programme and project management skills. *Technical skills. *Proven and well developed interpersonal and communication skills, both written and verbal. *The ideal candidate should be approachable, team orientated and an innovative thinker who should be receptive to new ideas.
- DUTIES** : *Oversee and manage the functioning of the Expanded Public Works Programme Directorate and exercise control over all functions therein including the development of staff. *Develop the EPWP Business Plans in consultation with the various Departments and business units therein and interact with the various sector co-ordinating Departments. *Compile progress reports of the EPWP as per the required frequencies. *Conduct and set training for relevant officials on set technical and operational procedures of the EPWP and also ensure that the Sector Co-ordinating Departments receive the necessary training to enable them to

ENQUIRIES
FOR ATTENTION
CLOSING DATE
NOTE

- implement the EPWP successfully. *Manage and oversee the establishment and composition of the EPWP Provincial Steering Committee.
- : Ms G Xaba Tel. No.: 033 – 355 8734
 - : Mr B Hornsby
 - : 10 March 2008
 - : It is the intension of this Department to fill this post with a person from the disabled community or an African Female.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

The Department of agriculture is an equal opportunity, affirmative action employer. NB: Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or deliver personally at the 69 Biccard Street – Temo Towers.
- NOTE** : Applications must be accompanied by a Z83 and a recent updated (resume) CV, certified copies of all qualification(s) and ID documents as well as the names of three references. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualification must furnish this Department with an evaluation certificate from South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful. Shortlisted candidates will be subjected to a Security Clearance, non disclosure and verification of qualifications. NB: E-mailed and faxed applications will not be considered.
- CLOSING DATE** : 10 March 2008

MANAGEMENT ECHELON

- POST 09/167** : **CHIEF FINANCIAL OFFICER**
- SALARY** : All inclusive – R635 874 per annum of which 60% is basic salary including state contribution to the Government Employee Pension Fund. The flexible portion can be structured.
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
A recognized three-year qualification in Finance or Accounting plus extensive proven managerial experience. A post –graduate qualification. At least 5 years experience in the Public sector. In-depth knowledge of strategic planning, supply chain management, financial management, planning, budgeting and accounting policies and procedures. Knowledge of the Public Finance Management Act and related legislation. Hands on experience in financial systems (BAS/PERSAL). Experience in and knowledge of the principles of GAAP. An understanding of internal control and risk management systems and strategies. Experience in audit, the work of audit committees and interacting with the office of the Auditor-General/Internal Audit/Portfolio Committees. An understanding of the Public Service environment. Experience in the analysis of annual financial statements and reports. Strong business acumen. Proven strategic leadership and business partnering. Advanced resource management. Problem-solving and decision-making skills. Effective communication (written and verbal), analytical and programme/project management abilities. A proven track record of leading change management initiatives and applying innovative thinking. Sound interpersonal relations. A valid Code B driver's license. Computer literacy (MS Word, Excel, Projects and PowerPoint) is essential. Willingness to travel
- DUTIES** : Overall management of the Branch: Finance, including strategy, business, budget and resource plan development/implementation for the following Departments: Budget and Revenue: Financial Control and Financial Administration and Risk management. Provide strategic direction on financial planning, management and accounting within the Department. Provide guidance and support to the Accounting Officer and senior managers in the Agency with regard to the implementation of and compliance with the Public Finance Management Act related Treasury Regulations. Manage all DORA funds including the reporting thereof. Establish/maintain an efficient and transparent system of financial management and internal controls. Establish/maintain appropriate policies, systems and procedures to ensure effective and efficient management of resources. Establish/implement /maintain effective supply chain management policies and procedures. Ability to compile and analyze asset registers. Prepare financial statements for each financial year in accordance with the generally recognized accounting practices. Plan, develop and support the implementation/application of the Agency's budget. Ensure compliance with reporting requirements of the PFMA, Treasury Regulations and internal reporting

requirements. Ensure that revenue and expenditure of the Agency are in accordance with internal controls and prescripts governing finance and supply chain management within the Public Service. Manage funds transfer to all stakeholders and beneficiaries. Establish and implement relevant governance structures and processes to ensure effective, efficient and economic utilization of allocated funds and monitor the Agency's spending. Follow up on the implementation of actions resulting from Audit Committee and Auditor-General's report. Liaise with the National Department of Agriculture, Treasury and the Auditor-General, SCOPA and NCOP. Provide inputs to the development of Service level agreements. Develop/implement strategies to ensure optimization of the Branch's service delivery, resource utilization and client satisfaction index.

ENQUIRIES

:

Ms Mashau V.R and Mr. Sepale F.M Tel (015) 294 3000

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

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

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

OTHER POSTS

POST 09/168 : **MEDICAL OFFICER (AMBULATORY PAEDIATRIC)**

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

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner. Previous paediatric experience as Intern/Community Services Medical Officer. On going professional development. Completion of Community Service. Recommendations: Communication and supervisory skills. Team work ethic. Appropriate post graduate experience. Willingness to improve and maintain quality care. Willingness to travel to outreach facilities.

DUTIES : Comprehensive management of Ambulatory Paediatrics. Community outreach to primary and district level hospitals within the drainage area. Inpatient care. Teaching of under- and post-graduate trainees. After hour duties on site expected. Administrative duties e.g. allocation of doctors, duty rosters, collection of statistics. Step up services to cover operational requirements e.g. seasonal illness.

ENQUIRIES : Dr H Buys, tel.no (021) 658-5111.Dr R Diedericks, tel.no (021) 658-5169.Dr T Westwood, tel.no. (021) 658-5190

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Mr GH van Rooyen
CLOSING DATE : 21 March 2008

POST 09/169 : **SENIOR PERSONNEL PRACTITIONER (PERFORMANCE MANAGEMENT)**

(Directorate: Human Resource Management)

SALARY : R132 054 per annum.

CENTRE : Head Office, Cape Town

REQUIREMENTS : Senior (or equivalent) Certificate with extensive experience in Performance Management. Valid driver's licence and willing to travel to institutions within the Western Cape. Recommendations: High level communication skills (verbal and written). Presentation skills. Computer skills (Excel, Power Point, MS Office). Research /Organisational and planning skills. Sound knowledge of SPMS and PMDS. Ability to work independently. Ability to deal with conflict. Note: It will be expected from candidates to do a practical test.

DUTIES : The Senior Personnel Practitioner of the Performance Management Component will be responsible for the following: Assist and advice with the effective and efficient management of Performance Management Systems during the performance cycle. Assist with and provide training and information sessions with regard to SPMS and PMDS. Provide assistance and secretarial support to the Pre- and Formal Moderating Committees and advice with regard to the strategic overview of the performance management process. Assist with and investigate grievances with regard to performance management. Administer ad-hoc cases and section 37(2)(c) requests. Formulation of statistics. Advice and assist with the dealing of poor performers. Act as Systems Administrator of the Performance Management Information System (PERMIS).

ENQUIRIES : Mr S van Dyk, tel. no. (021) 483-4503.

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

FOR ATTENTION : Mr RA Merton

CLOSING DATE : 14 March 2008

POST 09/170 : **ARTISAN FOREMAN (MEDICAL GASSES)**

SALARY : R106 335 per annum.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the Act referred to. Competency and a practical and theoretical knowledge of medical gas reticulation systems, medical HP air and LP gas reticulation systems, vacuum systems, pressure vessels and vessels under pressure, pipe bending methodology and legislation governing the dispensing of medical gasses. A basic knowledge of the principles of project management, the practices of specification writing and quality assurance and procurement practices. Conversant with the Occupational Health and Safety Act. Recommendations: Knowledge on the Labour Relations Act. Experience in hospital engineering or a related industrial environment. Computer literacy.

DUTIES : Render managerial assistance in the upkeep of a database of the servicing and inspection of all cylinders, medical gas plant, equipment and machinery. Control and supervise personnel in accordance with hospital engineering policies and procedures and co-ordinate HR functions. Do maintenance and repairs to medical gas tanks, pipes, plant and equipment including compressors. Perform standby duties and emergency call-outs as required. Provide, deliver and exchange cylinders to wards, ICUs and theatres. Fulfil administrative duties and assist with personnel evaluation progress reports. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice. Take stock, manage the adequate medical gas reserves and order and control maintenance material and bulk medical gasses. Assist in department budgeting and control expenditure.

ENQUIRIES : Mr DR Matthews, tel. no. (021) 938-4235.

APPLICATIONS : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 14 March 2008

PROVINCIAL GOVERNMENT

The Western Cape Provincial Government is an equal opportunity employer and geared to providing services efficiently and effectively. Join the top team of the Western Cape Provincial Government and contribute towards our commitment to promote human wellbeing, to strengthen the Province's resilience and its adaptive capacity to climate change, equitable resource utilisation, economic development, to readdress spatial legacy and ensure environmental integrity towards sustainable development , in creating a "Home for All" in the Western Cape.

APPLICATIONS : Applications must be forward to: The Chief Director: Performance Management, PO Box 659, Cape Town, 8000 (For attention: Mr DJ Erasmus, Room 5:11, 4 Dorpstreeet, Cape Town). Please note that this post was previously advertised and applicants who applied already need to re-apply in order to be considered.

CLOSING DATE : 25 March 2008

NOTE : General Information: As Head of Department the person appointed to this position will be the Accounting Officer in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999). The appointment will be subject to the conclusion of an annually renewable Performance Agreement. He/She will be required to disclose his or her financial interest in accordance with the prescribed regulation and form. He/She must also be prepared to undergo a process of security clearance. Applicants will be subject to competency assessment testing. Applications must be submitted on a Z83 form, and should be accompanied by certified copies of qualifications, a comprehensive Curriculum Vitae and a certified copy of his/her ID document and vehicle driver's licence. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Western Cape Government.

MANAGEMENT ECHELON

POST 09/171 : **HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT**
PLANNING REFERENCE NR: HOD PM 14
(Three to Five-year contract appointment)

SALARY : All-inclusive remuneration package: R847 905 per annum: This is a flexible remuneration package which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution and a 10% non-pensionable Head of Department allowance. (The package can, within applicable rules, be structured according to the individual's needs)

CENTRE REQUIREMENTS : Cape Town
: Applications are invited from persons in possession of an appropriate tertiary qualification and extensive proven senior management experience in a large organisation. Candidates in possession of an appropriate post-graduate qualification will receive preference. This is a top-level managerial position within the Western Cape Provincial Government and would suit candidates with the following skills and experience: ▪ proven strategic leadership ▪ organisational (and people) management ▪ communication (written and verbal) ▪ analytical and advanced project management ▪ Ability to develop partnerships ▪ Ability to provide vision, set organisational direction and to inspire others to deliver on the organisational mandate. ▪ a proven track record of leading change management in people and financial management ▪ Ability to lead and manage a large organisation. ▪ Proficiency in people and financial management. Specific Qualifying Requirements: ▪ Knowledge regarding the Department's constitutional mandate and relevant policies, legislations and its relationship with national and local governments, civil society and other stakeholders. ▪ Excellent knowledge and understanding of environmental management and integrated spatial development planning. ▪ Extensive practical experience in environmental and/or spatial development planning management, trends and best practice.

DUTIES : The person appointed to this position will have as her/his core responsibilities the effective and efficient management and administration of a Provincial Department, including the following key performance areas: ▪ Strategic Management of the Department ▪ Overall Accountability ▪ Advise to the Minister. ▪ The effective execution of the Public Sector Transformation and Restructuring process and the Batho Pele programme. ▪ Guide the development and implementation of policies, programmes and activities of the various components of the Department, in alignment with National and Provincial policies and programmes in collaboration with partner departments, public entities, local Government and other stakeholders ▪ Ensure the efficient, economic and effective use of resources. ▪ In pursuit of the above, ensure that the Departmental Strategic Plan and Annual Performance Plan, policies, controls, delegations, monitoring and reporting systems are in place. Specific Key Performance Areas: Provide leadership and strategic direction to the Department to ensure implementation of the following key objectives and programmes: ▪ mainstream the sustainable development paradigm in environmental and spatial planning management ▪ develop systems, processes and measures to support service delivery ▪ promote environmental integrity and the progressive realisation of environmental rights ▪ direct spatial planning that promotes integrated sustainable and holistic spatial development to improve the quality of life of all people in the Western Cape ▪ Develop intervention strategies to facilitate equitable awareness, access and participation in the environmental and spatial economy and associated sustainable development opportunities ▪ ensure alignment and compliance with policies and legislative prescripts, and ▪ promote co-operative governance and partnerships.

ENQUIRIES : Ms VL Petersen telephone number (021) 483-6036

PROVINCIAL TREASURY

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

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

FOR ATTENTION : Mr B Damons
CLOSING DATE : 14 March 2008

NOTE

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

OTHER POST

POST 09/172

: **LOCAL GOVERNMENT FINANCIAL MANAGEMENT CO-ORDINATOR (3 POSTS) (REF NO: WCPT 05/01/08)**
Chief Directorate Public Finance
Directorate Local Government Finance

SALARY

: All inclusive package of R311 358 per annum including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Cape Town
: Minimum qualification requirements and experience: • Tertiary qualification with majors in either Public Finance/Accounting/Economics • Proven financial management experience • Knowledge of relevant financial management legislation/policies/directives • The ability to manage a team • Experience at local government level will be an advantage • Valid EB Drivers License. Required skills and competencies: • Good communication skills • Strategic and visionary skills • Analytical skills • Organising and planning skills • Computer literacy and application of MS Office package • Able to assess financial data. Personal attributes: • Self-driven • Self-confident and innovative • Ability to work under pressure

DUTIES

: To secure sound and sustainable revenue and expenditure budgets and timely financial reporting by: • Assessing and advising on application for police services on sub-national government 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 transfers between sub-national spheres of government • Managing adjustments of gazetted transfers between sub-national spheres of government • Monitoring government adjustment budget preparation processes • Assisting, assessing and advising on government revenue and expenditure budgets • Monitoring and reporting on the state of government revenue and 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 • Ensuring the Provincial Treasury fulfill its role and responsibilities in respect of government revenue and expenditure budgets and timely reporting • Providing technical assistance and training on government financial matters • Staff supervisory functions.

ENQUIRIES

: Mr G Paulse ☎ (021) 483-6126